User Manual for State Designated Agency (SDA)

PATNET Portal

Version 1.3

Bureau of Energy Efficiency
Ministry of Power, Government of India

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1. About this Document

The purpose of this document is to fully describe how the users of **State Designated Agency (SDA)** can use the PAT NET Portal.

Intended Audience

This document is intended for the following list of users:

PATNet Portal Users

State Designated Agency

- **Technical Officer - TO**
- **Nodal Officer - NO**

2. New SDA Registration Process

This section explains the registration process for a new State Designated Agency users with the PAT NET portal. Below are the step-by-step information on the activities to perform this operation.

1. Open e-filing portal (https://escerts.gov.in).
   (The 'BEE PATNET portal Login' page appears).
2. Click on **New User** button on the login page as shown in below image.

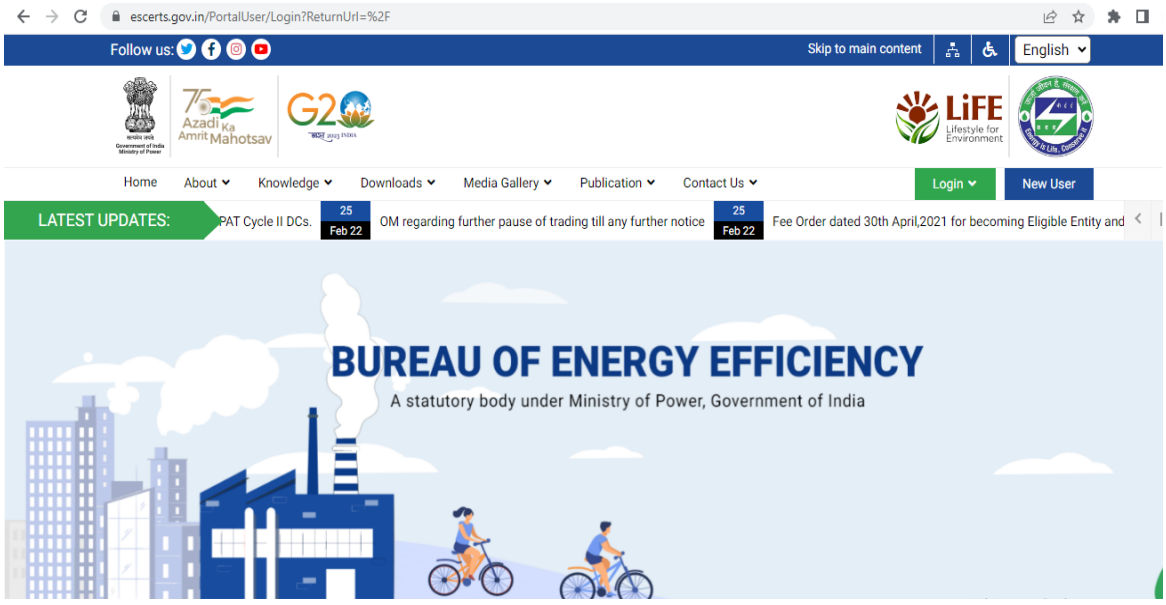


Figure 1: Login Link Page

3. The system redirects the user to select **User Type** page. Select **SDA** from the User Type drop-down and then click on **Submit** button.

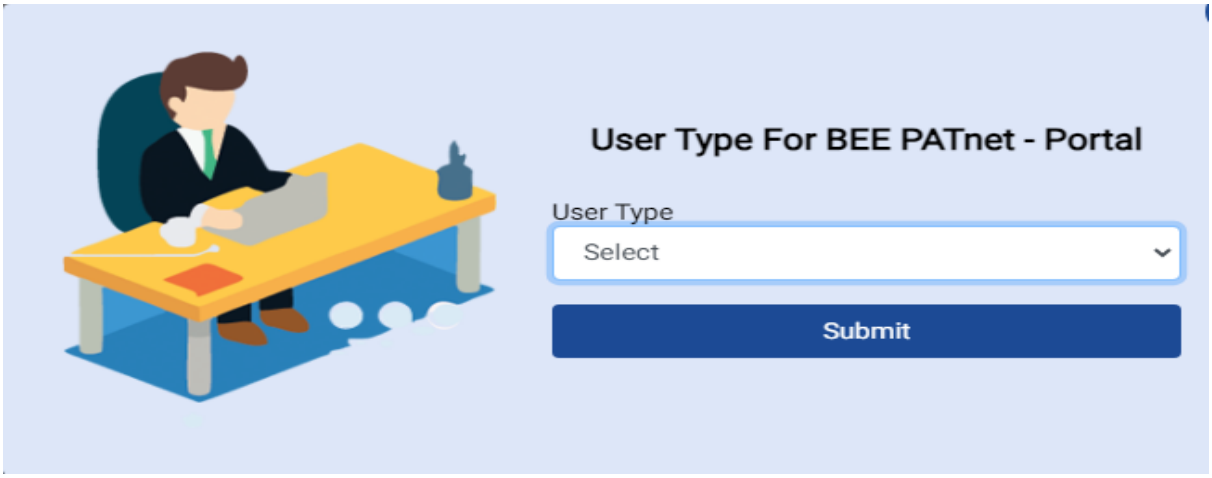


Figure 2: User Type selection

4. The **State Designated Agency (SDA) Registration** section appears as shown in below image, perform the following action:

   Select the **State** name from the drop-down to auto populate the **SDA** name, **Recovery email Id** and **Address line** details.

   Enter the **Technical Officer Details**.

   Enter the **Nodal Officer Details.**

   Click on **Next** button.

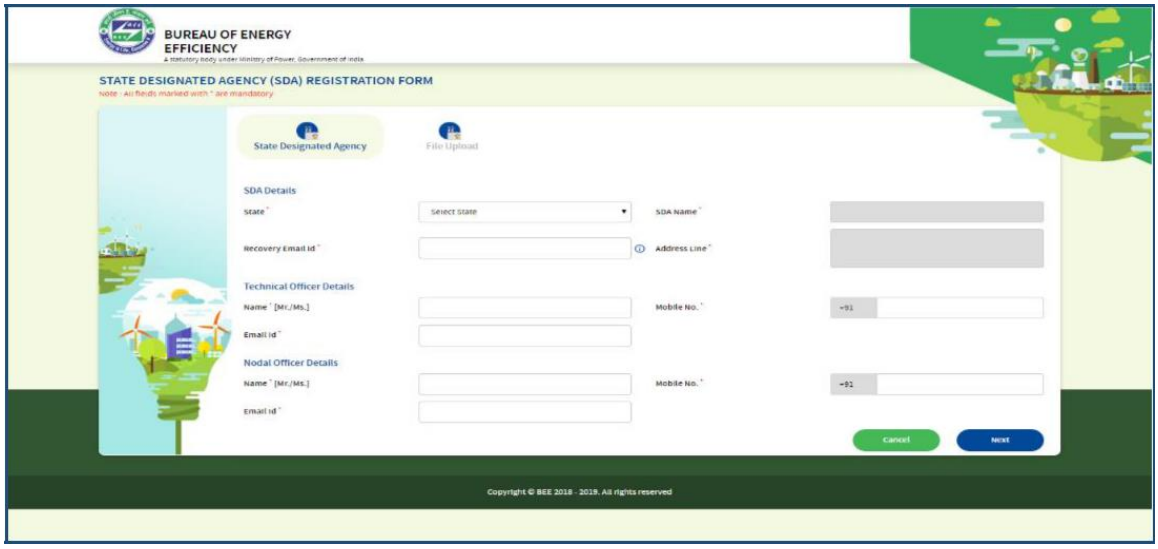


Figure 3: SDA Registration Page

1. In the **File Upload** section, under **Upload File** field, select the file name from the drop-down to upload a file. Click on the **Browse** button to browse and select a specified file from your system.

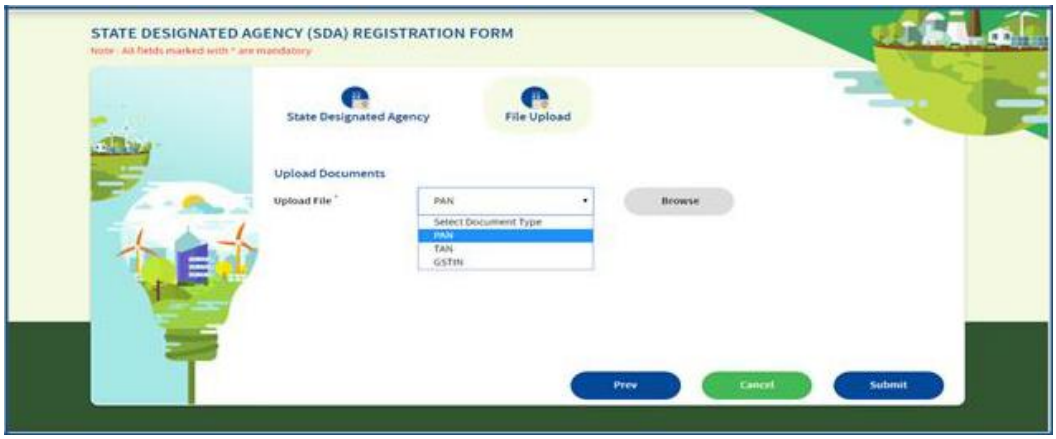


Figure 4: File Upload Section

2. The selected file will be added to the list under **Upload Documents** section as shown below. Click on **Submit** button.

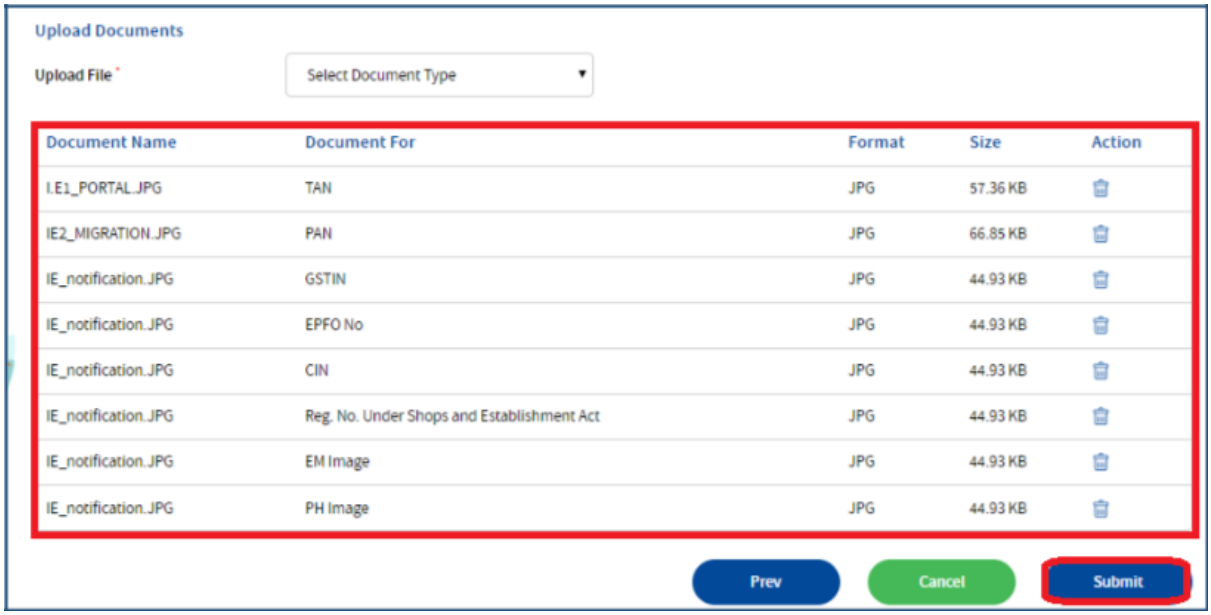


Figure 5: Document List

3. The confirmation pop-up message appears, click on the **OK** button to proceed.

Figure 6: Confirm Proceed Message

4. The message **Successfully Registered** appears on the page and that indicates successful registration process for SDA as shown in below image.

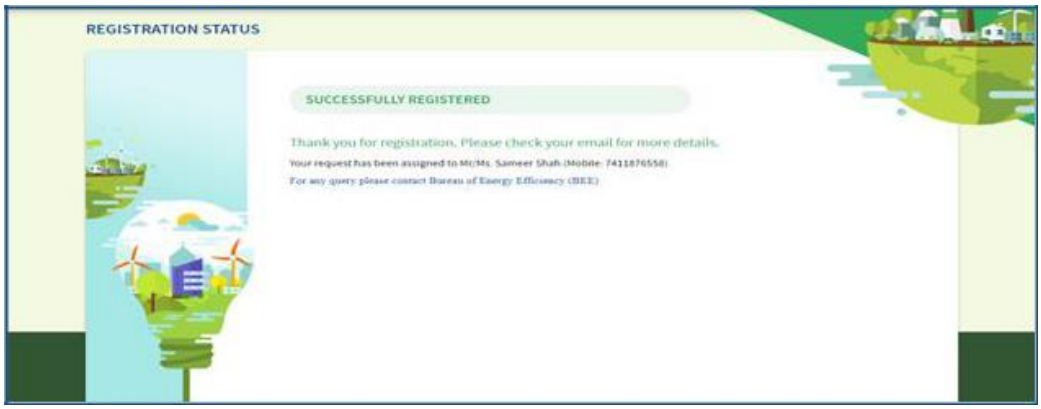


Figure 7: Successful Registration Message

Notes:

1) ***Mandatory fields to fill are marked with (*) mark.***
2) ***The SDA Record will be assigned to 'SDA Head'.***

5. After completion of registration, SDA user will receive login credentials in his/her official email Id as shown in below image.

Figure 8: Registration completion email with login credentials

3. Initial Login Process

This section explains the first time log in process of SDA.

1. Open e-filing portal by clicking the link (https://escerts.gov.in).
   (The 'BEE PATNET portal Login' page appears).
2. Enter the **User ID** and **Password** which is received via email, enter the **Captcha** and then click on **Login** button as shown in below image.

Figure 9: Login Link Page

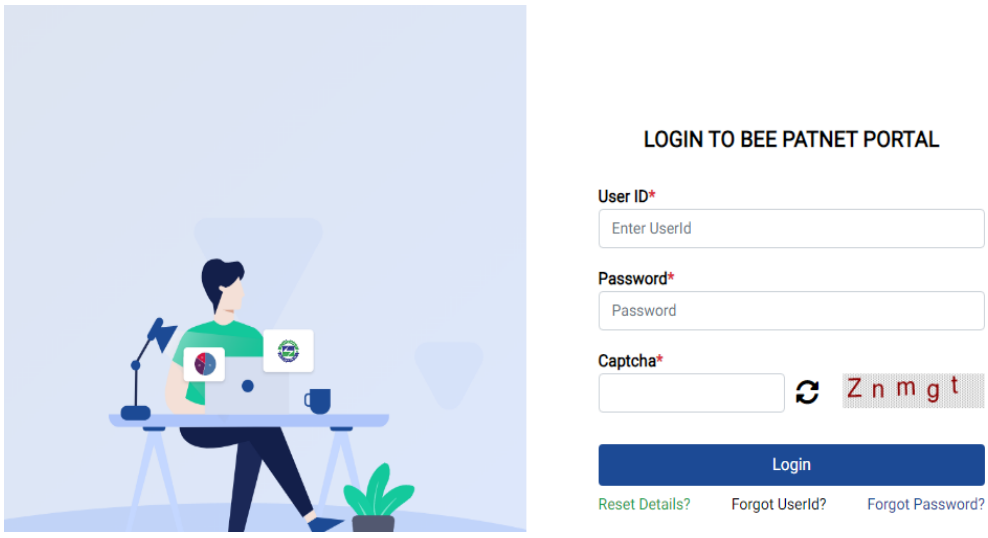


Figure 9.1: Login Page

3. After successful login, **Change Credentials** page appears and user has to enter the new **User ID**, Enter the new **Password**, **Confirm Password** and then click on **Submit** button as shown in below image.

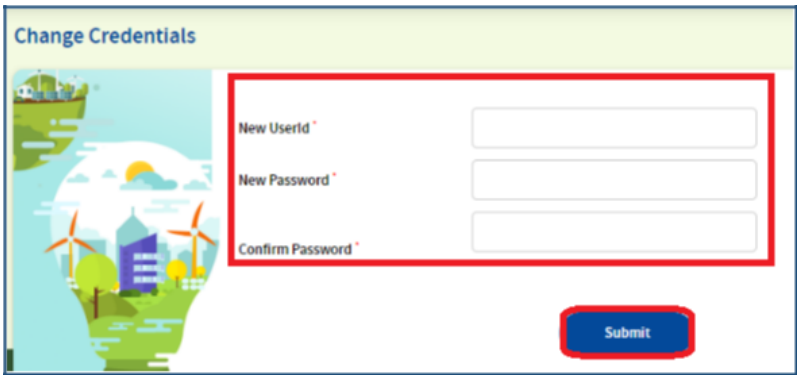


Figure 10: Change Initial User Id and Password

4. Success window appears as shown in below image. Click on **Login Again** button.

Figure 11: Password Change Success Message

5. Login page will be displayed again, enter the **new User Id** and **new Password,** enter the **Captcha** and then click on **Login** button.

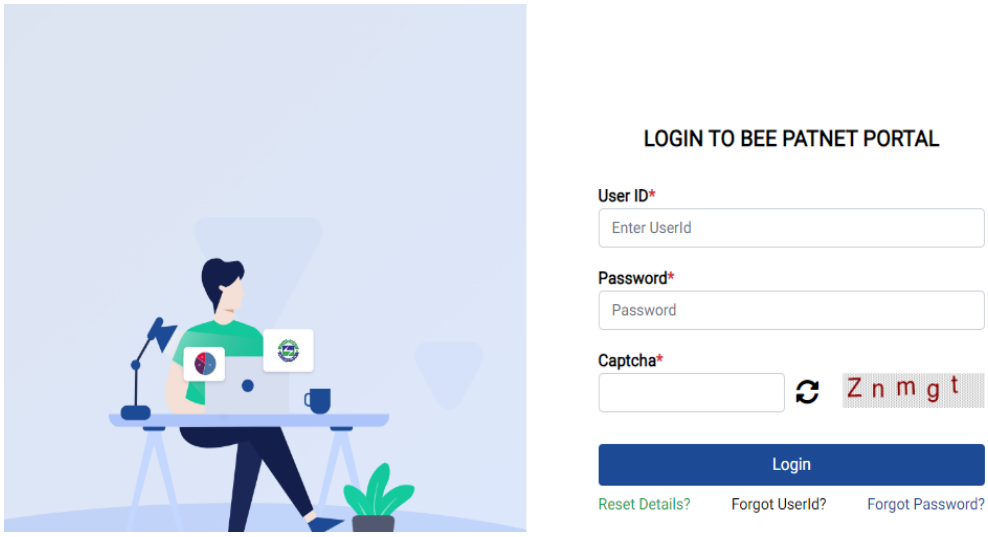


Figure 12: Login Page

6. 'One Time Password' page will be displayed. User has to enter the **OTP** received on his/her registered mobile number and click on **Submit** button as shown in below image.

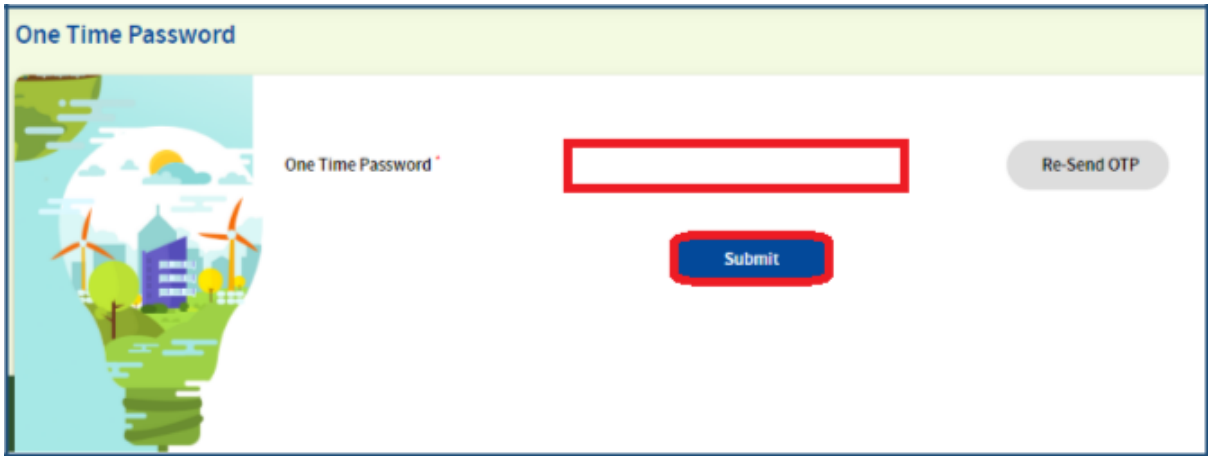


Figure 13: One Time Password Page

***Note*: If SDA is not receiving the OTP on the registered mobile number then click on Re-Send OTP button to receive the new OTP.**

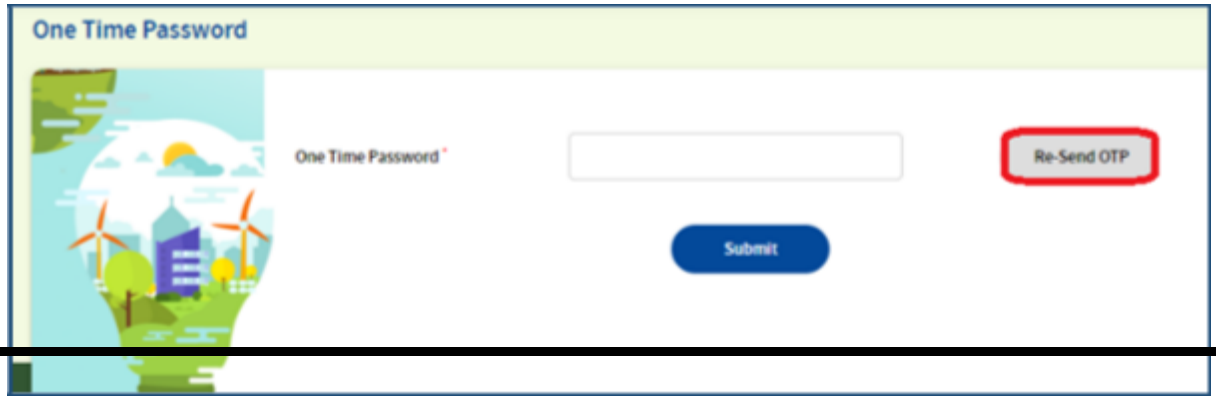


Figure 14: Re-Send OTP Button

7. If the entered OTP is wrong, an error message will show as shown below. Click on **Re-Send OTP** to receive a new OTP.

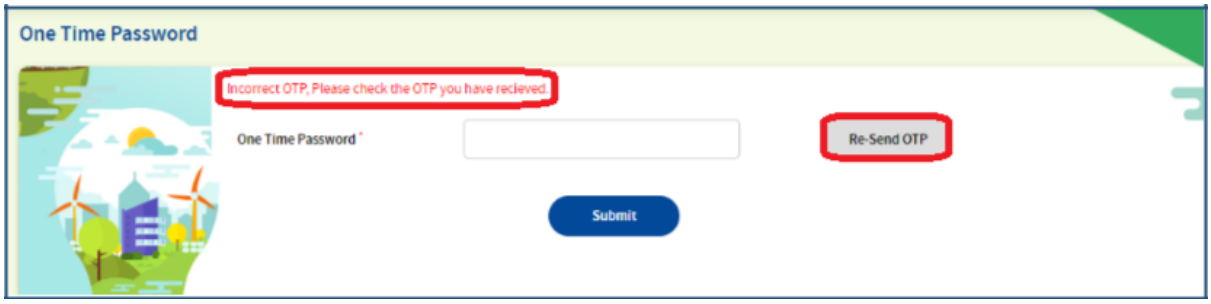


Figure 15: Incorrect OTP Message

4. Forgot User ID?

This section explains the step-by-step procedure for **SDA** users to reset their login user ID in case they forgot the user ID.

***Note:* Forgot User ID feature can be used in case if the user remembers the registered email address.**

Below given is the detailed steps to perform this operation from the PATNET portal.

1. Open e-filing portal by clicking the link (https://escerts.gov.in).
   (The 'BEE PATNET portal Login' page appears).
2. Click on **Forgot User ID** link which is present in the login page as shown in below image.

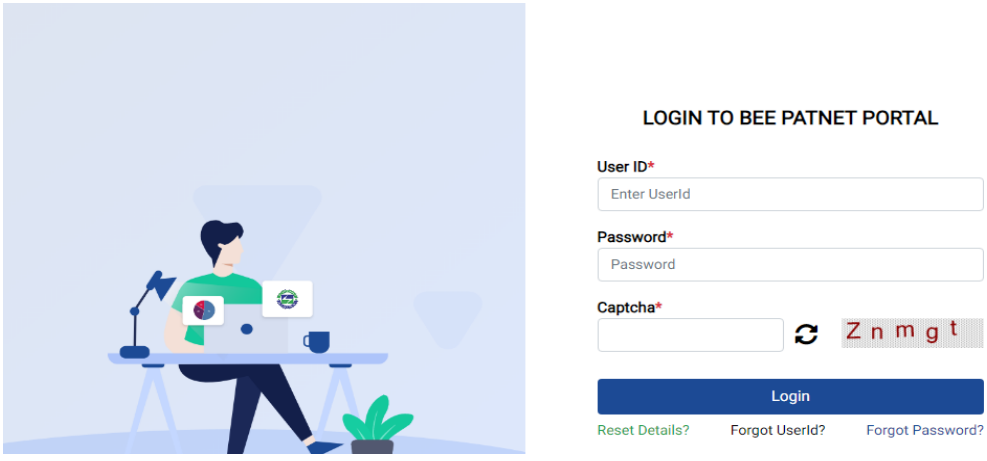


Figure 16: Forgot User ID

3. The system navigates to **Forgot User ID** page. Enter the **Email Id,** enter the **Captcha** and then click the **Submit** button.

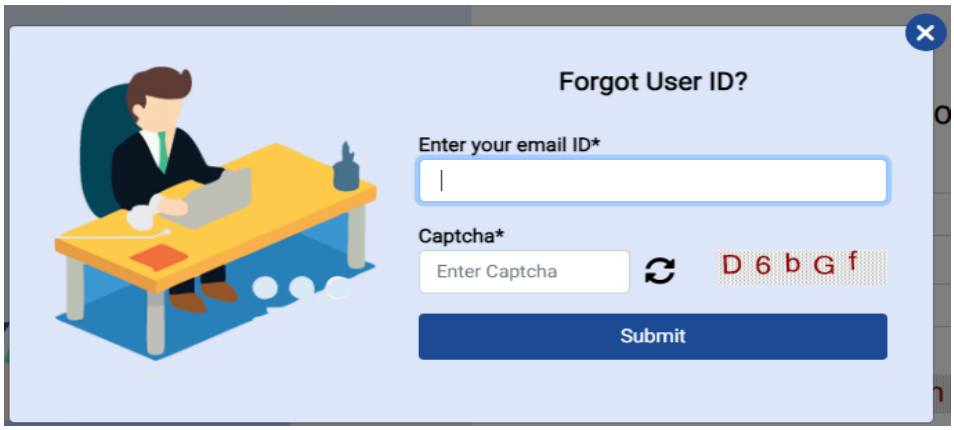
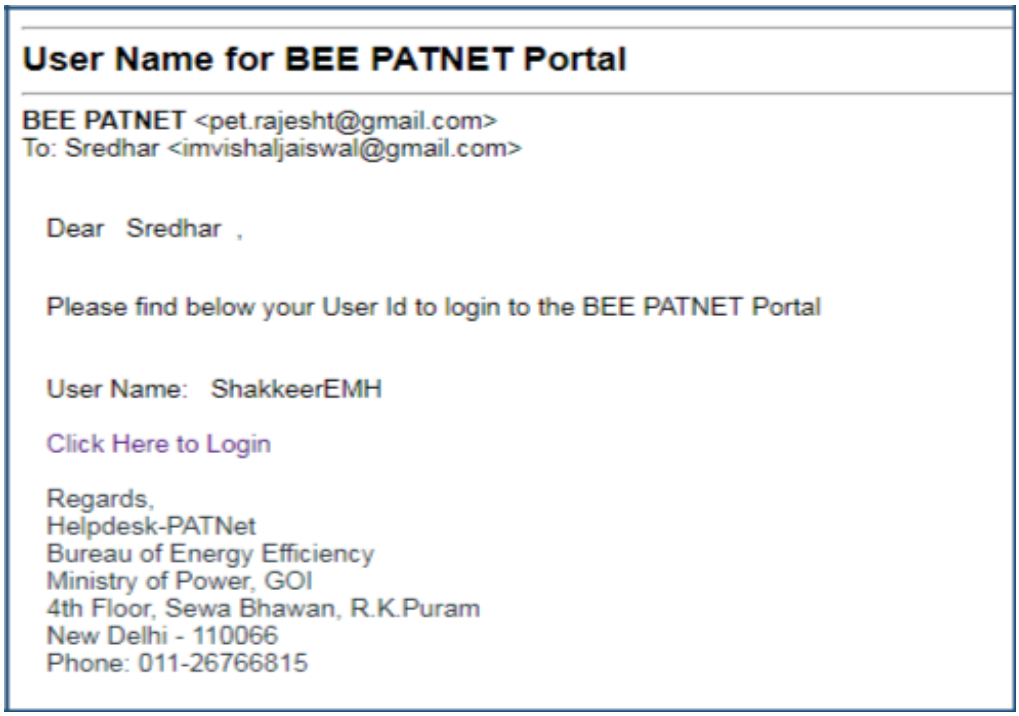


Figure 17: Forgot User ID Field

4. After successful submission, the system will redirect user to success page and User ID will be sent to the registered email ID of user as shown- "The UserID has been sent to your registered mail" in below image.



User Name for BEE PATNET Portal

BEE PATNET <pet.rajesht@gmail.com>
To: Sredhar <imvishaljaiswal@gmail.com>

Dear Sredhar ,

Please find below your User Id to login to the BEE PATNET Portal

User Name: ShakkeerEMH

Click Here to Login

Regards,
Helpdesk-PATNet
Bureau of Energy Efficiency
Ministry of Power, GOI
4th Floor, Sewa Bhawan, R.K.Puram
New Delhi - 110066
Phone: 011-26766815

Figure 19: Email with User ID

***Note**: If the user enters wrong Email ID and clicks on Submit button then the system will show Invalid Email ID message as shown in below image.*

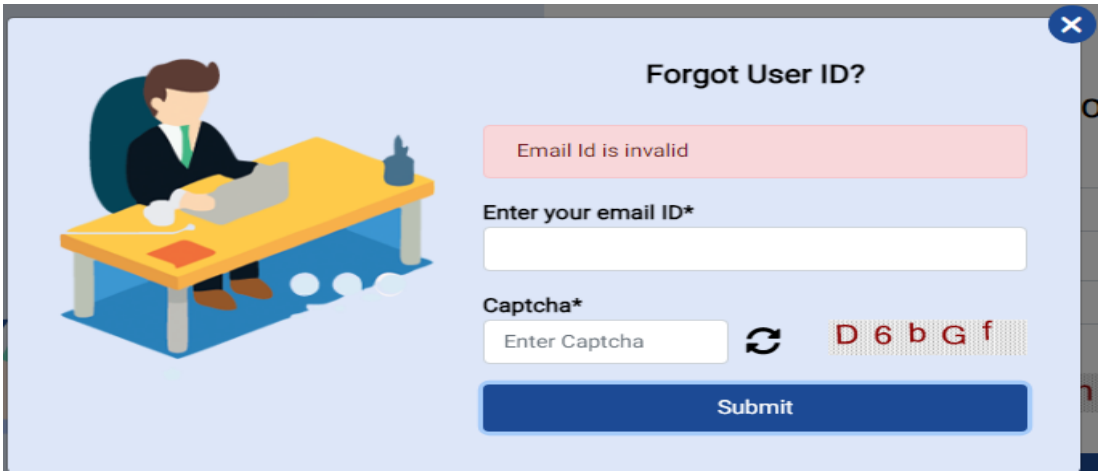


Figure 20: Invalid Email Id Message

5. Forgot Password?

This section explains the step by step procedure for SDA to reset their login password.

***Note:** Forgot password feature can be used in case if the user remembers the login ID.*

Below given are the detailed steps to perform this operation from the PATNET portal.

1. Open e-filing portal by clicking the link (https://escerts.gov.in).
   (The 'BEE PATNET portal Login' page appears).
2. Click on **Forgot Password** link which is present in the login page as shown in below image.

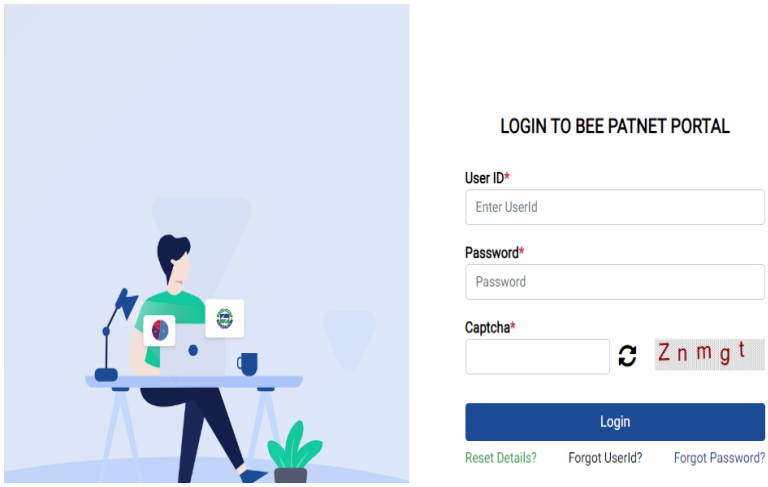


Figure 21: Forgot Password

3. The **Forgot Password** window appears in the system. Enter the **User Id,** enter the **Captcha** and then click the **Submit** button.

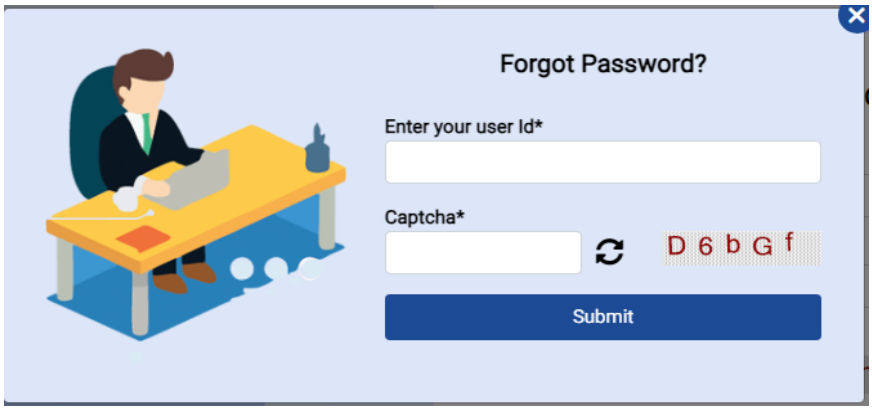


Figure 22: Forgot Password Field

4. After successful changing a password, the system displays a success message and sends the new password to the registered email Id as shown as –"New Password has been sent to your mail".

***Note**: If user enters wrong user ID, system will show Invalid User ID message as shown as – "Invalid User ID".*

6. Reset Login Details for SDA

This section explains the process of changing the details of the SDA users (TO or NO) in their absence.

In some cases, SDA users leaves organisation without handing over their existing user details. In these scenarios **SDA** can reset their details by using "**Reset Details**" functionality available in PATNET Portal home page.

***Note:* The above mentioned procedure will applicable if recovery email address have been updated in the system for organizations.**

SDA can reset their login ID and password by following the below steps.

1. Open e-filing portal by clicking the link (https://escerts.gov.in).
   (The 'BEE PATNET portal Login' page appears).
2. Click on **Reset Details** link which is present in the login page as shown in below image.

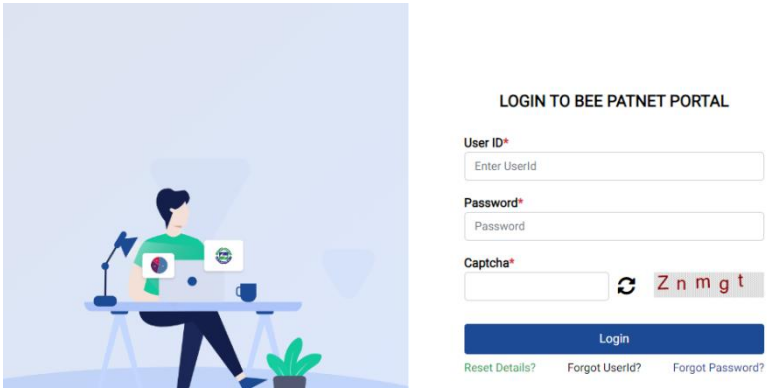


figure 26: Reset Details

3. The system will redirect user to the **Reset Details** page. Enter the recovery **Email Id** given by the SDA at the time of registration and the **Captcha** and then click the **Submit** button.

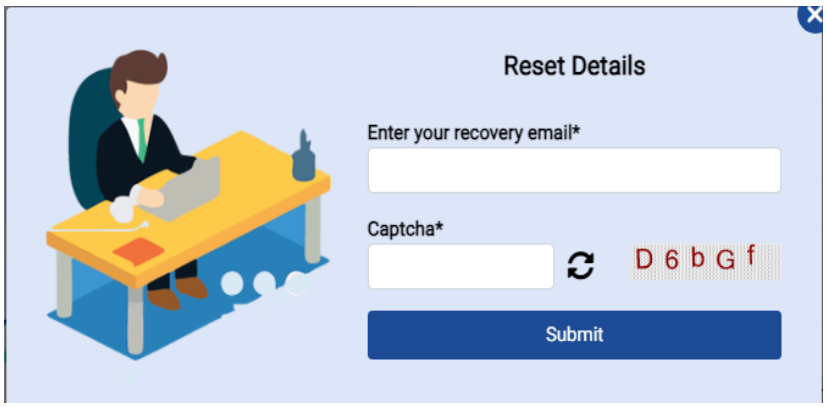


Figure 27: Reset Details Page

4. After successful submission, a web link will be sent to recovery email Id of SDA and success message will be displayed as shown as –"An email has been sent to your mail id with link to reset the details".

***Note**: If given Recovery Email ID is wrong then system shows invalid Email ID message as shown as "Recovery email is invalid (or) Registration is not approved".*

5. The authorized person who handles the recovery email will receive the link to reset the details.

Figure 30: Reset Email

6. Click on the **Reset Link**, a portal page opens with the options to select the organisation. Select the organisation from the list to modify the details and click the **Submit** button.

Figure 31: Multi Organization Selection List

7. User is re-directed to the portal and where he/she can modify the details and click on **Update** button.

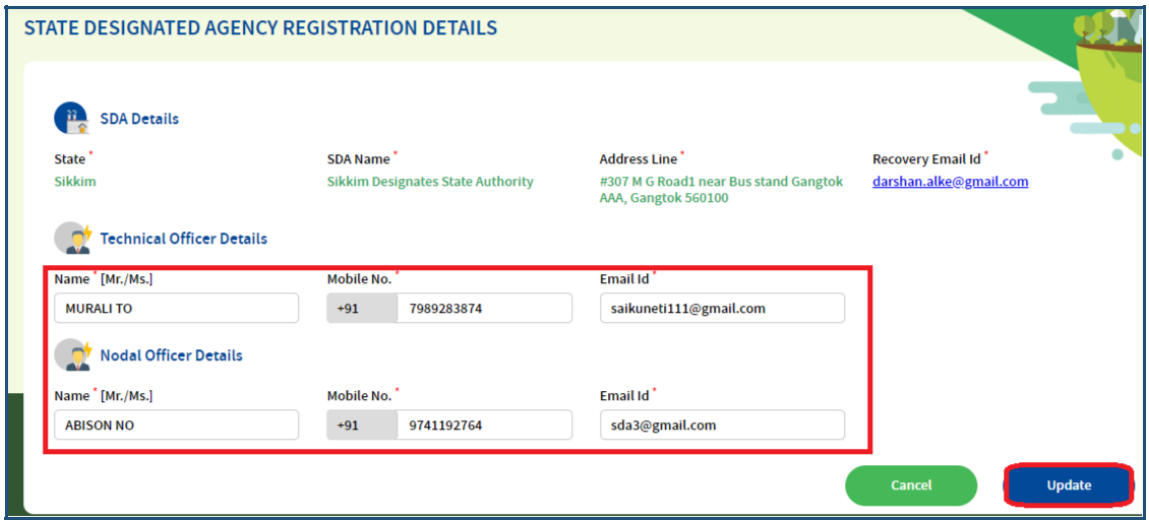


Figure 32: Reset User Detail

8. The Confirmation message pop-ups as below, click **Ok**.

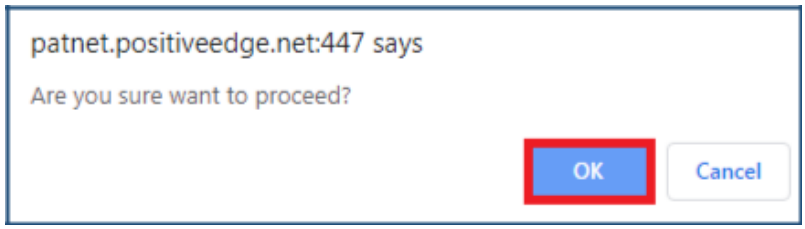


Figure 33: Confirmation pop-up Message

9. The record will be updated and user will get success page.

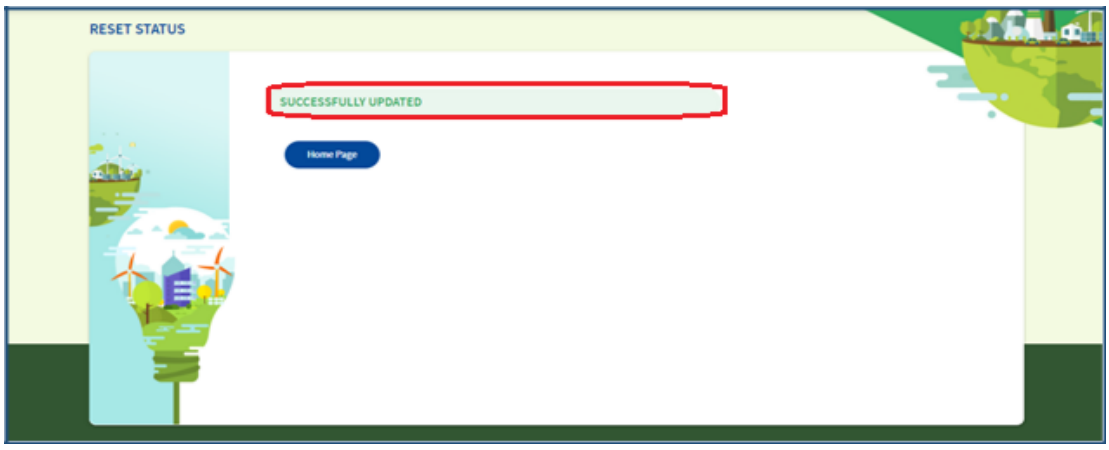


Figure 34: Reset User Detail Success Message

10. After successful update of login details, an email with new login credential will be sent the email address of SDA user.

***Note:** Reset Link will get expire once user updates the record using shared link.*

7. SDA Profile Update by the Nodal Officer

This section explains how the Nodal Officer updates the SDA profile details.

1. Nodal Officer Logs in to PATNET portal by using his/her login credentials (Refer to section 3 for the login steps).
2. On successful login, the Nodal officer home page appears as shown in below image. Click on **Profile** link.

Figure 35: Home Page

3. The SDA profile page will be displayed with **Edit Profile** button as shown in below image.

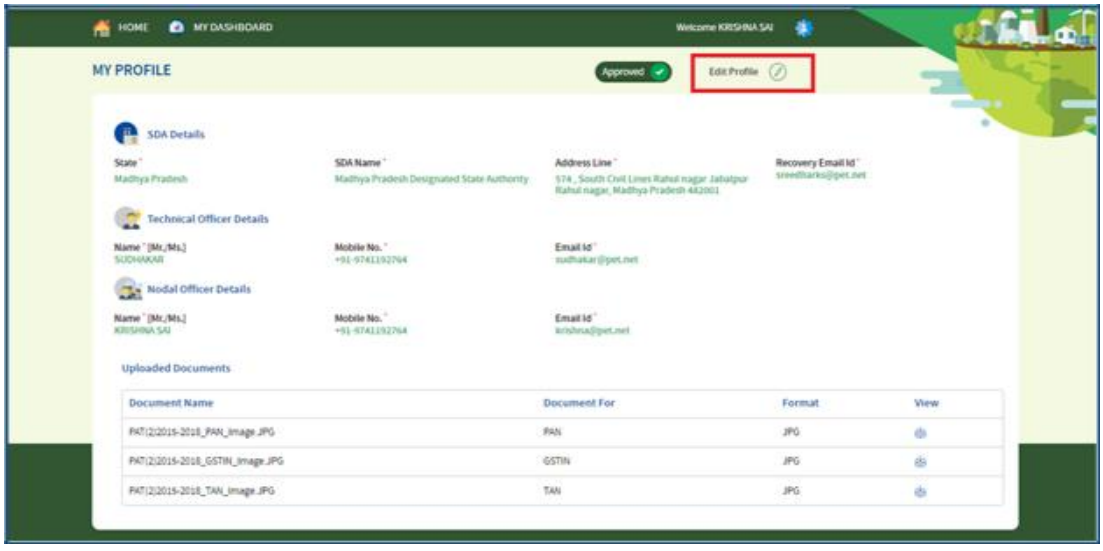


Figure 36: SDA Edit Profile

4. Click on **Edit Profile** button. Then the fields will be editable for **Technical Officer (TO)** and **Nodal officer (NO)** as shown in below image.

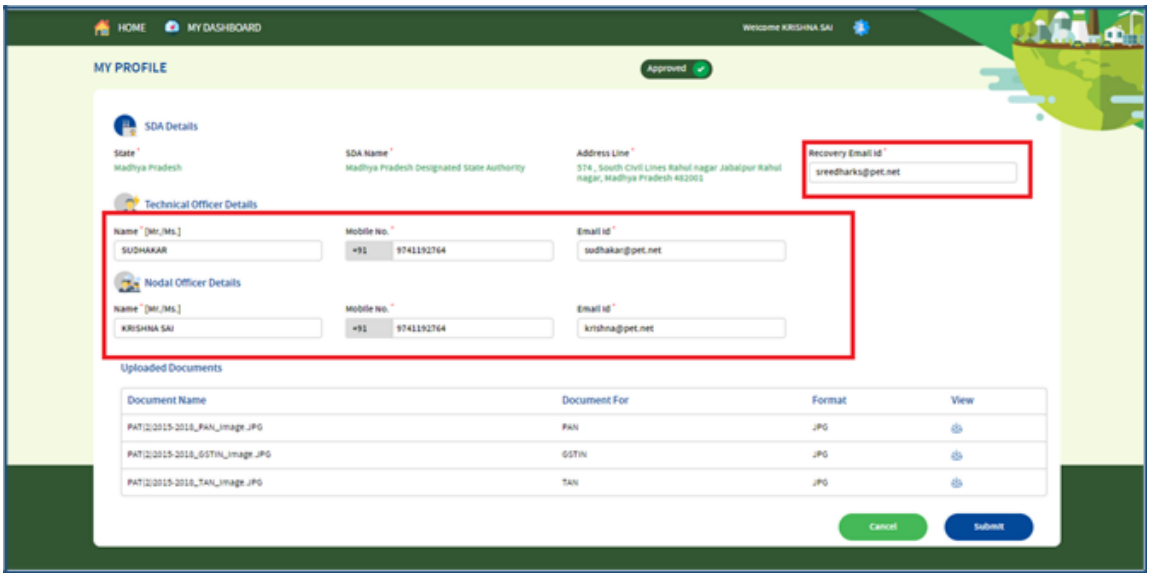


Figure 37: SDA Edit Profile

5. User will edit the information and submit the record. Then the success message will be displayed as shown in below image.

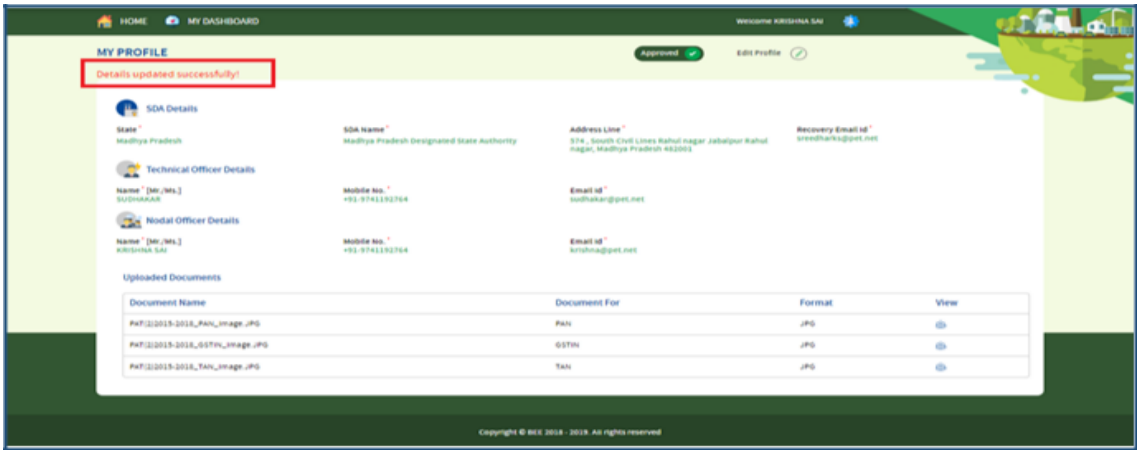


Figure 38: Profile Details Update Success Message

8. Review and Provide Comments on Form 1

Login to the BEE portal with application **URL**, **Technical Officer** (**TO**) **User Name**, and **Password**.

On Successful login the user is navigated to the SDA Dashboard page. Perform the following actions on the SDA Dashboard page to approve all the forms.

1. On the SDA Dashboard page select the **PAT Cycle** from the 'PAT Cycle' drop-down list and then click the **Search** button. All the forms submitted for that PAT Cycle by DC/EmAEA under respective Forms (1, A, B, D, 2and 3) icon will appear on the page.
2. Click on **Form 1** icon, and then click **List of Form 1's** tab to view records related to the selected PAT cycle.
3. Click the **View** link of the records to view and review the Form 1 details.

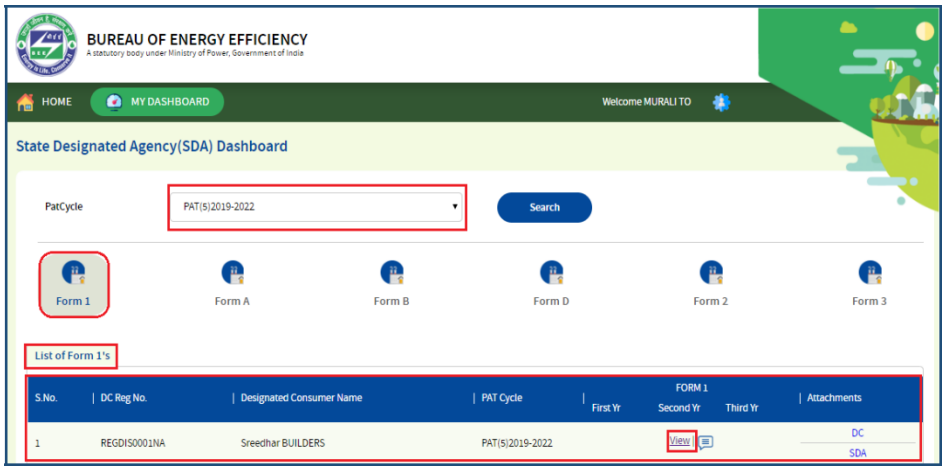


Figure 39: Technical Officer Dashboard Page

4. The 'Sector-wise Details' page appears as shown in below image. **Technical officer (TO)** will review the Form 1 details entered by the EM.

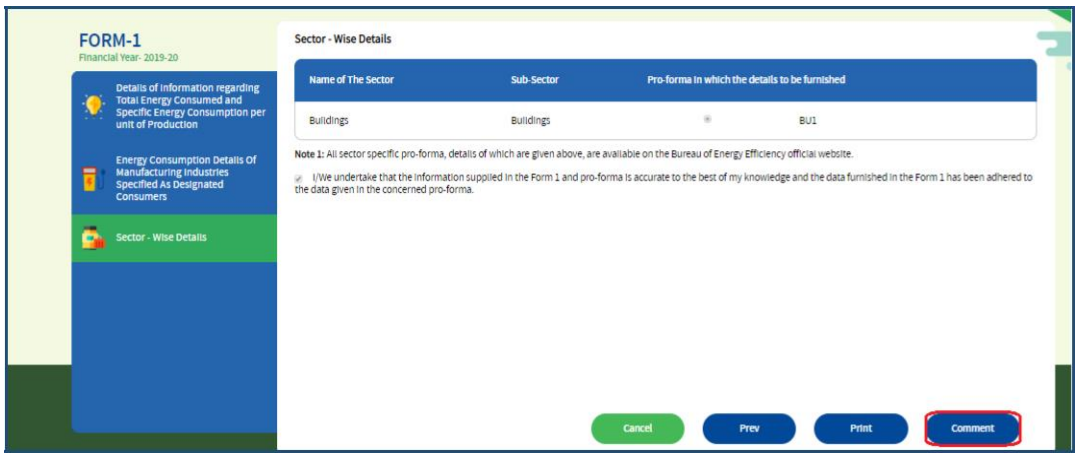


Figure 40: Sector-wise Details Page

5. Click on **Comment** button to enter the review comments.
6. The Comments window appears as shown below. User can enter the comment and submits the record after clicking on **Submit** button.

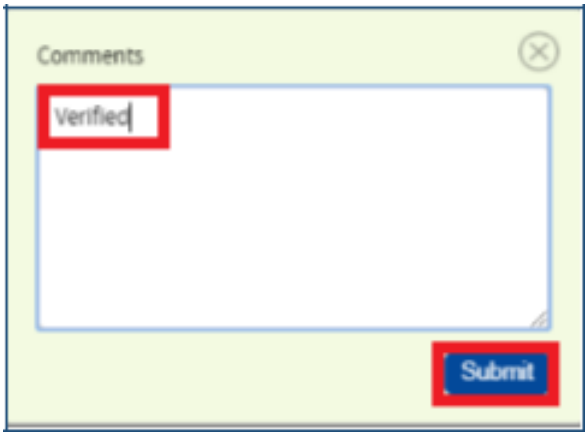


Figure 41: Comments pop-up Box

7. The comments will be saved in **View Comments** pop up window.

Figure 42: Comments Page

<u>Notes:</u> The following activities take place on verifying the Form 1.

1) ***An email notification will be sent to the SDA-Nodal Officer (NO) to Verify/Review Form 1.***
2) ***For SDA-Nodal Officer (NO), above commenting process will be repeated.***

9. Review and Provide Comments on Form A

Login to the BEE portal with application **URL**, **Technical Officer** (**TO**) **User Name**, and **Password**.

On Successful login the user is navigated to the SDA Dashboard page. Perform the following actions on the SDA Dashboard page to approve all the forms.

1. On the SDA Dashboard page select the **PAT Cycle** from the 'PAT Cycle' drop-down list and then click the **Search** button.

   All the forms submitted for that PAT Cycle by DC/EmAEA are listed under respective Form's icon (1, A, B, D, 2 and 3) into different tabs such as 'Pending Verification, 'Verified' and 'Reversed' as shown in below image.
2. Click on **Form A** icon, and then click **Pending Verification** tab to view records related to the selected PAT cycle.
3. On click of verify link, if user has not provided the comments, it will throw a validation message to add a comments

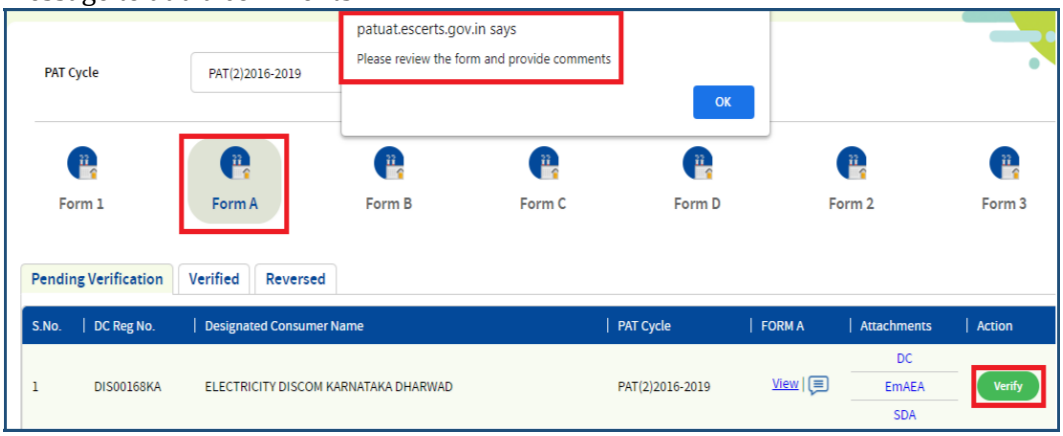


Figure 433: Verify Link

4. Click the **View** link for the record to view and review Form A details.

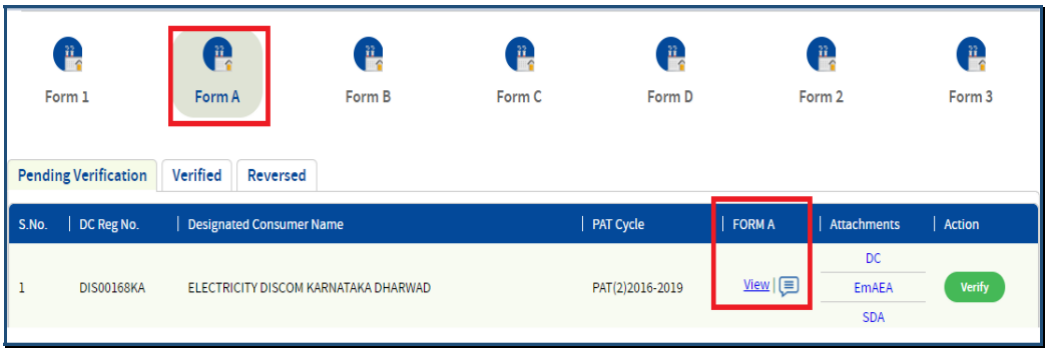


Figure 444: View Link

5. The 'Energy Efficiency Project Implemented' page appears as shown in below image. Technical Officer (TO) will review the Form A details entered by the EM.

Figure 455: Energy Efficiency Project Implemented Page

6. Click on **Comment** button to enter the review comments.
7. The Comments pop-up window appears as shown in below image where user can enter the review comments and submits the record by clicking on **Submit** button.

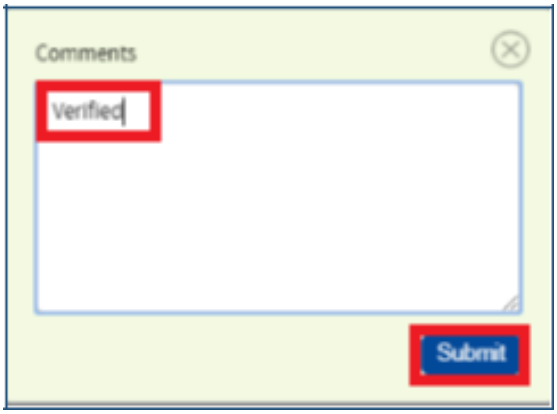


Figure 46: Comments pop-up window

8. The comments will be saved in **View Comments** pop up window.

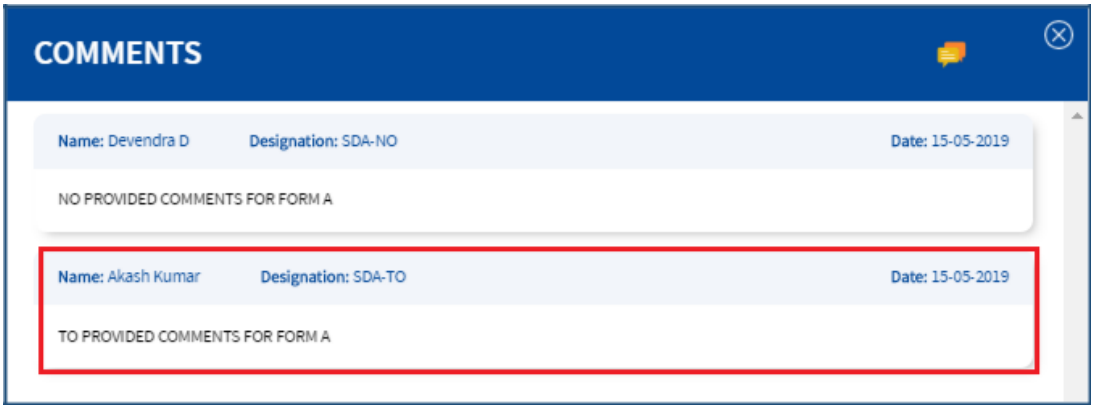


Figure 467: Comments Page

9. Under **Pending Verification** tab click on the **Verify** button to verify Form A.

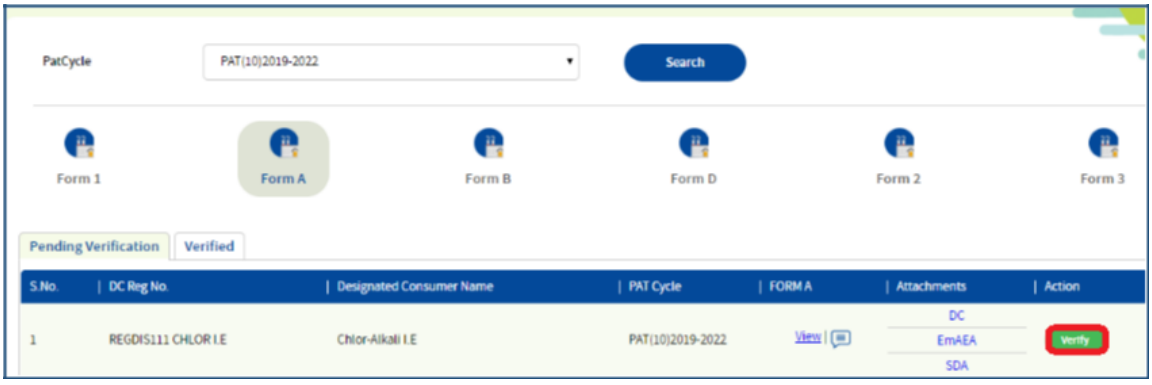


Figure 48: Click Verify

10. The Confirmation message pop-ups, click **Ok**.

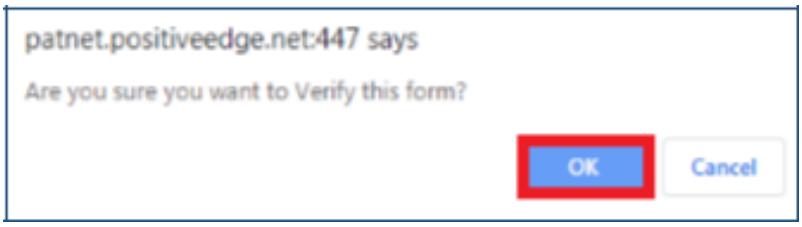


Figure 49: Confirmation Message

11. The verified Form A records are available under the **Verified** tab.

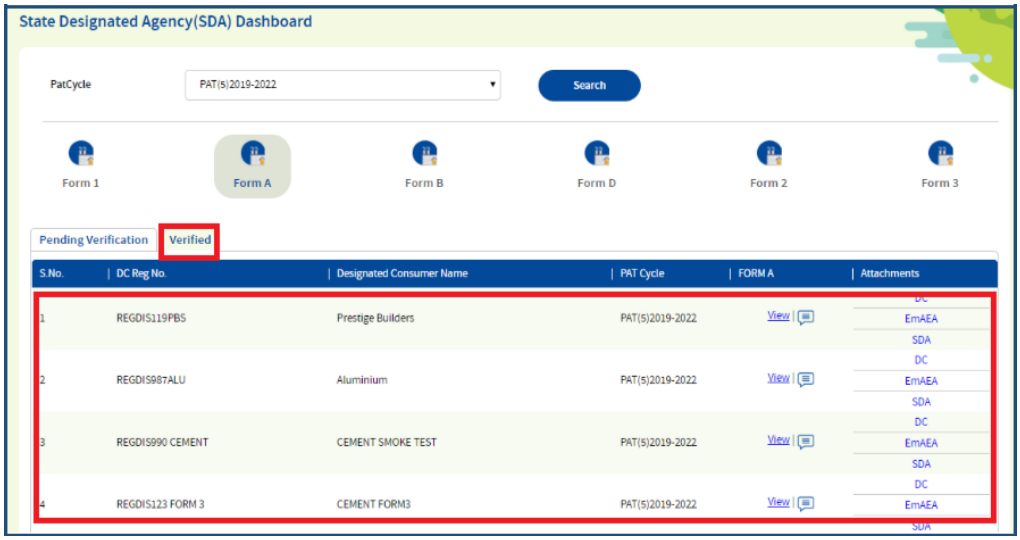


Figure 50: Verified Form A

Notes: ***The following activities take place on verifying the Form A by Nodal Officer (NO) user.***

1) ***On verification of Form-A record by Technical Officer (TO), an email notification will be sent to the SDA-Nodal Officer (NO) to Review/Verify Form A.***
2) ***Similar commenting process will be repeated by SDA- Nodal Officer (NO) user.***
3) ***On verification of Form-A by SDA- Nodal Officer (NO) user, the Form A record will be assigned to Sector Project Engineer (SPE) or Sector Expert (SE) available for that sector in BEE.***

10. Review and Provide Comments on Form B

Login to the BEE portal with application **URL**, **Technical Officer** (**TO**) **User Name**, and **Password**.

On Successful login the user is navigated to the SDA Dashboard page. Perform the following actions on the SDA Dashboard page to approve all the forms.

1. On the SDA Dashboard page select the **PAT Cycle** from the 'PAT Cycle' drop-down list and then click the **Search** button.

   All the forms submitted for that PAT Cycle by DC/EmAEA are listed under respective Form's icon (1, A, B, D, 2 and 3) into different tabs such as 'Pending Verification, 'Verified' and 'Reversed' as shown in below image.
2. Click on **Form B** icon, and then click **Pending Verification** tab to view records related to the selected PAT cycle.
3. On click of **verify** link, if user has not provided the comments will throw a validation message to add a comment.

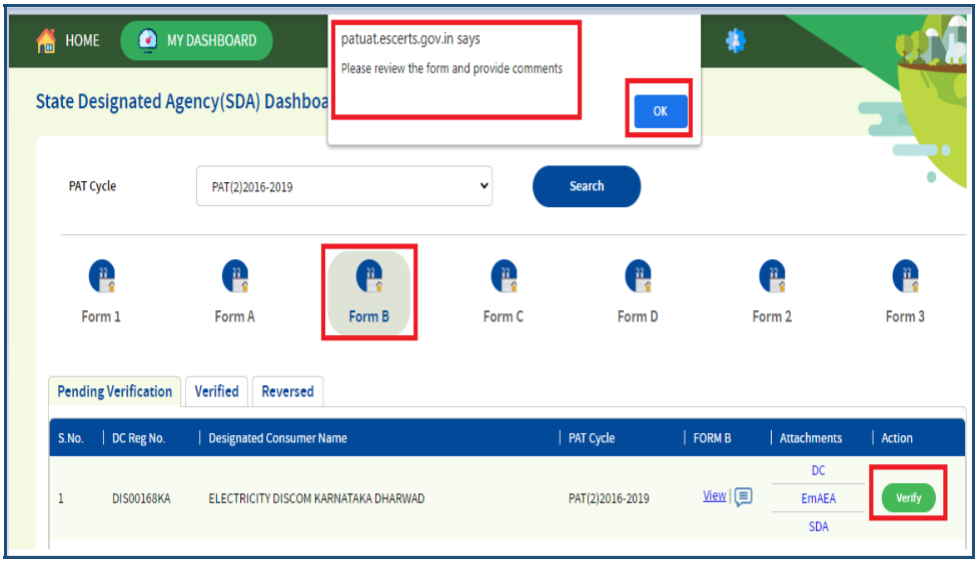


Figure 51: Verify Link

4. Click the **View** link for the record to view and review Form B details.

Figure 52: View Link

5. The 'Performance Assessment Document' page appears as shown in below image. Technical Officer (TO) will review the Form B details entered by the EmAEA.

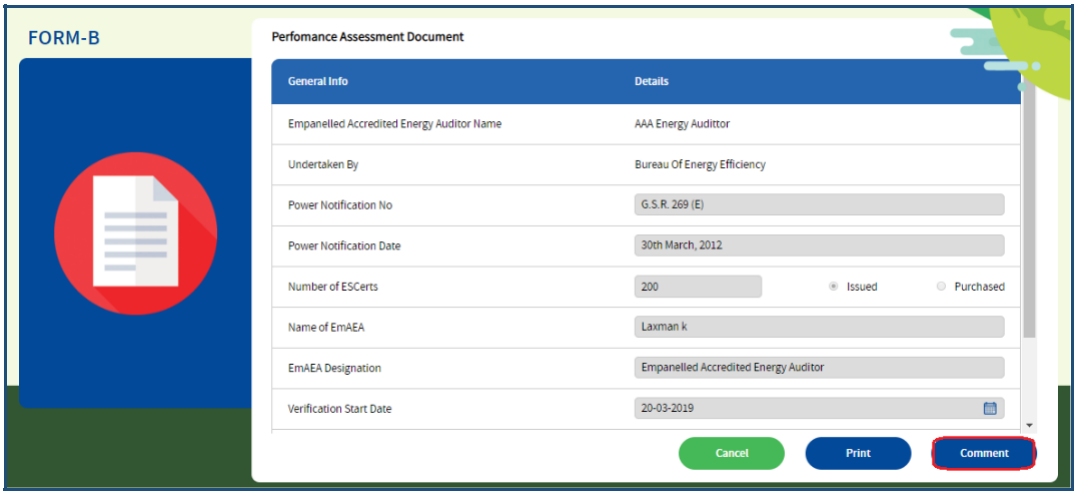


Figure 53: Performance Assessment Document Page

6. Click on **Comment** button to enter the review comments.
7. The Comments pop-up window appears as shown in below image where user can enter the review comments and submits the record by clicking on **Submit** button.

Figure 54: Comments Pop-up Box

8. The comments will be saved in **View Comments** pop up window.

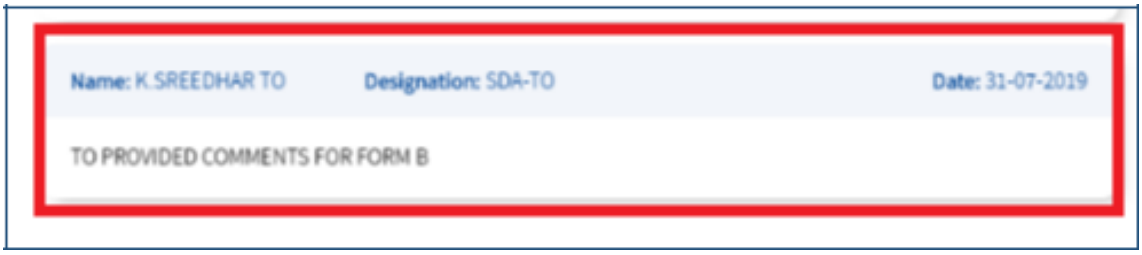


Figure 55: Comments Page

9. Under **Pending Verification** tab click on the **Verify** button to verify Form B.

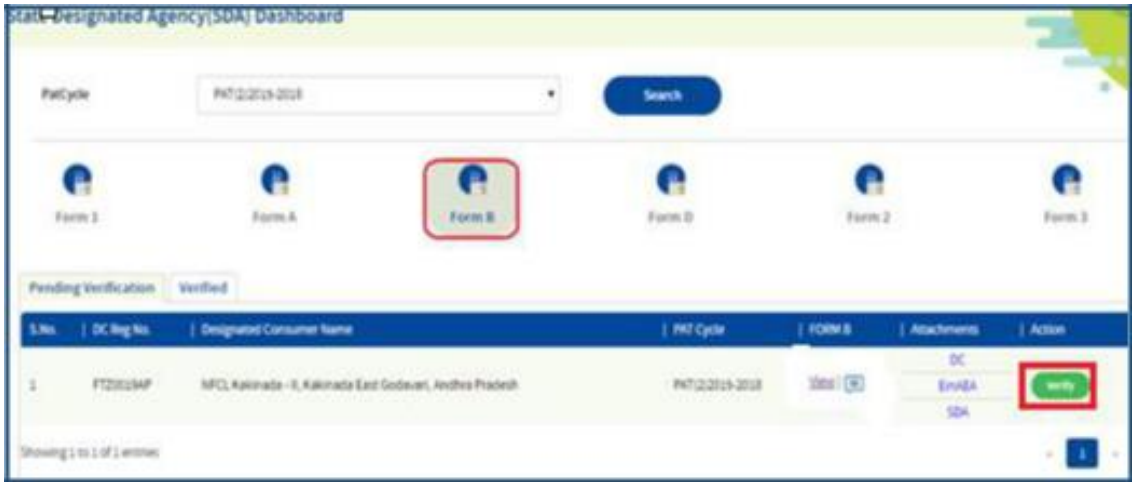


Figure 56: Click Verify Button

10. The Confirmation message pop-ups, click **Ok**.

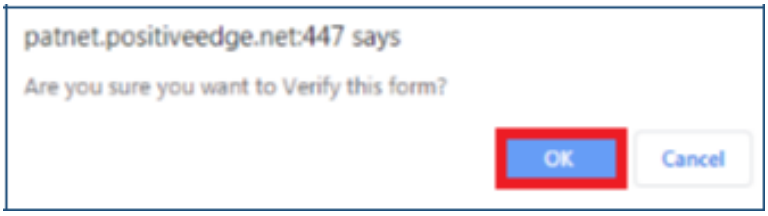


Figure 57: Confirmation Message

11. The verified Form B records are available under the **Verified** tab.

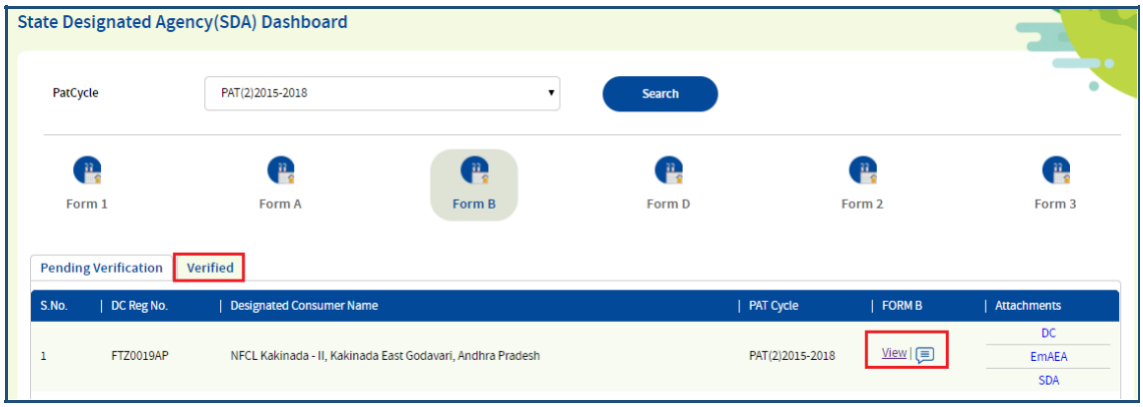


Figure 58: Verified Form B

Notes: ***The following activities take place on verifying the Form B by Nodal Officer (NO) user.***

1) ***On verification of Form-B record by Technical Officer (TO), an email notification will be sent to the SDA-Nodal Officer (NO) to Review/Verify Form B.***
2) ***Similar commenting process will be repeated by SDA- Nodal Officer (NO) user.***
3) ***On verification of Form-B by SDA- Nodal Officer (NO) user, the Form B record will be assigned to Sector Project Engineer (SPE) or Sector Expert (SE) available for that sector in BEE.***

11. Review and Provide Comments on Form C

Login to the BEE portal with application URL, Technical Officer (TO) User Name, and Password.

On Successful login the user is navigated to the SDA Dashboard page. Perform the following actions on the SDA Dashboard page to approve all the forms.

1) On the SDA Dashboard page select the PAT Cycle from the 'PAT Cycle' drop-down list and then click the Search button.
   All the forms submitted for that PAT Cycle by DC/EmAEA are listed under respective Form's icon (1, A, B, D, 2 and 3) into different tabs such as 'Pending Verification, 'Verified' and 'Reversed' as shown in below image.
2) Click on **Form C** icon, and then click **Pending Verification** tab to view records related to the selected PAT cycle.
3) On click of **verify** link, if user has not provided the comments will throw a validation message to add a comment

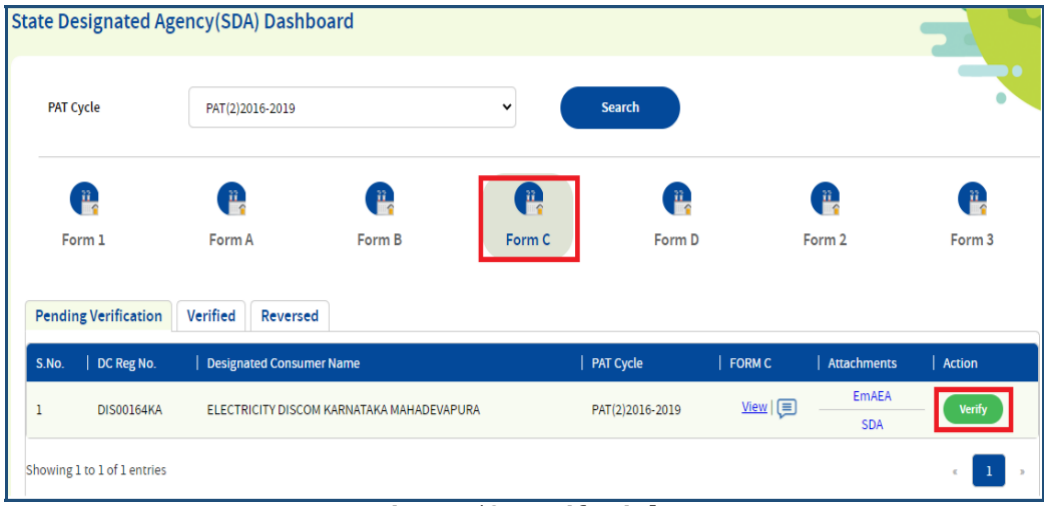


Figure 59: Verify Link

4) Click the **View** link for the record to view and review Form C details.

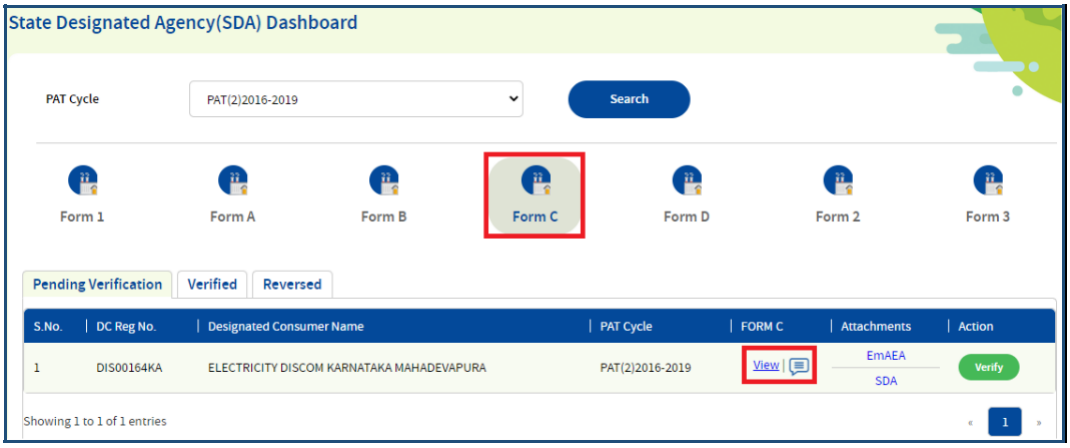


Figure 60: View Link

5) The FROM C page appears as shown in below image. Technical Officer (TO) will review the Form C details entered by the EmAEA.

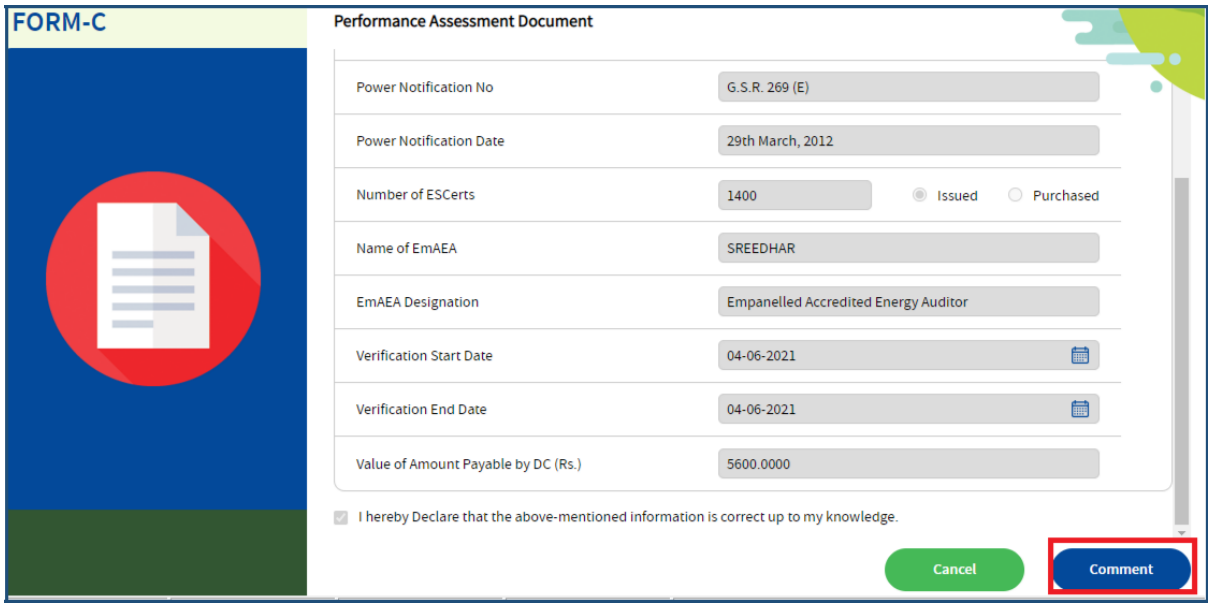


Figure 61: FORM C DETAILS PAGE

6) Click on **Comment** button to enter the review comments.
7) The Comments pop-up window appears as shown in below image where user can enter the review comments and submits the record by clicking on **Submit** button.

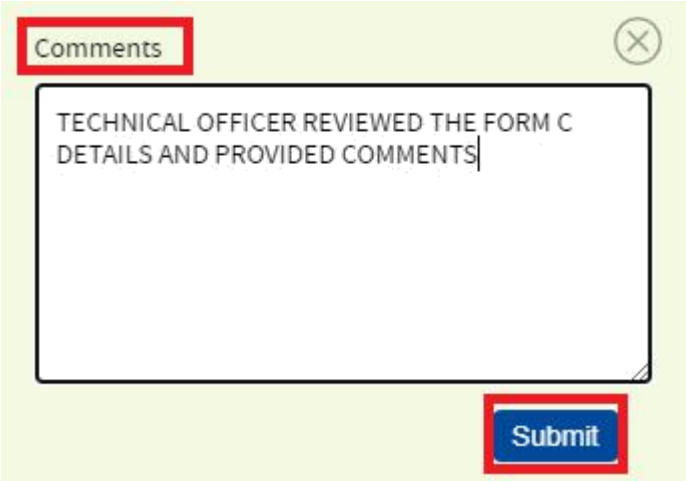
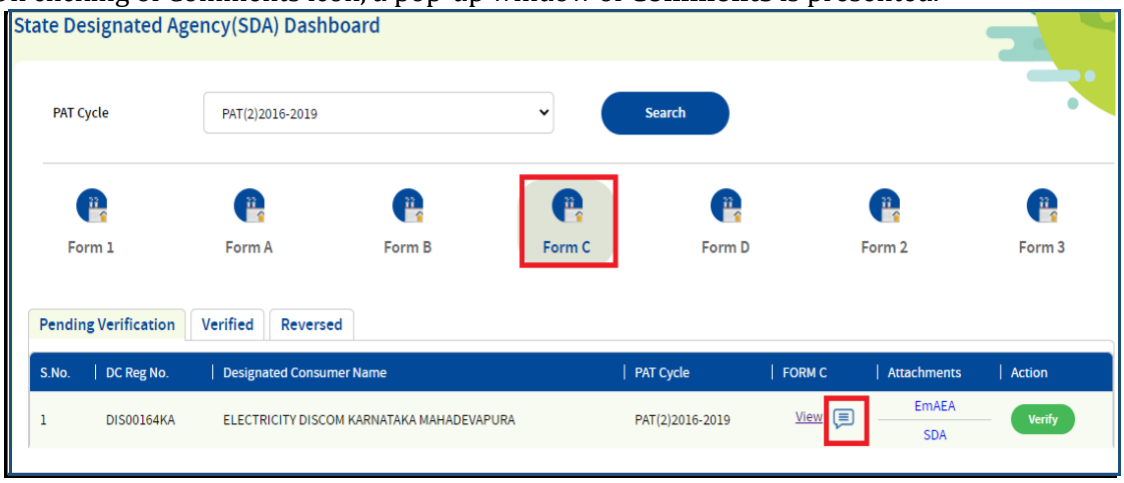


Figure 62: Comments pop-up window

6. On clicking of Comments icon, a pop-up window of **Comments** is presented.



7. **Figure 63: Comments Icon**

8. The comments provided by the Technical Officer (TO) user will be presented in **View Comments** pop up window.

Figure 64: Comments Page

9. Under **Pending Verification** tab click on the **Verify** button to verify Form C.

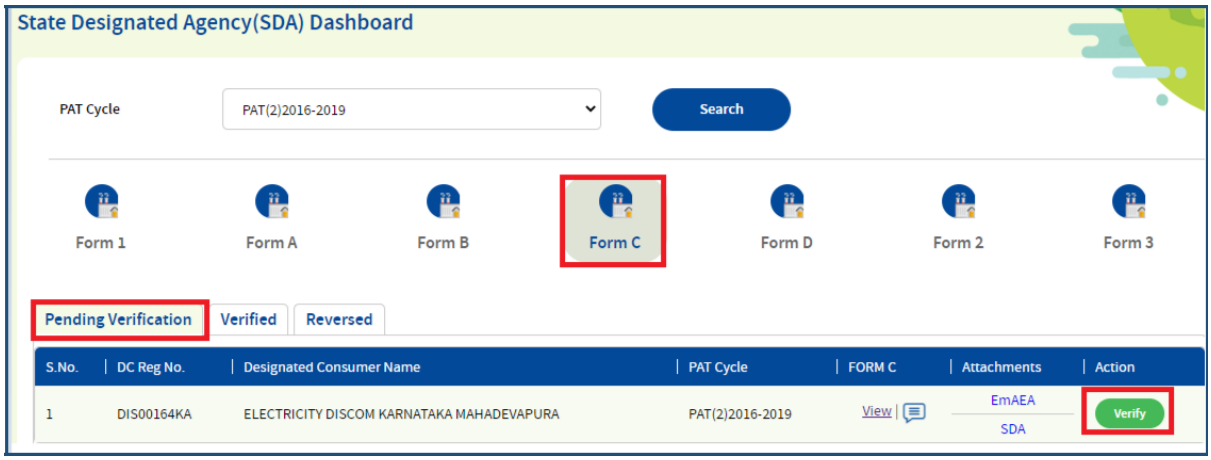


Figure 65: Click Verify

10. The Confirmation message pop-ups, click **Ok**.

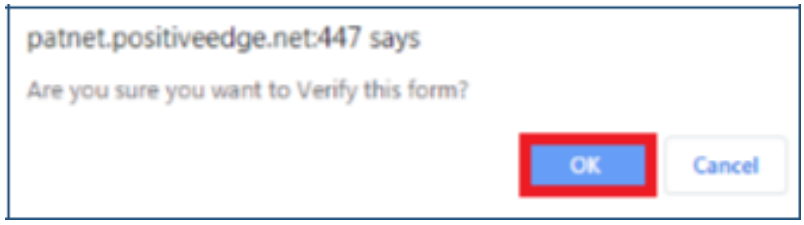


Figure 66: Confirmation Message

11. The verified Form C records are available under the **Verified** tab.

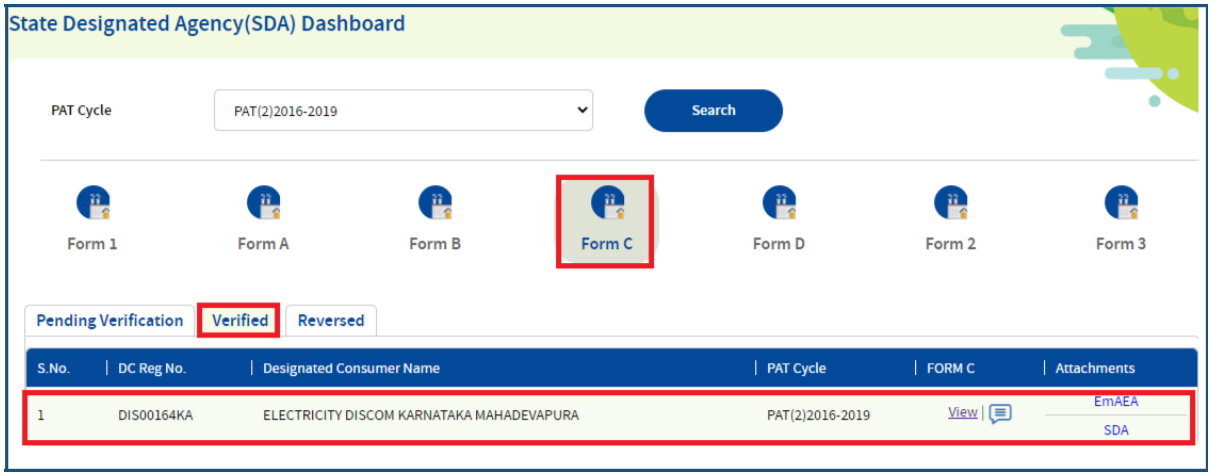


Figure 67: Verified Form A

<u>Notes:</u> The following activities take place on verifying the Form C by Nodal Officer (NO) user.

1) ***On verification of Form-C record by Technical Officer (TO), an email notification will be sent to the SDA-Nodal Officer (NO) to Review/Verify the specified Form C.***
2) ***Similar commenting process will be repeated by SDA- Nodal Officer (NO) user.***
3) ***On verification of Form-C by SDA- Nodal Officer (NO) user, the Form B record will be assigned to Sector In-charge (SI) of that sector in BEE.***

12. Review and Provide Comments on Form D

Login to the BEE portal with application **URL**, **Technical Officer** (**TO**) **User Name**, and **Password**.

On Successful login the user is navigated to the SDA Dashboard page. Perform the following actions on the SDA Dashboard page to approve all the forms.

1) On the SDA Dashboard page select the PAT Cycle from the 'PAT Cycle' drop-down list and then click the Search button.
   All the forms submitted for that PAT Cycle by DC/EmAEA are listed under respective Form's icon(1, A, B, D, 2 and 3) into different tabs such as 'Pending Verification and 'Verified' as shown in below image.
2) Click on **Form D** icon, and then click **Pending Verification** tab to view records related to the selected PAT cycle.

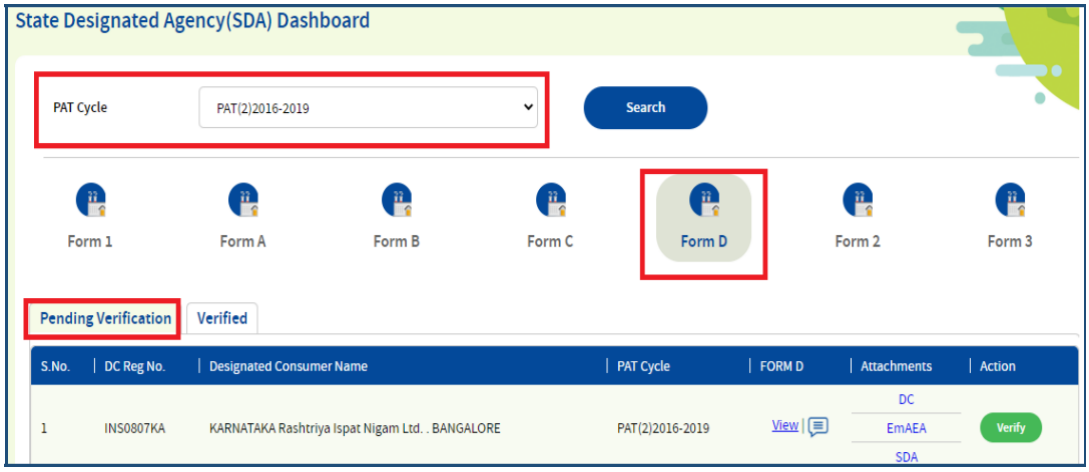


Figure 68: Pending Verification FORM D

3) On click of **Verify** link, if user has not provided the comments, it will throw a validation message to enter comments. Below Confirmation message pop-ups, click **Ok.**

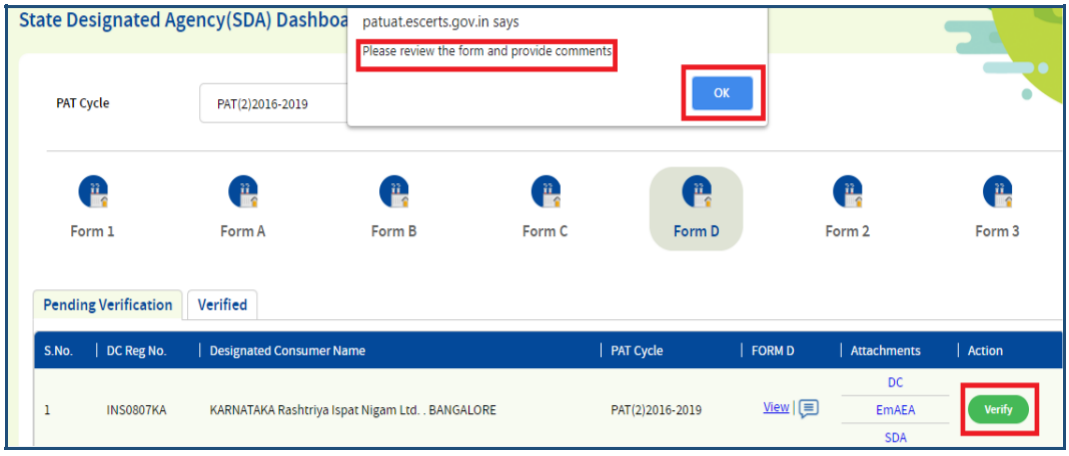


Figure 69: Verify Link

4) Click the **View** link for the record to view and review Form D details.

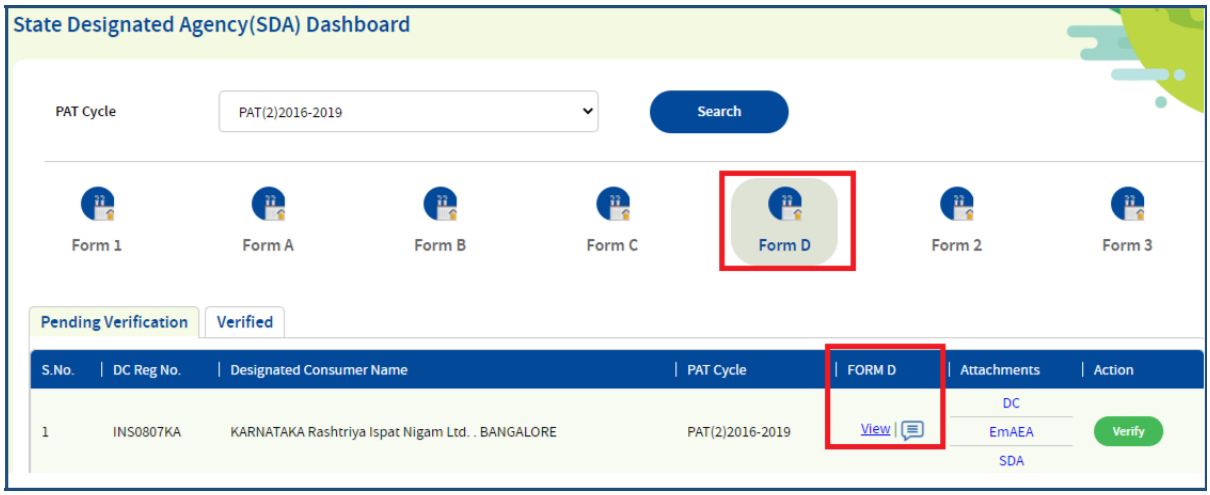


Figure 70: View Link

5) The FORM D page appears as shown in below image. Technical Officer (TO) will review the Form D details entered by the Plant Head (PH).

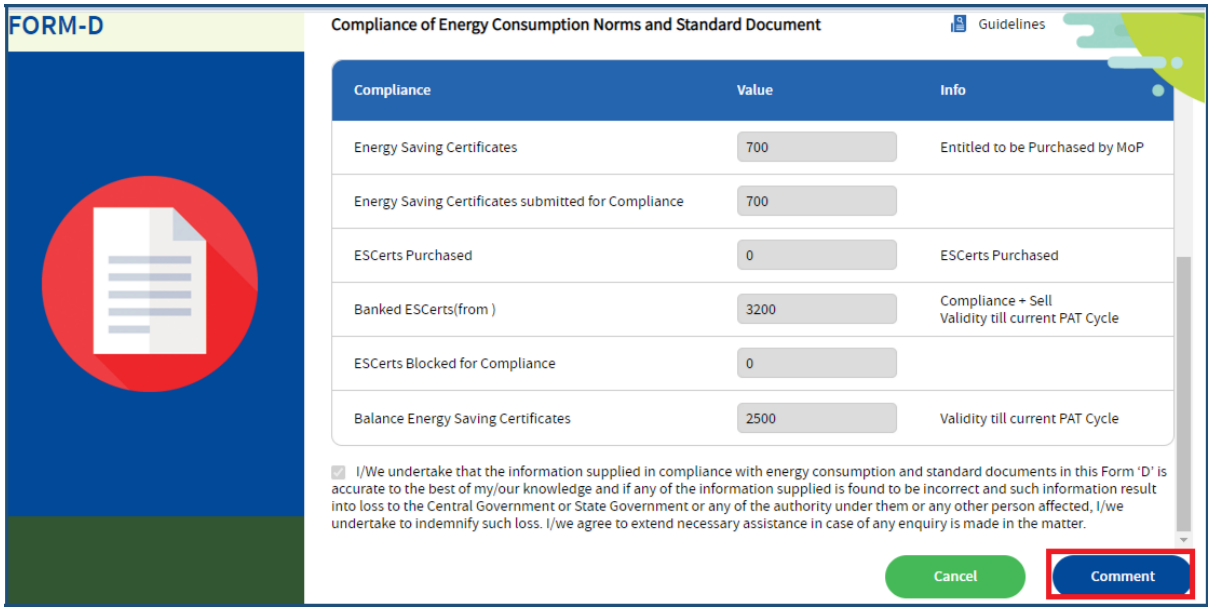


Figure 71: FORMD Details Page

6) Click on **Comment** button to enter the review comments.
7) The Comments pop-up window appears as shown in below image where user can enter the review comments and submits the record by clicking on **Submit** button.

Figure 72: Comments pop-up box

8) The review comments provided by the user will be presented in **View Comments** pop up window.

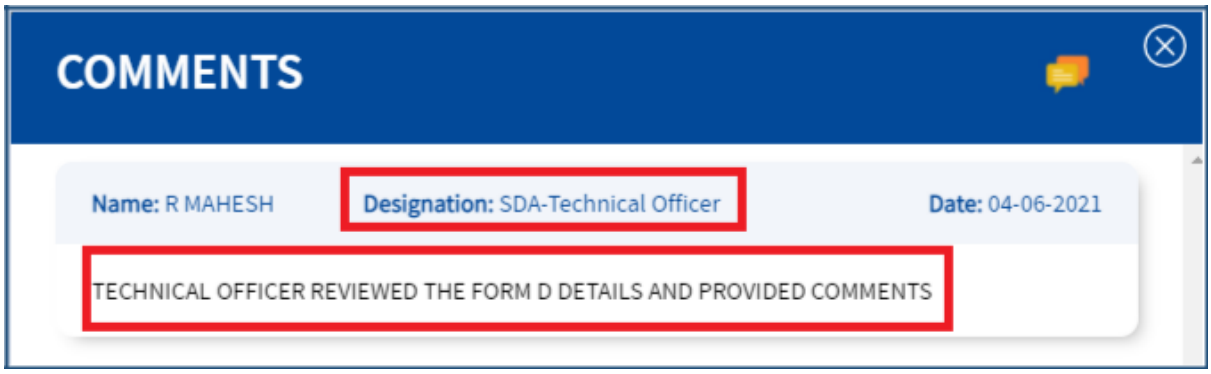


Figure 73: Comments Page

9) Under **Pending Verification** tab click on the **Verify** button to verify Form D.

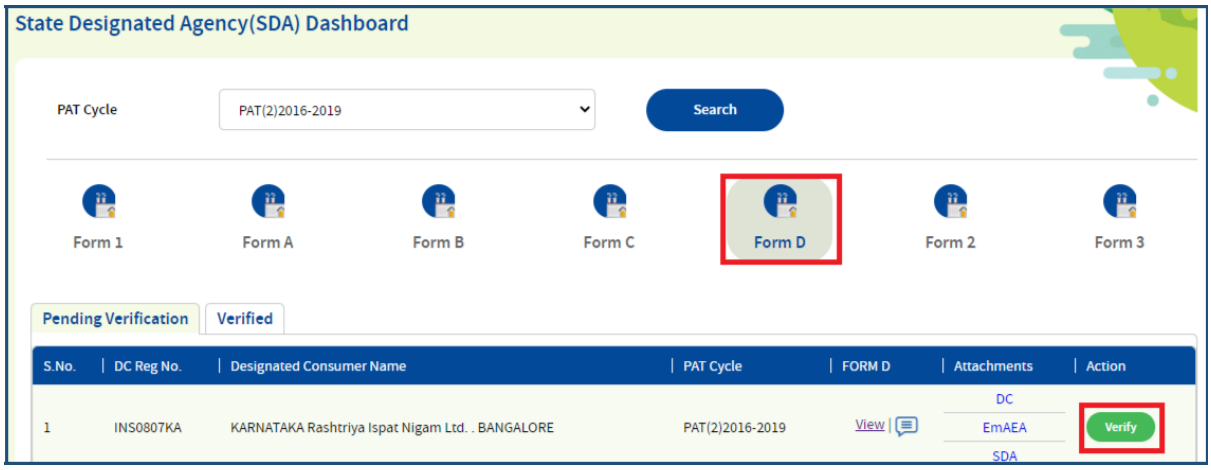


Figure 74: Click Verify

10. The Confirmation message pop-ups, click **Ok**.

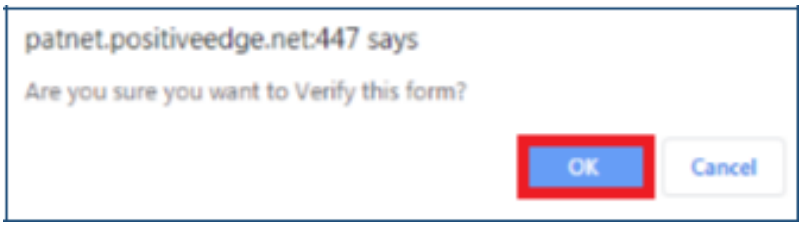


Figure 75: Confirmation Message

11. The verified Form D records are available under the **Verified** tab.

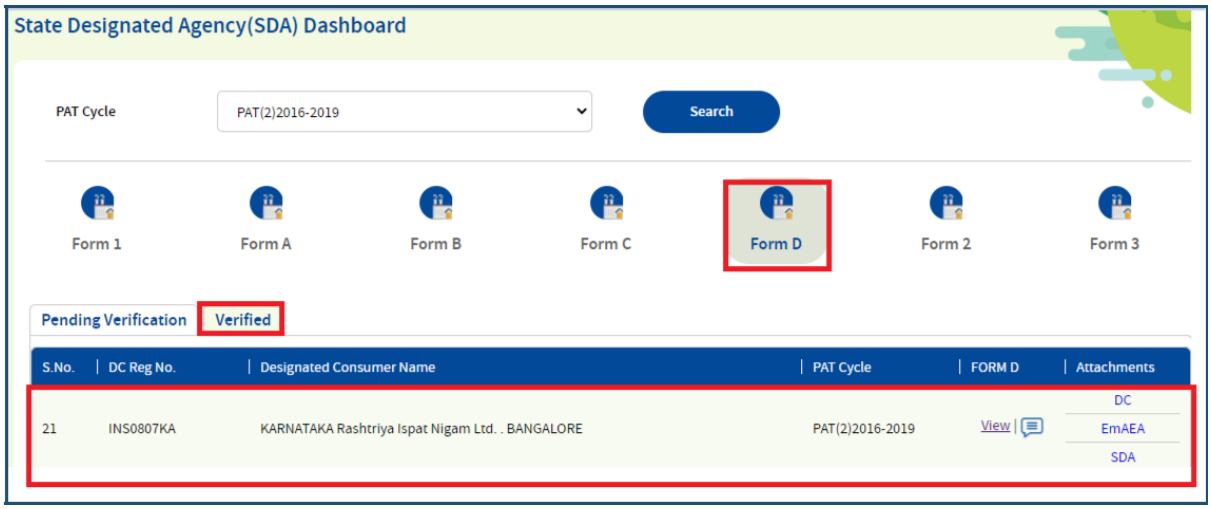


Figure 76: Verified Form D

Notes: ***The following activities take place on verifying the Form D by Nodal Officer (NO) user.***

1) ***On verification of Form-D record by Technical Officer (TO), an email notification will be sent to the SDA-Nodal Officer (NO) to Review/Verify specified Form D.***
2) ***Similar commenting process will be performed by SDA- Nodal Officer (NO) user.***
3) ***On verification of Form-D by SDA- Nodal Officer (NO) user, the Form D record will be assigned to Sector In-Charge (SI) of that sector in BEE.***

13. Review and Provide Comments on Form 2

Login to the BEE portal with application **URL**, **Technical Officer** (**TO**) **User Name**, and **Password**.

On Successful login the user is navigated to the SDA Dashboard page. Perform the following actions on the SDA Dashboard page to approve all the forms.

1. On the SDA Dashboard page select the **PAT Cycle** from the 'PAT Cycle' drop-down list and then click the **Search** button.

   All the forms submitted for that PAT Cycle by DC/EmAEA are listed under respective Form's icon (1, A, B, D, 2 and 3) into different tabs such as 'Pending Verification and 'Verified' as shown in below image.
2. Click on **Form 2** icon, and then click **Pending Verification** tab to view records related to the selected PAT cycle.
3. On click of **Verify** link, if user has not provided the comments, it will throw a validation message to enter comments. Below Confirmation message pop-ups, click **Ok**.

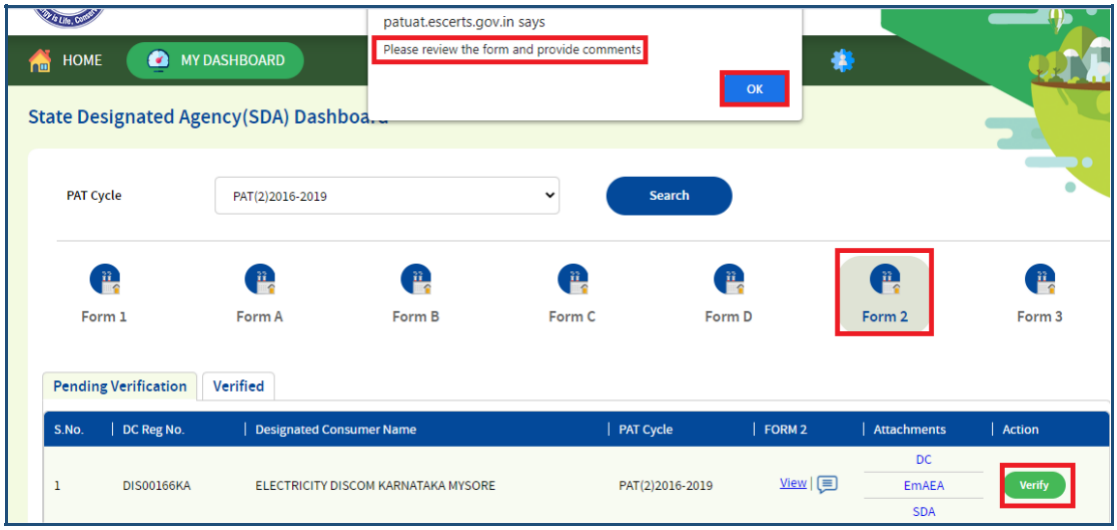


Figure 77: Verify Link

4. Click the **View** link for the record to view and review Form 2 details.

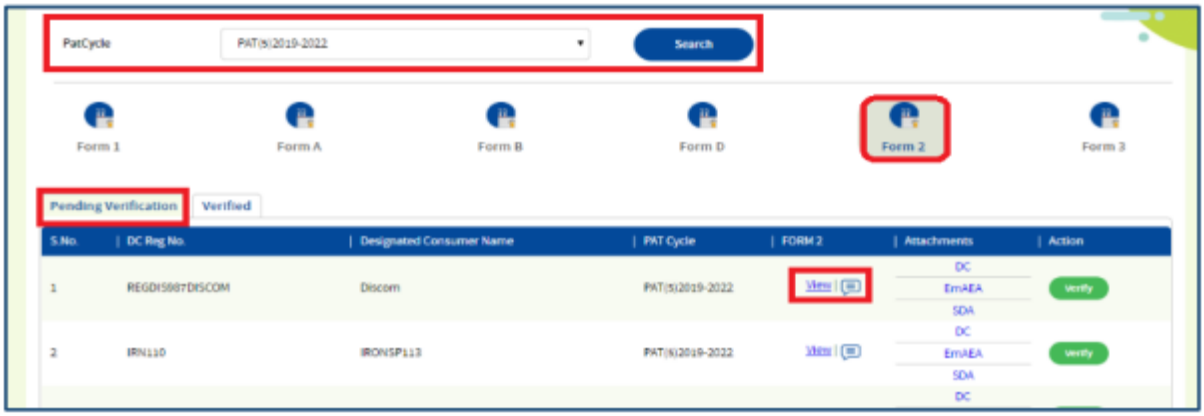


Figure 78: SDA Dashboard Page – Form 2

5. The 'Details of energy saving measures recommended……' page appears as shown in below image. Technical Officer (TO) will review the Form 2 details entered by the Plant Head (PH).

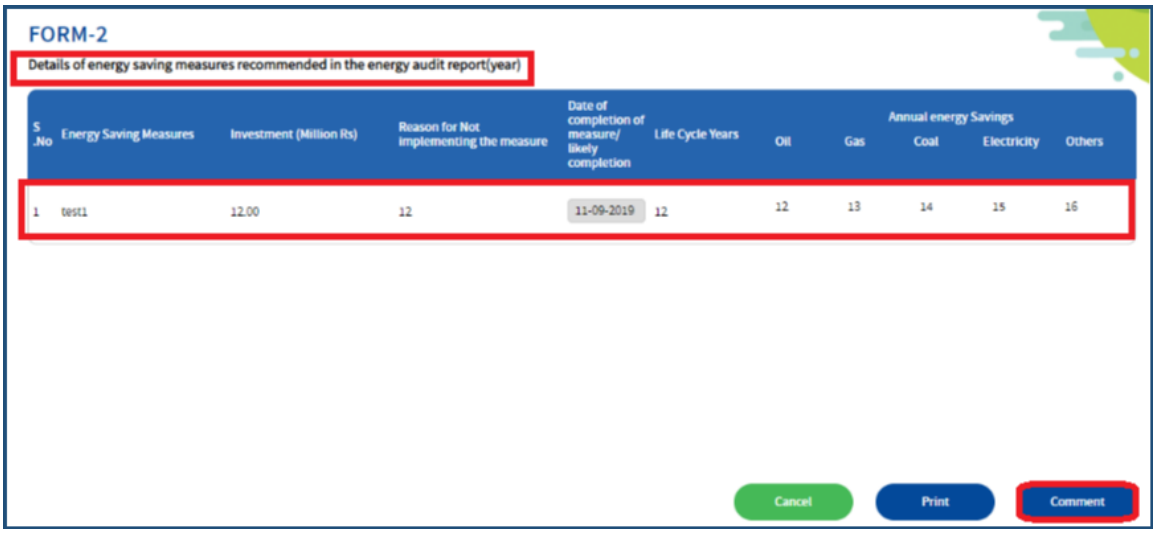


Figure 79: Details of Energy Saving Measures Page

10. Click on **Comment** button to enter the review comments.
11. The Comments pop-up window appears as shown in below image where user can enter the review comments and submits the record by clicking on **Submit** button.

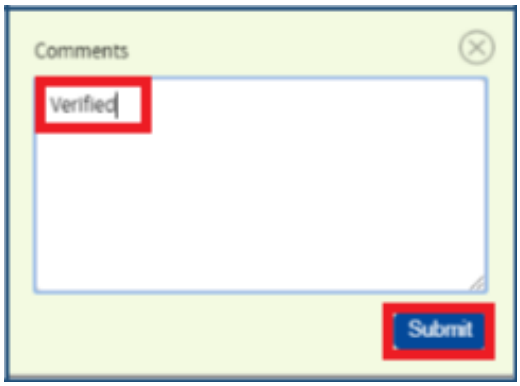


Figure 80: Comments Pop-up window

12. The comments will be presented **Comments** pop up window.

Figure 81: Comments Page

13. Under **Pending Verification** tab click on the **Verify** button to verify Form 2.

Figure 82: Click Verify Button

14. The Confirmation message pop-ups, click **Ok**.

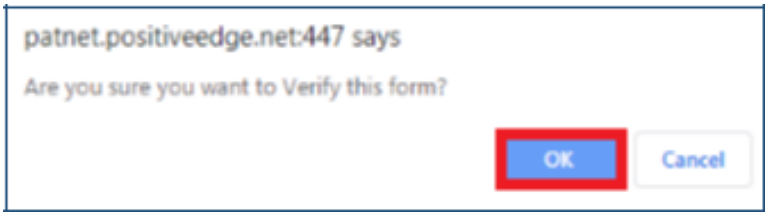


Figure 83: Confirmation Message

15. The verified Form 2 records are available under the **Verified** tab.

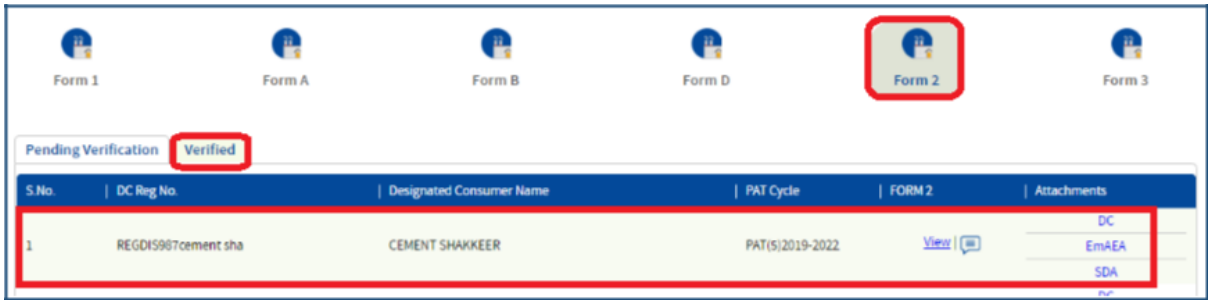
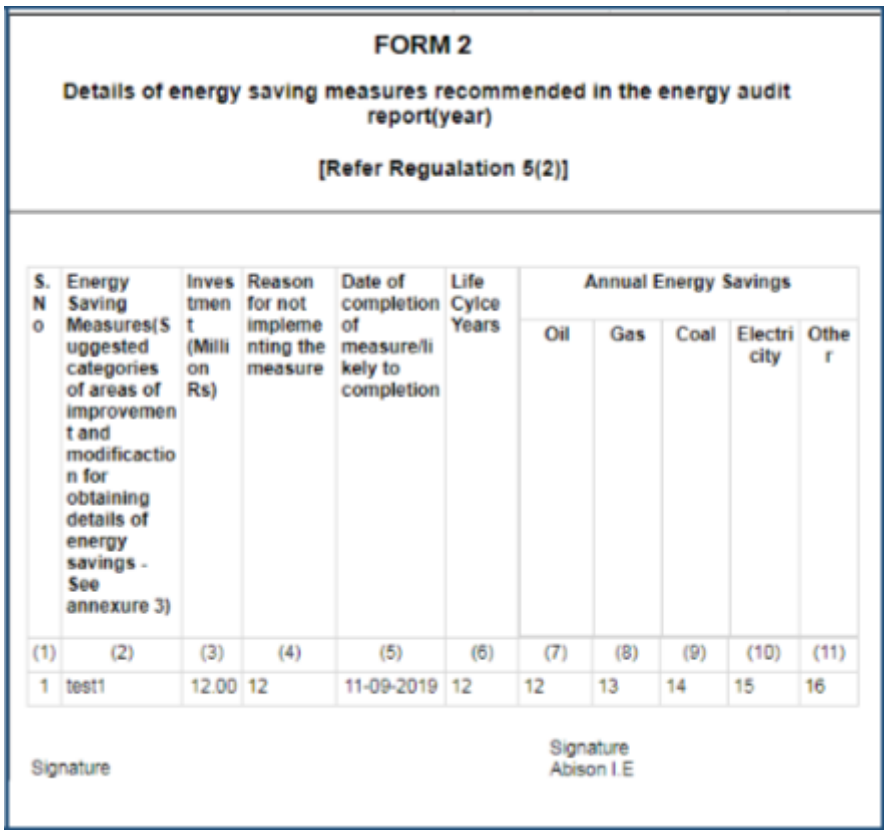


Figure 84: Verified Form 2

16. Click **Print** button on the 'Details of energy saving measures recommended…' page to take print out of Form 2.

Figure 85: Click Print button

17. The Print format of Form 2 is shown in below image.



FORM 2

Details of energy saving measures recommended in the energy audit report(year)

[Refer Regualation 5(2)]

S. No	Energy Saving Measures(Suggested categories of areas of improvement and modificaction for obtaining details of energy savings - See annexure 3)	Investment (Million Rs)	Reason for not implementing the measure	Date of completion of measure/likely to completion	Life Cylce Years	Annual Energy Savings				
						Oil	Gas	Coal	Electricity	Other
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1	test1	12.00	12	11-09-2019	12	12	13	14	15	16

Signature

Signature
Abison I.E

Figure 86: Form 2 Print format

<u>Notes:</u> The following activities take place on verifying the Form 2 by Nodal Officer (NO) user.

1) ***On verification of Form-2 record by Technical Officer (TO), an email notification will be sent to the SDA-Nodal Officer (NO) to Review/Verify the specified Form 2.***
2) ***Similar commenting process will be performed by SDA- Nodal Officer (NO) user.***
3) ***On verification of Form-2 by SDA- Nodal Officer (NO) user, the Form 2 record will be assigned to respective Sector Project Engineer or Sector Expert (SE) available for that sector in BEE.***

14. Review and Provide Comments on Form 3

Login to the BEE portal with application **URL**, **Technical Officer (TO) User Name**, and **Password**.

On Successful login the user is navigated to the SDA Dashboard page. Perform the following actions on the SDA Dashboard page to approve all the forms.

1. On the SDA Dashboard page, select the **PAT Cycle** from the 'PAT Cycle' drop-down list and then click on the **Search** button.
   All the forms submitted for that PAT Cycle by DC/EmAEA are listed under respective Form's icon (1, A, B, D, 2 and 3) into different tabs such as 'Pending Verification and 'Verified' as shown in below image.
2. Click on **Form 3,** and then click **Pending Verification** tab to view records related to the selected PAT cycle.
3. On click of **Verify** button, if user has not provided the comments, it will throw a validation message to enter comments. Below Confirmation message pop-ups, click **OK**.

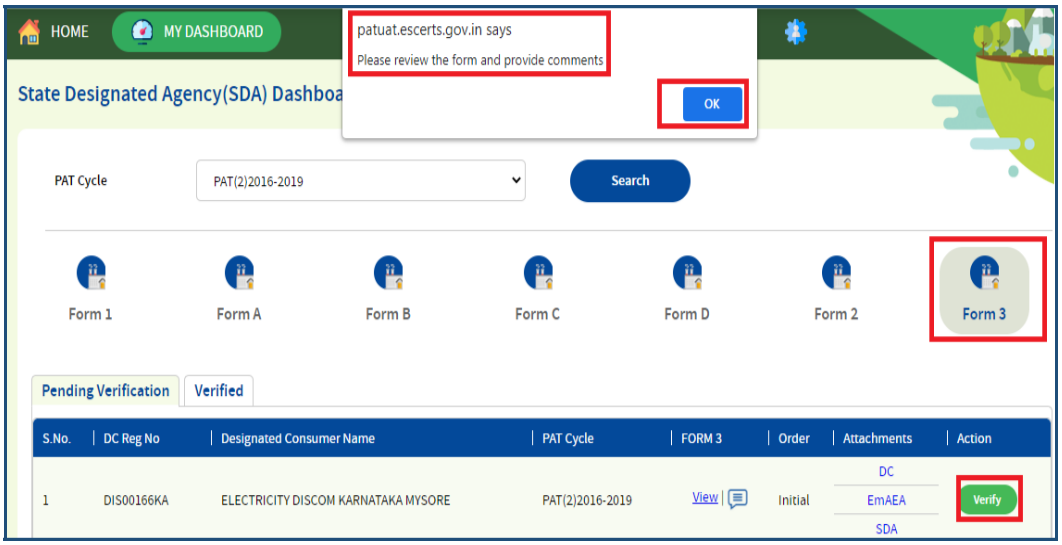


Figure 87: Verify button

4. Click the **View** link for the record with **Order** Status as **Initial** to view and review the Form 3 details.

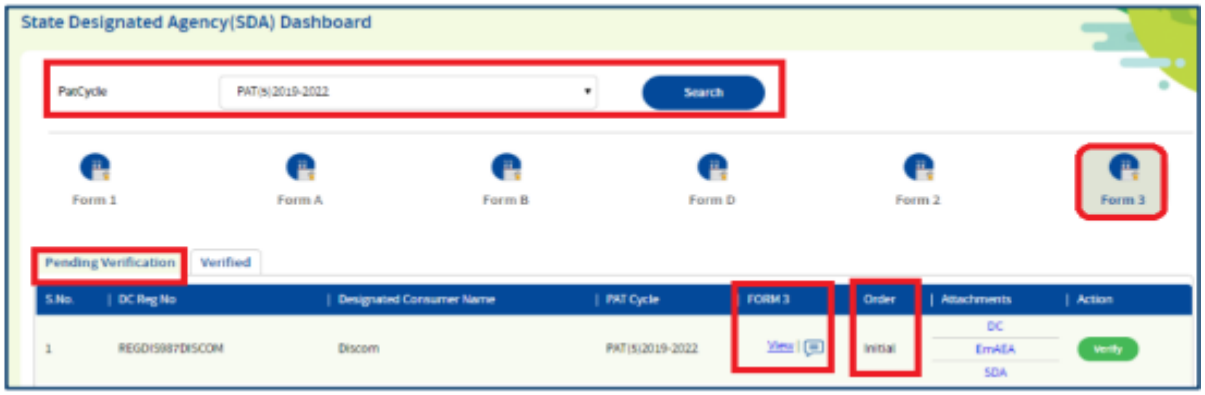


Figure 88: SDA Dashboard Page

5. The 'Details of energy conservation measures implemented…' page appears as shown in below image. Technical Officer will review the Form 3 details entered by the Plant Head.

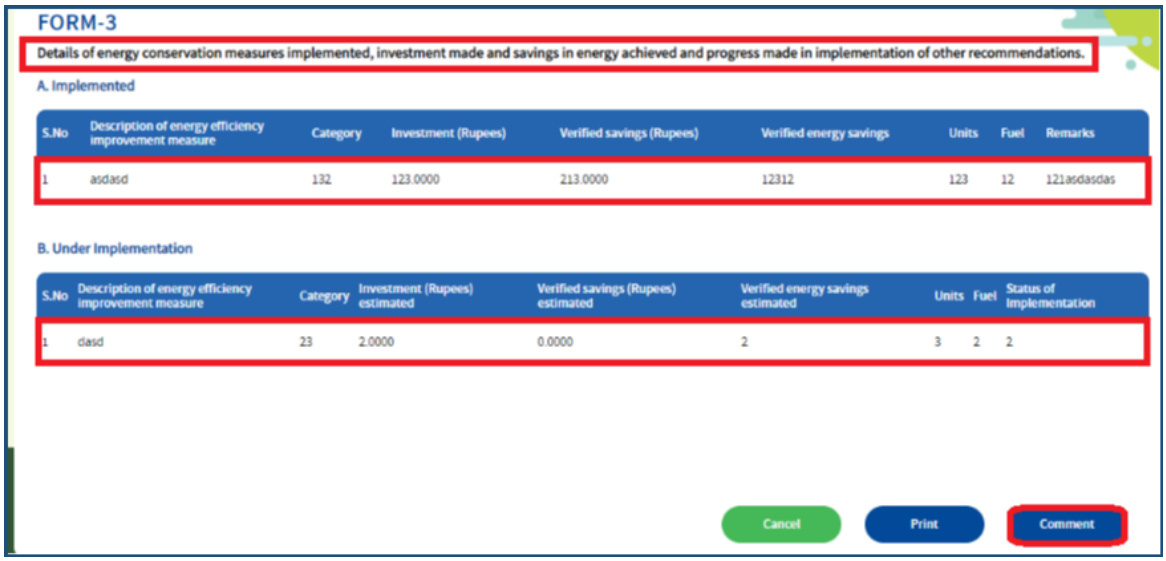


Figure 89: Details of Energy Conservation Measures page

6. Click on **Comment** button to enter the review comments.
7. A new pop-up window will be presented where user can provide the comments and click on **Submit** button.

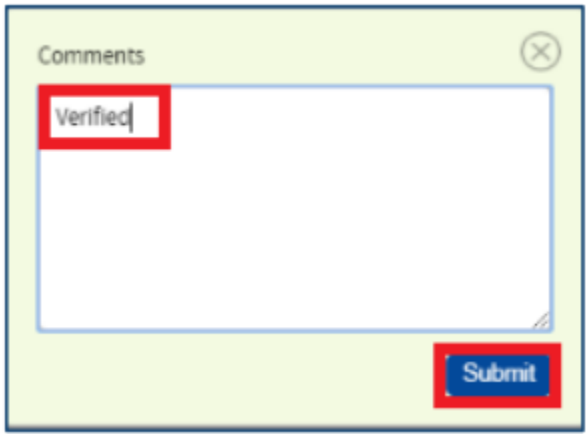


Figure 90: Comments Pop-up Box

8. The comments will be presented **Comments** pop up window.

Figure 91: Comments Page

9. Under **Pending Verification** tab click on the **Verify** button to verify Form 3.

Figure 93: Click Verify Button

10. The Confirmation message pop-ups, click **Ok**.

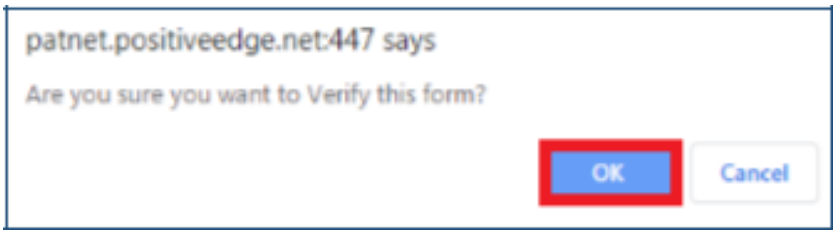


Figure 93: Confirmation Message

11 The verified Form 3 records are available under the **Verified** tab.

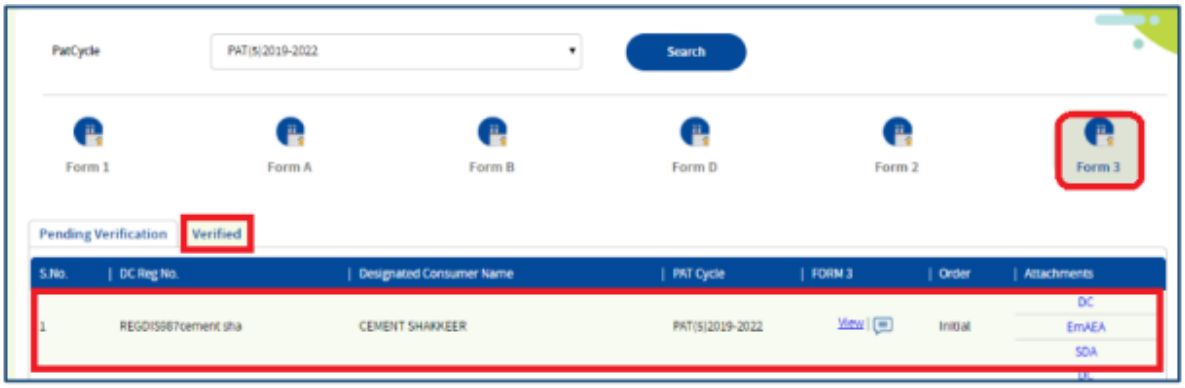


Figure 94: Verified Form 3

12. Click **Print** button on the 'Details of energy Conservation measures implemented' page to take print out of Form 3.

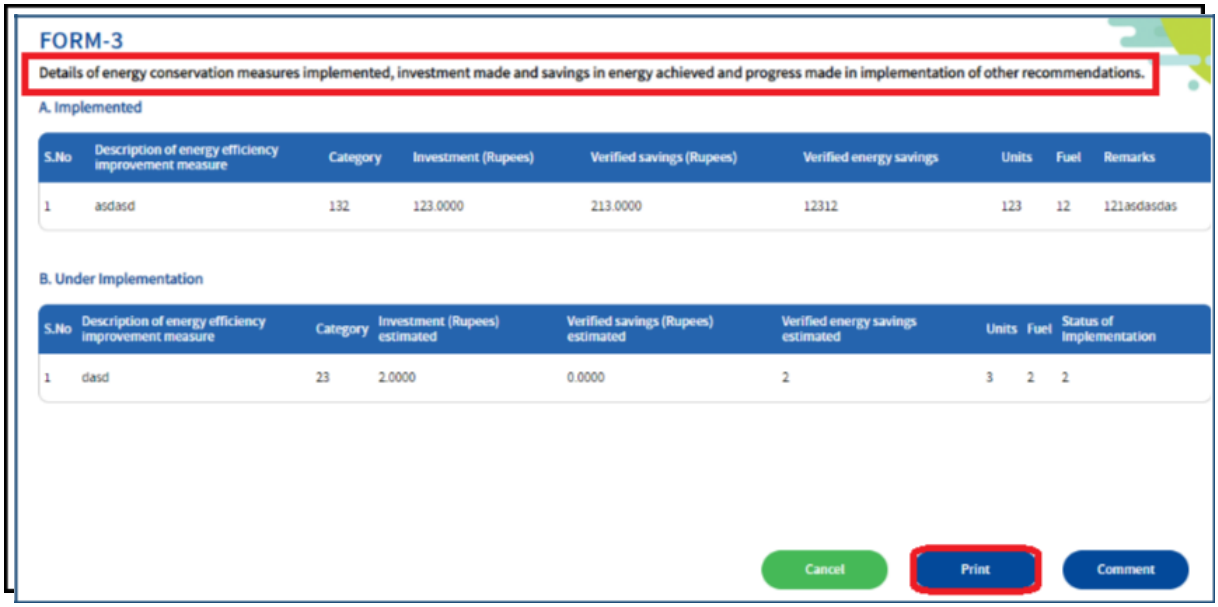
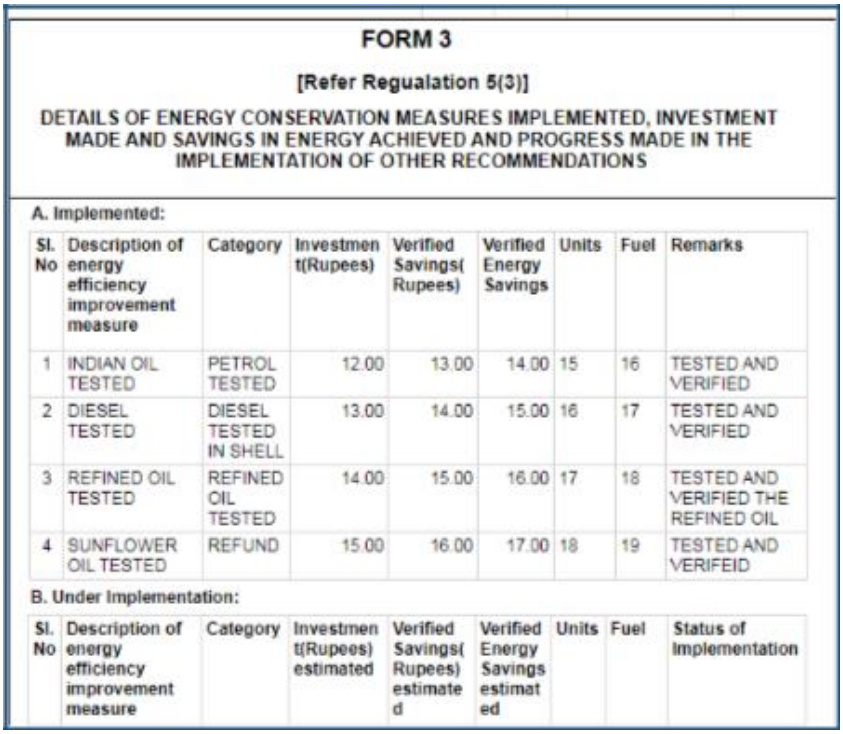


Figure 95: Click Print

13 The print format of Form 3 is shown below.



FORM 3

[Refer Regulation 5(3)]

DETAILS OF ENERGY CONSERVATION MEASURES IMPLEMENTED, INVESTMENT MADE AND SAVINGS IN ENERGY ACHIEVED AND PROGRESS MADE IN THE IMPLEMENTATION OF OTHER RECOMMENDATIONS

A. Implemented:

Sl. No	Description of energy efficiency improvement measure	Category	Investment(Rupees)	Verified Savings(Rupees)	Verified Energy Savings	Units	Fuel	Remarks
1	INDIAN OIL TESTED	PETROL TESTED	12.00	13.00	14.00	15	16	TESTED AND VERIFIED
2	DIESEL TESTED	DIESEL TESTED IN SHELL	13.00	14.00	15.00	16	17	TESTED AND VERIFIED
3	REFINED OIL TESTED	REFINED OIL TESTED	14.00	15.00	16.00	17	18	TESTED AND VERIFIED THE REFINED OIL
4	SUNFLOWER OIL TESTED	REFUND	15.00	16.00	17.00	18	19	TESTED AND VERIFEID

B. Under Implementation:

Sl. No	Description of energy efficiency improvement measure	Category	Investment(Rupees) estimated	Verified Savings(Rupees) estimated	Verified Energy Savings estimated	Units	Fuel	Status of implementation

Figure 96: Form 3 Print Format

Figure 97: Form 3 with Order status as Final

Notes:

- ***Technical Officer (TO) to perform similar process to view and review Form 3 with 'Order' field status as 'Final'.***
- ***On verification of Form-3 record by Technical Officer (TO), an email notification will be sent to the SDA-Nodal Officer (NO) to Review/Verify specified Form 3.***
- ***Similar commenting process will be performed by SDA- Nodal Officer (NO) user.***
- ***On verification of Form-D by SDA- Nodal Officer (NO) user, the Form D record will be assigned to Sector Project Engineer or Sector Expert (SE) available for that sector in BEE.***

15. Reversal of comments by Nodal Officer

Login to the BEE portal with application **URL**, **Nodal Officer** (**NO**) **User Name**, and **Password**.

On Successful login the user is navigated to the SDA Dashboard page. Perform the following actions on the SDA Dashboard page to all the forms.

1. On the SDA Dashboard page select the **PAT Cycle** from the 'PAT Cycle' drop-down list and then click the **Search** button.

   All the forms submitted for that PAT Cycle by DC/EmAEA are listed under respective Form's icon (1, A, B, D, 2 and 3) into different tabs such as 'Pending Verification, 'Verified' and 'Reversed' as shown in below image.
2. Click on **any Forms (A, B, C, D, 2, 3),** and then click **Pending Verification** tab to view records related to the selected PAT cycle.
3. Click the **View** link to review the record.

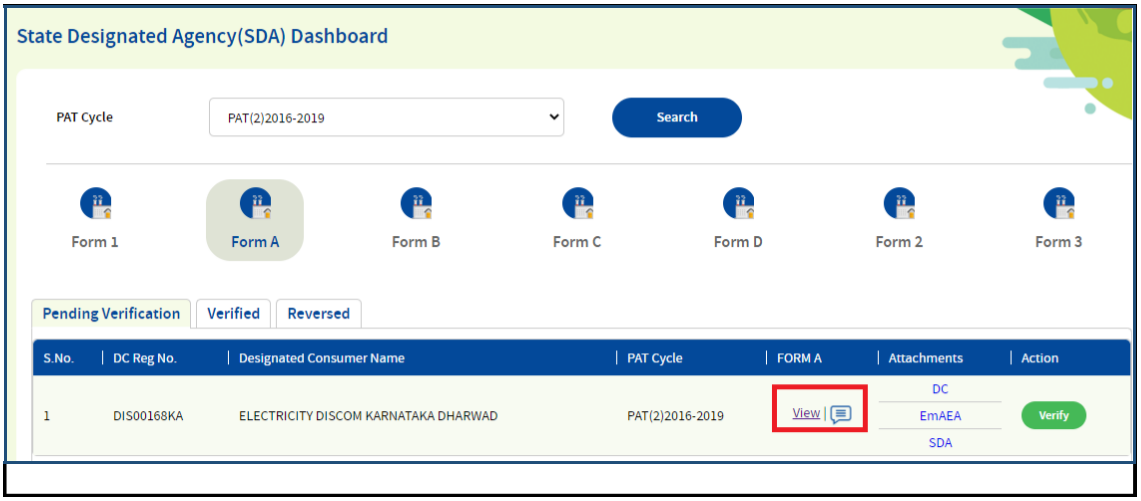


Figure 98: View Link

4. Click on **Comment** button to enter the reversal comments.

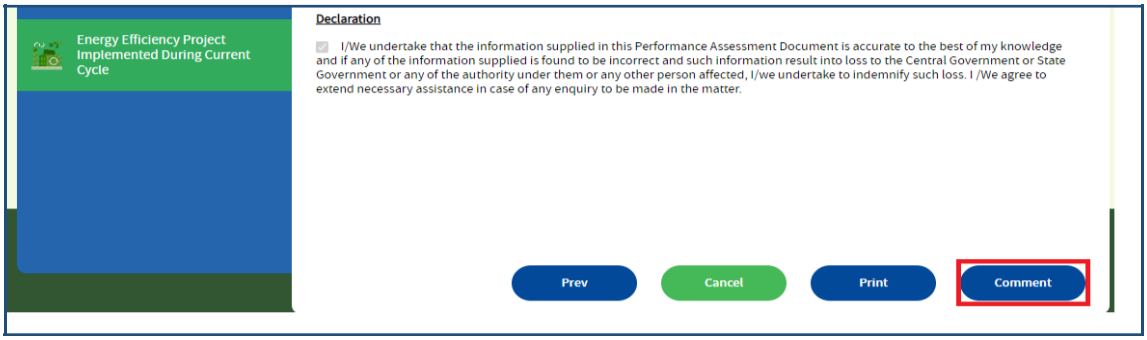


Figure 99: Comments page

5. Click on the comment's icon highlighted in below image to review the Technical officer comments.

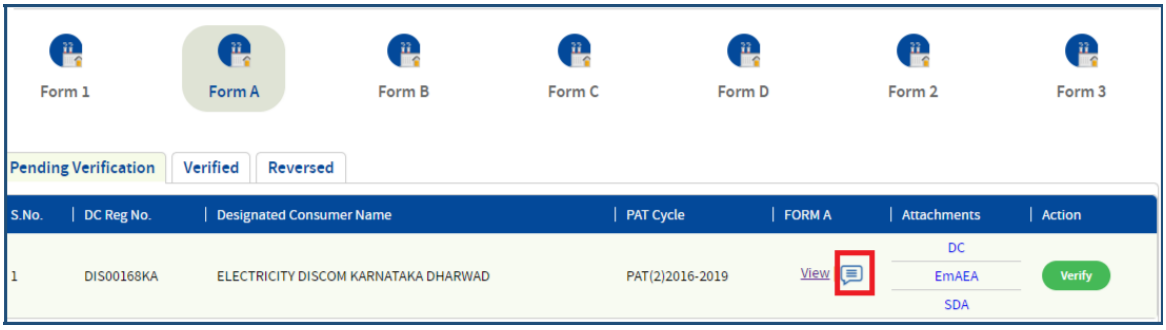


Figure 100: Comments Icon

6. If comments are not proper provided by Technical Officer in the comments pop-up window then in that case Nodal Officer has privilege to reverse the Comments to Technical Officer.

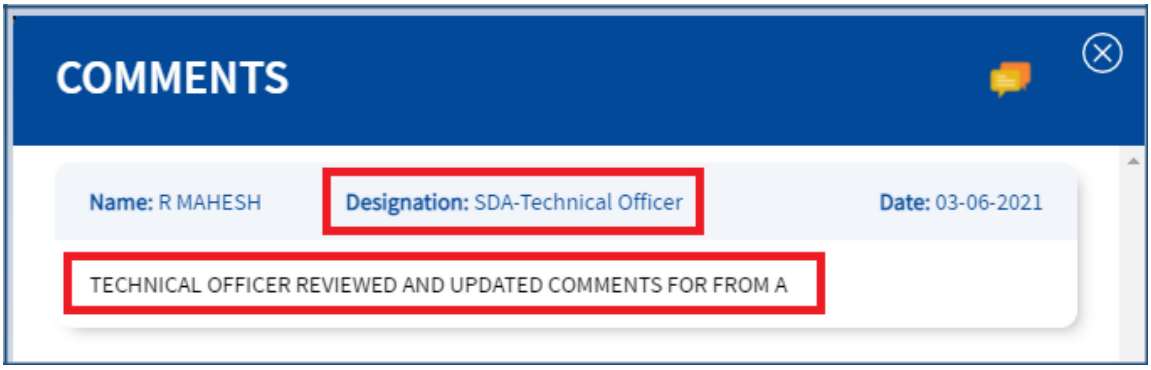


Figure 101: Comments Page

7. Nodal Officer can review form and comments given by Technical Officer in the pop-up window when clicked on 'Comment' button. He/Shae can provide reversal comments and 'Reverse' the form.

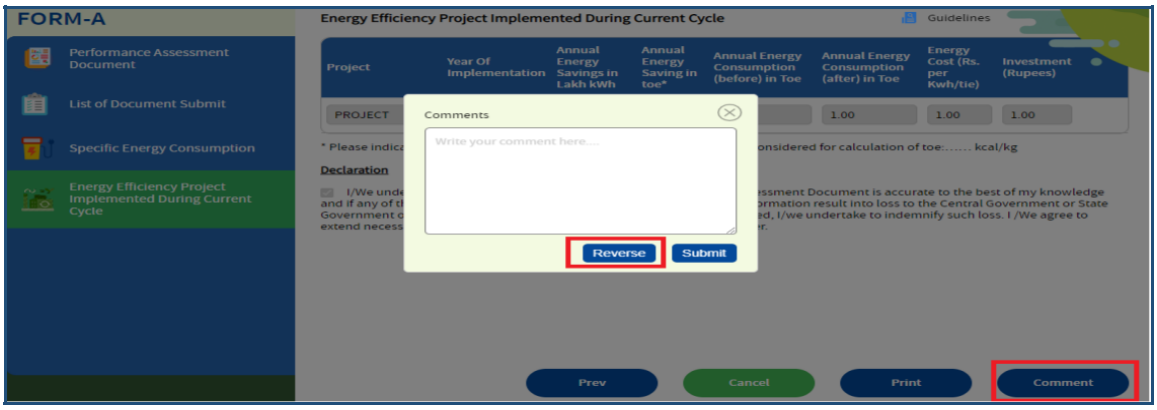


Figure 102: Reverse Comments page

16. Updation of Comments by Technical Officer as suggested by Nodal Officer

Login to the BEE portal with application **URL**, **Technical Officer** (**TO**) **User Name**, and **Password**.

On Successful login the user is navigated to the SDA Dashboard page. Perform the following actions on the SDA Dashboard page to all the forms.

1. On the SDA Dashboard page select the **PAT Cycle** from the 'PAT Cycle' drop-down list and then click the **Search** button.
2. Click on **any Forms (A, B, C, D, 2, 3),** and then click **Verified tab,** to view the records related to the selected PAT cycle.

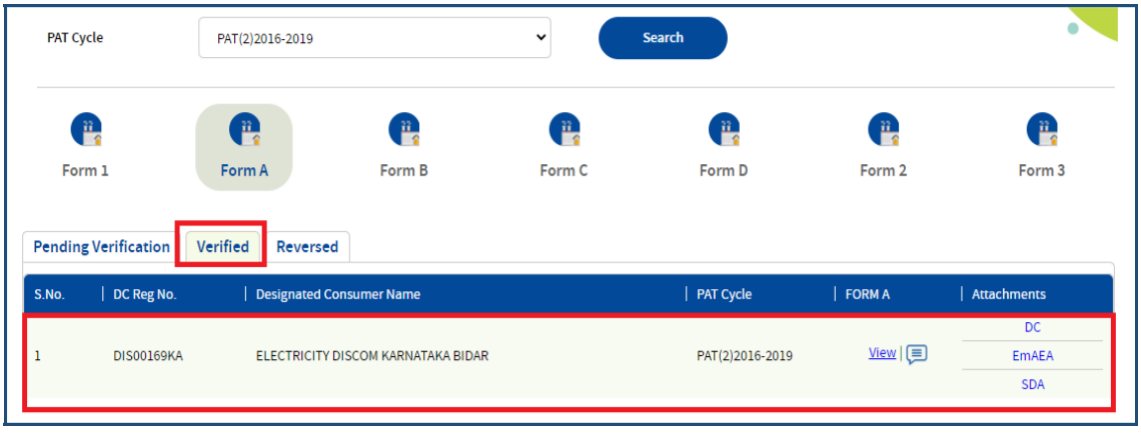


Figure 103: Verified Records Page

On click of 'Comments' button, comments pop-up window will be presented where Technical Officer can see the reversal comments provided by the Nodal Officer.

Figure 104: Comments Icon

Figure 105: Comments Page

3. Technical Officer can enter comments suggested by Nodal Officer in the pop up window when clicked on 'Comment' button.

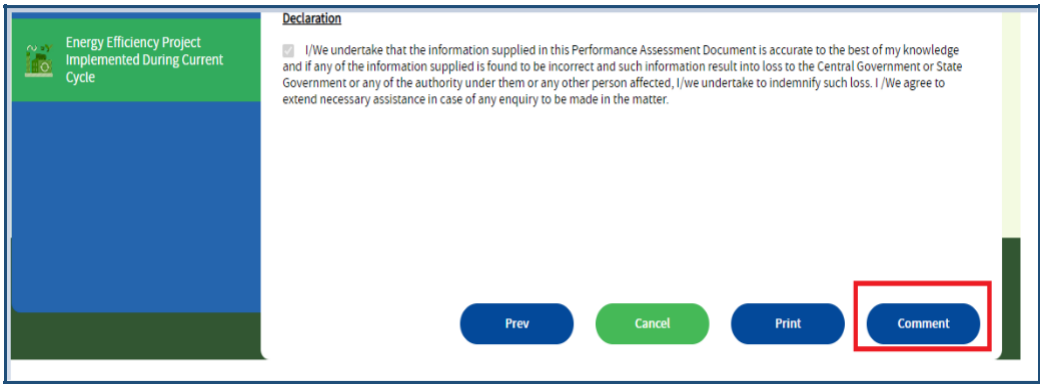


Figure 106: Comments Button

Figure 107: Comments Submit Button

4. Nodal Officer can see the latest comments provided by the Technical Officer.

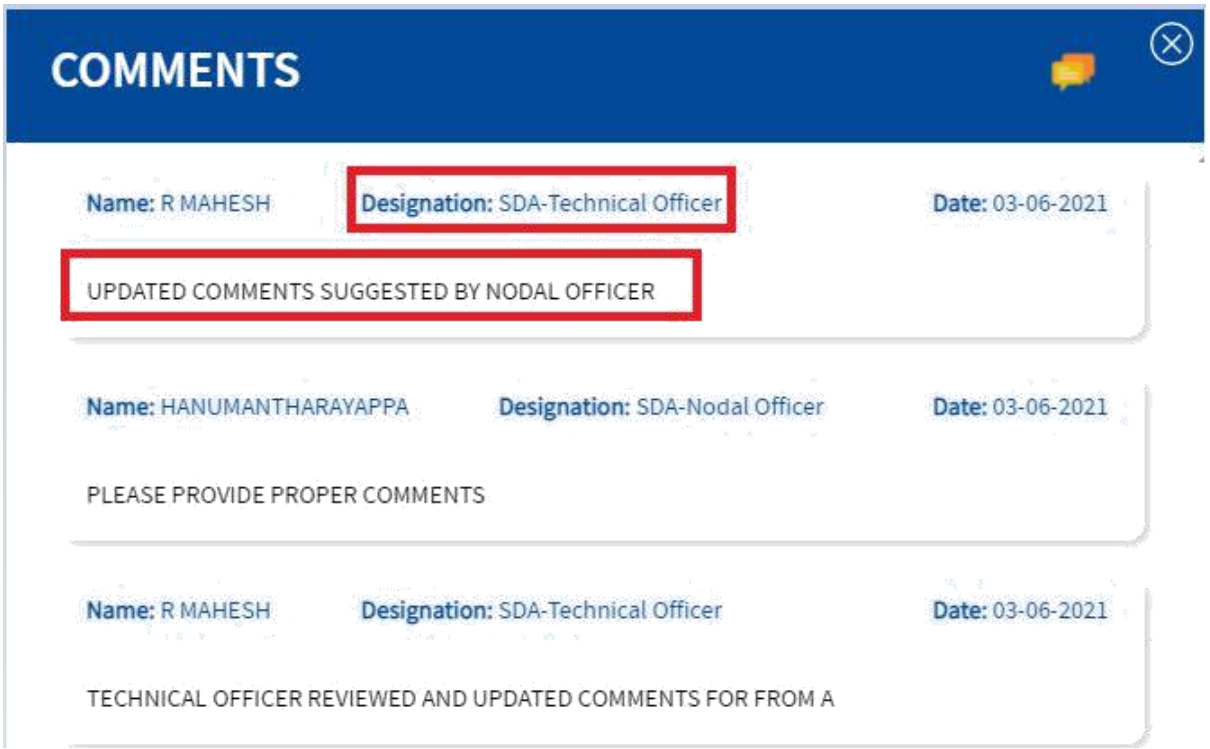


Figure 108: Comments Page