User Manual for State Designated Agency (SDA)

PATNET Portal

Version 1.3





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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

 \circ Technical Officer - TO \circ 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 (<u>https://escerts.gov.in).</u> (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.

| User Type For BEE PA | ATnet - Portal |
|----------------------|----------------|
| Select | ~ |
| Submit | |
| | |

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.

| Note - All fields marked with | * are mandatory | - On the | | | |
|-------------------------------|---------------------------|--------------|-----------------------|--------|------|
| | State Designated Agency | File Upbsad | | | |
| | SDA Details | | | | |
| | state' | Select State | sDA Name [*] | | |
| and with | Recovery Email Id " | | Address Line* | | |
| | Technical Officer Details | | | | |
| | Name' [Mr./Ms.] | | Mobile No. 1 | -91 | |
| | Email Id" | | | | |
| A Real | Nodal Officer Details | | | | |
| | Name [Mr./Ms.] | | Mobile No.* | -91 | |
| | Email id * | | | | |
| | | | | cancel | Next |

Figure 3: SDA Registration Page



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

| - | State Designated | Agency | File Upload | | |
|----------|------------------|----------|--------------|--------|--|
| 5 | Upload Documents | | | | |
| | Upload File* | PAN | | Browse | |
| 1 4- | 1 | Select 0 | ocument Type | | |
| | 17 | GSTIN | | | |
| A second | 1 | | | | |
| | | | | | |

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.

| Upload Documents | | | | |
|---------------------|--|--------|----------|--------------|
| Upload File | Select Document Type | | | |
| | | | | |
| Document Name | Document For | Format | Size | Action |
| I.E1_PORTAL.JPG | TAN | JPG | 57.36 KB | ia د |
| IE2_MIGRATION.JPG | PAN | JPG | 66.85 KB | ÷. |
| IE_notification.JPG | GSTIN | JPG | 44.93 KB | ÷. |
| IE_notification.JPG | EPFO No | JPG | 44.93 KB | ÷ |
| IE_notification.JPG | CIN | JPG | 44.93 KB | ⊡ |
| IE_notification.JPG | Reg. No. Under Shops and Establishment Act | JPG | 44.93 KB | ÷. |
| IE_notification.JPG | EM Image | JPG | 44.93 KB | ÷ |
| IE_notification.JPG | PH Image | JPG | 44.93 KB | ت |
| | Bray | Carro | | Submit |
| | Flev | Canco | | Submit |

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

<u>Notes</u>:

- 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.

| Dear Kamal, | |
|--|---|
| You have successfully registered on BEE P | ATNet. |
| In order to make any changes to your curre You will require your User name and the se below to access the management interface | nt registration information. curity password displayed |
| User Name: vishaAUOaRP | |
| Password : ATIPR7HXHFR0klBZJKX1 | |
| 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 | |





3. Initial Login Process

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

- Open e-filing portal by clicking the link (<u>https://escerts.gov.in</u>). (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.







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.

| Change Credentials | |
|--------------------|--------------|
| | New UserId * |
| | Submit |

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.

| | LOGIN TO BEE PATNET PORTAL |
|--------------|--|
| | User ID* |
| | Enter UserId |
| • | Password* |
| | Password |
| | Captcha* |
| | 🔁 Znmgt |
| | |
| | Login |
| | Reset Details? Forgot UserId? Forgot Password? |
| Figure 12: L | ogin 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.

| One Time Password | | | |
|-------------------|-------------------|--------|-------------|
| | One Time Password | Submit | Re-Send OTP |
| | | | |

Figure 13: One Time Password Page

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

| One Time Password | | | |
|-------------------|-------------------|--------|-------------|
| | One Time Password | Submit | Re-Send 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.

| One Time Password | | |
|---|--------|-------------|
| Incorrect OTP, Please check the OTP ye One Time Password * | Submit | Re-Send 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.

<u>Note:</u> 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.

- Open e-filing portal by clicking the link (<u>https://escerts.gov.in</u>). (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.

| | LOGIN TO BEE PATNET PORTAL |
|------------|---|
| | User ID* |
| | Enter UserId |
| | Password* |
| | Password |
| a a | Captcha* |
| • | 🔁 Znmgt |
| | |
| | Login |
| | Reset Details? Forgot UserId? Forgot Password |

Figure 16: Forgot User ID

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

| | Forgot User ID? |
|---|----------------------|
| | Enter your email ID* |
| | Captcha* |
| | Submit |
| Ť | 1 |

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.



Figure 19: Email with User ID



<u>Note</u>: 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.

| Forgot User ID? |
|----------------------|
| Email Id is invalid |
| Enter your email ID* |
| |
| Captcha* |
| Enter Captcha |
| Submit |
| |

Figure 20: Invalid Email Id Message

5. Forgot Password?

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

<u>Note:</u> 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 (<u>https://escerts.gov.in</u>). (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.

| Forgot Password? |
|---------------------|
| Enter your user Id* |
| Captcha* |
| Submit |
| |

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".

<u>Note</u>: 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.

<u>Note:</u> 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.

- Open e-filing portal by clicking the link (<u>https://escerts.gov.in</u>). (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.

| | LOGIN TO BEE PATNET PORTAL |
|----------|--|
| | User ID* |
| | Enter UserId |
| • | Password* |
| | Password |
| | Captcha* |
| | 🔁 Znmgt |
| | |
| | Login |
| | Reset Details? Forgot UserId? Forgot Password? |

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".

<u>Note</u>: 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.

| | Tue 07-05-2019 17:57 BEE PATNET <pet.rajesht@gmail.com> Reset Password for PATNET Portal</pet.rajesht@gmail.com> |
|---------------------------------------|---|
| To oroin En | |
| To orgin En | ergy Audittor |
| | |
| DeerUe | |
| Dear Us | er, |
| In order Click he | <u>to reset details, kindly click on the below link :</u> re to Reset the Details |
| Sincerely | У. |
| Bureau 4th Floo R. K. Pu | of Energy Efficiency r, Sewa Bhawan, iram, New Delhi – 110066 |

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.

| ST | ATE DESIGNATED AGENCY RE | GISTRATION DETAILS | | |
|----|---------------------------|-----------------------------------|--|------------------------|
| | SDA Details | | | |
| | State * | SDA Name | Address Line * | Recovery Email Id * |
| | Sikkim | Sikkim Designates State Authority | #307 M G Road1 near Bus stand Gangtok AAA, Gangtok 560100 | darshan.alke@gmail.com |
| | Technical Officer Details | Mobile No. | Email Id | 1 |
| | MURALI TO | +91 7989283874 | saikuneti111@gmail.com | |
| | Nodal Officer Details | Mobile No * | Email Id [*] | |
| | | | | |
| | ABISON NO | +91 9741192764 | sda3@gmail.com | |
| | | | | Cancel Update |

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.

| RESET STATUS | | |
|--------------|----------------------|--|
| | SUCCESSFULLY UPDATED | |
| | | |

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 <u>3</u> 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.

| A HOME 🙆 MYDASHBOARD | <u> </u> | Welcome KRES NA | su 🤹 💦 | <u> 1971</u> |
|--------------------------------|---|--|---|--------------|
| MY PROFILE | | Coperand 🕝 Edit Profile | 0 | - |
| SDA Details | | | | |
| State " Madhya Pradesh | SDA Name * Mathiya Praclesh Designated State Authority | Address Line " 574 – South Civil Lines Rahal magar Jabatpur Rahul magar, Madhyo Pradesh 482001 | Recovery Email Id " sreedbarks@pec.vet | |
| Technical Officer Details | | | | |
| Name (Mr./Ms.) SUDHAKAT | Mobile No. " +91-9741192794 | Email M ⁺ such a la gipet met | | |
| Nodal Officer Details | | | | |
| Name [Mr./Ms.] x0054904 540 | Mobile No." +91-9741192764 | Email 16 ' krishra@pet.net | | |
| Uploaded Documents | | | | |
| Document Name | | Document For | Format | View |
| P47(2)2015-2018_PAN_image JP | \$S | PAN | 396 | 4 |
| PAT(2)2015-2018_GSTIN_Image.3 | PG | GSTIN | JPG | 89 |
| PAT(2)2015-2018_TAN_Image_JP | 5 | TAN | JPG | 6 |

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.

| 🚔 HOME 🕜 MY DASHBOARD | | Welcome KA | eshina saj 🎄 | | |
|--|--|--|---|--------------------|---|
| MY PROFILE | | Approved | | | |
| SDA Details Sate ' Madhya Pradesh | SDA Name [*] Madhya Pradesh Designated State Authority | Address Line [*] 574, 50uth Civil Lines Rahul nagar Jabalpur Rahul nagar, Madhya Pradesh At3001 | Recovery Email Id ' sreedharks@pet.net | | 5 |
| Name "(Mr./Ms.) SUDHAKAR Wiggen Nodal Officer Details Name "(Mr./Ms.) KRISHNA SAI | Mobile No. * *91 9741192364 Mobile No. * *91 9741192364 | Email Id" sudhakar@pet.net Email Id" krishna@pet.net | | | |
| Uploaded Documents Document Name PAT(2015-2018, PAK, Image JPG PAT(2015-2018, GSTH, Image JPG PAT(2)2015-2018, GSTH, Image JPG PAT(2)2015-2018, TAK, Image JPG | | Document For Pein 65TN Tao | Format JPG JPG JPG | Vew & & & | |
| | | | Cancel | Submit | |

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.

| | 😤 HOME 🛛 MY DASHEDOARD | | Weicome K | RISHINA SAU 🌗 | | |
|---|---|---|--|---------------------|---------|--|
| ſ | MY PROFILE Details updated successfully! | | Approved 💌 Edit Profile | \odot | - | |
| | SDA Details | the Name " | Address Line * | Recovery Email Id." | | |
| | Madhya Pradesh | Madhya Pradesh Designated State Authority | 574 , South Civil Lines Rahul nagar Jabalpur Rahul nagar, Madhya Pradesh 482003 | sreedharksgipet.net | | |
| | Name ' [Mr./Ms.] SUDMARAR | Mobile No. +91-9741192764 | Email of " sudhakan@pet.net | | | |
| | Name '[Mr/Ms.] KRUSHNA SAI | Mobile No.' +93/9741192764 | Email id " krishnagspet.net | | | |
| | Uploaded Documents | | Description of the | formal second | Maria | |
| | PAT(2)2015-2018_PAN_Image.JPG | | Pass | JPG | é. | |
| | PHT(2)2015-2038_05Trk_smage.uPG | | ØSTIN | JP6 | 0 | |
| | PH7(2)2015-2018_TAN_Image.2PG | | Tan | 140 | 6 | |
| | | | | | | |
| | | Copyright © Bit E | 2018 - 2019. All rights reserved | | | |

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.

| Details of information regard | Name of The Sector | Sub-Sector | Pro-forma in which t | he details to be furnished | |
|--|---|---|----------------------|----------------------------|--|
| Total Energy Consumed and Specific Energy Consumptio unit of Production | n per Buildings | Buildings | | BU1 | |
| Energy Consumption Details Manufacturing Industries Specified As Designated Consumers | Note 1: All sector specific pro-forma V/We undertake that the informative data given in the concerned pro- | Note 1: All sector specific pro-forma, details of which are given above, are available on the Bureau of Energy Efficiency official website. | | | |
| Sector - Wise Details | | | | | |
| | | | | | |
| | | | | | |

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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.

| Comments | \otimes |
|----------|-----------|
| Verified | |
| | |
| | |
| | Submit |

Figure 41: Comments pop-up Box

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

| COMMENTS | | , |
|--------------------|---------------------|------------------|
| Name: MURALI TO | Designation: SDA-TO | Date: 29-05-2019 |
| To Provide comment | s for Form 1 | |

Figure 42: Comments Page

Notes: 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

| PAT Cycle | PAT(2)2016-2019 | patuat.escerts.go Please review the fo | v.in says rm and provide comments | ок | | | |
|--------------------------------|-----------------------------|---|--------------------------------------|----------------|-----------------|--------------------|--------|
| Form 1 Pending Verification | Form A Verified Reversed | Form B | Form C | Form D | For | m 2 | Form 3 |
| S.No. DC Reg No. | Designated Consumer N | ame | P/ | AT Cycle 1 | FORM A | Attachments | Action |
| 1 DIS00168KA | ELECTRICITY DISCOM KA | RNATAKA DHARWAD | P/ | AT(2)2016-2019 | <u>View</u> 🗐 | DC EmAEA SDA | Verify |

Figure 433: Verify Link

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

| Form | m 1 Verification | Form A Verified Revers | Form B | Form C | Form D | Fo | prm 2 | Form 3 |
|-------|---------------------|---------------------------|---------------------|--------|-----------------|-----------------|--------------------|--------|
| S.No. | DC Reg No. | Designated Consur | ner Name | 1 | AT Cycle | FORM A | Attachments | Action |
| 1 | DIS00168KA | ELECTRICITY DISCO | M KARNATAKA DHARWAD | ł | PAT(2)2016-2019 | <u>View</u> 🗐 | DC EmAEA SDA | Verify |

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.

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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.

| COMMENTS | | - | \otimes |
|---------------------|---------------------|------------------|-----------|
| Name: Devendra D | Designation: SDA-NO | Date: 15-05-2019 | ^ |
| NO PROVIDED COMMENT | S FOR FORM A | | |
| Name: Akash Kumar | Designation: SDA-TO | Date: 15-05-2019 | 1 |
| TO PROVIDED COMMENT | FOR FORM A | | |

Figure 467: Comments Page



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

| Form A | Form B | Form D | | Form 2 | Form 3 |
|-----------|------------------|------------------|--|--|--|
| ī] | | | | | |
| Designate | ed Consumer Name | PAT Cycle | FORM A | Attachments | Action |
| | | | | DC | |
| Chlor-Alk | ali I.E | PAT(10)2019-2022 | View 🚍 | EmAEA | Verify |
| | Form A | Porm A Porm B | Porm A Porm B Porm D Po | Porm A Porm B Porm D Part Cycle FORM A Chlor-Alkali I.E PAT (10)2019-2022 View | Porm A Porm B Porm D Porm 2 I Designated Consumer Name I PAT Cycle I FORM A I Attachments Chlor-Alkali I.E PAT (10)2019-2022 View I DC EmAEA |

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.

| te Desi | ignated Agency(SDA) Dashboa | ard | | | |
|------------------|--|---|---|------------|---|
| PatCycle | e PAT(5)2019-2022 | ۲ | Search | | |
| Form | Form A | Form B | Form D | Form 2 | Form 3 |
| Pending S.No. | Verification Verified | Designated Consumer Name | Pát Orde | | Attachmente |
| | | Designated Consumer Name | I'ri Cycle | 1 I ONEIA | Autochiments |
| | REGDIS119PBS | Prestige Builders | PAT(5)2019-2022 | View | EmAEA SDA |
| 1 | REGDIS119PBS REGDIS98TALU | Prestige Builders Aluminium | PAT(5)2019-2022 PAT(5)2019-2022 | View (=) | EmAEA SDA DC EmAEA SDA SDA |
| 2 | REGDIS119PBS REGDIS987ALU REGDIS990 CEMENT | Prestige Builders Aluminium CEMENT SMOKE TEST | PAT(5)2019-2022 PAT(5)2019-2022 PAT(5)2019-2022 | | CC EmAEA SDA DC EmAEA SDA DC EmAEA SDA CC EmAEA |





<u>Notes:</u> 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.

| HOME 🕜 M | y dashboard gency(SDA) Dashboa | patuat.escerts.gov Please review the for | .in says m and provide comments | ОК | * | | |
|----------------------|-----------------------------------|---|------------------------------------|-----------------|--------|--------------------|--------|
| PAT Cycle | PAT(2)2016-2019 | | v | Search | | | |
| Porm 1 | Form A | Form B | Form C | Form D | For | m 2 | Form 3 |
| Pending Verification | Verified Reversed | | | | | | |
| S.No. DC Reg No. | Designated Consumer Na | ime | 1 | PAT Cycle | FORM B | Attachments | Action |
| 1 DIS00168KA | ELECTRICITY DISCOM KAI | RNATAKA DHARWAD | | PAT(2)2016-2019 | View | DC EmAEA SDA | Verify |

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.

| FORM-B | Perfomance Assessment Document | |
|--------|---|--------------------------------------|
| | General Info | Details |
| | Empanelled Accredited Energy Auditor Name | AAA Energy Audittor |
| | Undertaken By | Bureau Of Energy Efficiency |
| | Power Notification No | G.S.R. 269 (E) |
| | Power Notification Date | 30th March, 2012 |
| | Number of ESCerts | 200 |
| | Name of EmAEA | Laxman k |
| | EmAEA Designation | Empanelled Accredited Energy Auditor |
| | Verification Start Date | 20-03-2019 |
| | | Cancel Print Comment |

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.

| att-Design | ated Age | ency(SDA) Dashboard | | | | | -22 | |
|---------------|----------|---------------------------|--------------------------|-----------------|----------|---------------------|----------|----|
| Pattyck | | P4723213-203 | • | Search | | | | 2 |
| C. | | C. Farm A | P. Form B | P. | Farm | 2 | C. | |
| Pending Ver | fication | Verfied | | | | | | |
| 5.86. D | ing No. | Designated Consumer Name | | 1 PM2 Cyclar | LICOME | Asstrees | - I Anno | |
| 1 1 | 201344 | MCLASINGS-1, Kalinada Lad | Godavani, Andhes Pradesh | PH7(2)2115-2018 | Xina i 🛞 | DC Emilia SDA | | |
| howing 1 to 1 | fleme | | | | | | - 11 | 1. |

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.

| te Designated | Agency(SDA) Dashboard | | | | | |
|---------------------|----------------------------------|---------------------------------|--------|-----------------|-----------------|--------------------|
| PatCycle | PAT(2)2015-2018 | ۲ | Search | | | |
| • | • | e | P. | | • | |
| Form 1 | Form A | Form B | Form D | F | Form 2 | Form 3 |
| Pending Verificatio | n Verified | | | | | |
| .No. DC Reg M | No. Designated Consumer Name | 2 | | PAT Cycle | FORM B | Attachments |
| 1 FTZ0019 | IAP NFCL Kakinada - II, Kakinada | a East Godavari, Andhra Pradesh | | PAT(2)2015-2018 | <u>View</u> 🗐 | DC EmAEA SDA |

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.

- 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

| State De | esignated Ag | ency(SDA) Dashbo | ard | | | | | 2 |
|-----------|---------------------|----------------------|----------------------|--------|-----------------|-----------------|--------------|--------|
| PAT C | Cycle | PAT(2)2016-2019 | | ~ | Search | | | |
| Fo | erm 1 | Form A | Form B | Form C | Form D | I | Form 2 | Form 3 |
| Pendin | ng Verification | Verified Reversed | | | | | | |
| S.No. | DC Reg No. | Designated Consumer | Name | | PAT Cycle | FORM C | Attachments | Action |
| 1 | DIS00164KA | ELECTRICITY DISCOM F | KARNATAKA MAHADEVAPU | URA | PAT(2)2016-2019 | <u>View</u> 💻 | EmAEA SDA | Verify |
| Showing I | 1 to 1 of 1 entries | | | | | | | < 1 > |

Figure 59: Verify Link

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

| State Designated Ag | gency(SDA) Dashl | board | | | | | -2 | |
|-----------------------------|-------------------|----------------------|--------|-----------------|----------|--------------|--------|---|
| PAT Cycle | PAT(2)2016-2019 | | ~ | Search | | | | |
| Form 1 | Form A | Form B | Form C | Form D | | Form 2 | Form 3 | |
| Pending Verification | Verified Reverse | ed | | | | | | |
| S.No. DC Reg No. | Designated Consur | ner Name | | PAT Cycle | FORM C | Attachments | Action | |
| 1 DIS00164KA | ELECTRICITY DISCO | DM KARNATAKA MAHADEV | /APURA | PAT(2)2016-2019 | View 💻 | EmAEA SDA | Verify | |
| Showing 1 to 1 of 1 entries | | | | | | | ¢ 1 | э |

Figure 60: View Link

Strictly Confidential! $\ensuremath{\mathbb C}$ Bureau of Energy Efficiency



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

| FORM-C | Performance Assessment Document | | |
|--------|---|--------------------------------------|-------|
| | Power Notification No | G.S.R. 269 (E) | |
| | Power Notification Date | 29th March, 2012 | |
| | Number of ESCerts | 1400 Issued O Purchased | |
| | Name of EmAEA | SREEDHAR | |
| | EmAEA Designation | Empanelled Accredited Energy Auditor | |
| | Verification Start Date | 04-06-2021 | |
| | Verification End Date | 04-06-2021 | |
| | Value of Amount Payable by DC (Rs.) | 5600.0000 | |
| | I hereby Declare that the above-mentioned information | is correct up to my knowledge. | |
| | | Cancel | mment |

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.

| State Designated | Agency(SDA) Dash | board | | | | |
|----------------------|---------------------|-----------------------|----------|---------------|--------------------|--------|
| PAT Cycle | PAT(2)2016-2019 | | • | search | | |
| Form 1 | Form A | Form B | Form C | Form D | Form 2 | Form 3 |
| Pending Verification | n Verified Reverse | ed | | | | |
| S.No. DC Reg No. | Designated Consu | mer Name | PA | T Cycle FOI | RM C Attachments | Action |
| 1 DIS00164K/ | A ELECTRICITY DISCO | DM KARNATAKA MAHADEVA | APURA PA | T(2)2016-2019 | /iew EmAEA SDA | Verify |

- 7. Figure 63: Comments Icon
- 8. The comments provided by the Technical Officer (TO) user will be presented in **View Comments** pop up window.

| COMMENTS | | , | \otimes |
|---------------------|--|------------------|-----------|
| Name: R MAHESH | Designation: SDA-Technical Officer | Date: 04-06-2021 | |
| TECHNICAL OFFICER F | REVIEWED THE FORM C DETAILS AND PROVID | DED COMMENTS | |

Figure 64: Comments Page

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

| State Designated | Agency(SDA) Dash | board | | | | 2 |
|----------------------|---------------------|-----------------------|---------|---------------|-----------------------|----------|
| PAT Cycle | PAT(2)2016-2019 | | • | Search | | |
| | | | | | | |
| Form 1 | Form A | Form B | Form C | Form D | Form 2 | Form 3 |
| Pending Verification | n Verified Reverse | ed | | | | |
| S.No. DC Reg No. | Designated Consur | mer Name | PA | T Cycle FO | RM C Attachments | a Action |
| 1 DIS00164K/ | A ELECTRICITY DISCO | DM KARNATAKA MAHADEVA | PURA PA | T(2)2016-2019 | /iew 💭 EmAEA SDA | Verify |



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.

| te Designated | Agency(SDA) Dash | board | | | | - 24 |
|--------------------|---------------------|-----------------------|----------|-----------------|----------|--------------|
| PAT Cycle | PAT(2)2016-2019 | | ~ | Search | | • |
| | | P | | | | • |
| Form 1 | Form A | Form B | Form C | Form D | Form 2 | Form 3 |
| ending Verificatio | Verified Reverse | ed | | | | |
| .No. DC Reg N | lo. Designated Co | onsumer Name | | PAT Cycle | FORM C | Attachments |
| DIS00164 | IKA ELECTRICITY | DISCOM KARNATAKA MAHA | DEVAPURA | PAT(2)2016-2019 | View 📜 | EmAEA SDA |

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.

- 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.

| State Designate | ed Agency(SDA) Dash | board | | | | | 2 |
|------------------|-----------------------|------------------------------|--------|-----------------|-----------------|-------------|--------|
| PAT Cycle | PAT(2)2016-2019 | | ~ | Search | | | |
| • | (P) | | • | e | | • | |
| Form 1 | Form A | Form B | Form C | Form D | | Form 2 | Form 3 |
| Pending Verifica | Verified | | | | | | |
| S.No. DC Reg | No. Designated Consum | er Name | | PAT Cycle | FORM D | Attachments | Action |
| | | | | | | DC | |
| 1 INS080 | 7KA KARNATAKA Rashtri | /a Ispat Nigam Ltd BANGALORE | | PAT(2)2016-2019 | <u>View</u> 🗩 | EmAEA | Verify |
| | | | | | | SDA | |

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**.

| State Designat | ed Agency(SDA) Dashboa | patuat.escerts.gov.in sa | iys | - | | | |
|-----------------|--------------------------------|----------------------------|-----------------|-----------------|-------------|--------------------|--------|
| PAT Cycle | PAT(2)2016-2019 | Please review the form and | d provide comme | ок | | | |
| Form 1 | Form A | Form B | Form C | Form D | | Form 2 | Form 3 |
| Pending Verific | ation Verified | | | | | | |
| S.No. DC Re | g No. Designated Consumer Na | ame | | PAT Cycle | FORM D | Attachments | Action |
| 1 INS08 | 07KA KARNATAKA Rashtriya Isp | oat Nigam Ltd BANGALORE | | PAT(2)2016-2019 | <u>View</u> | DC EmAEA SDA | Verify |

Figure 69: Verify Link



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

| State Designated A | Agency(SDA) Dasl | nboard | | | | | |
|----------------------|-------------------|-------------------------------|--------|-----------------|-----------------|--------------------|--------|
| PAT Cycle | PAT(2)2016-2019 | | ~ | Search | | | |
| Form 1 | Form A | Form B | Form C | Form D | F | orm 2 | Form 3 |
| Pending Verification | Verified | | | | | | |
| S.No. DC Reg No. | Designated Consur | mer Name | | PAT Cycle | FORM D | Attachments | Action |
| 1 INS0807KA | KARNATAKA Rashti | iya Ispat Nigam Ltd BANGALORE | | PAT(2)2016-2019 | <u>View</u> 🗐 | DC EmAEA SDA | Verify |

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).

| FORM-D | Compliance of Energy Consumption Norms and Star | ndard Document | 🕒 Guidelines |
|--------|---|--|--|
| | Compliance | Value | Info |
| | Energy Saving Certificates | 700 | Entitled to be Purchased by MoP |
| | Energy Saving Certificates submitted for Compliance | 700 | |
| | ESCerts Purchased | 0 | ESCerts Purchased |
| | Banked ESCerts(from) | 3200 | Compliance + Sell Validity till current PAT Cycle |
| | ESCerts Blocked for Compliance | 0 | |
| | Balance Energy Saving Certificates | 2500 | Validity till current PAT Cycle |
| | I/We undertake that the information supplied in complia accurate to the best of my/our knowledge and if any of the in into loss to the Central Government or State Government or undertake to indemnify such loss. I/we agree to extend nece | ance with energy consumption a nformation supplied is found to l any of the authority under them essary assistance in case of any e | nd standard documents in this Form 'D' is be incorrect and such information result or any other person affected, I/we nquiry is made in the matter. |
| | | | Cancel |

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.

| COMMENTS | | - | 0 |
|-------------------|--|------------------|---|
| Name: R MAHESH | Designation: SDA-Technical Officer | Date: 04-06-2021 | |
| TECHNICAL OFFICER | REVIEWED THE FORM D DETAILS AND PROVIDED C | COMMENTS | |

Figure 73: Comments Page

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

| State Design | nated Agency(SD/ | A) Dashboard | | | | | - |
|--------------|----------------------|----------------------------------|---------|-----------------|-----------------|-------------|--------|
| PAT Cycle | PAT(2)2 | 016-2019 | ~ | Search | | | |
| Form 1 | Form | A Form B | Form C | Form D | | Form 2 | Form 3 |
| Pending Ver | ification Verified | | | | | | |
| S.No. DC | CReg No. Designati | ed Consumer Name | | PAT Cycle | FORM D | Attachments | Action |
| 1 INS | S0807KA KARNATA | .KA Rashtriya Ispat Nigam Ltd BA | NGALORE | PAT(2)2016-2019 | <u>View</u> 🗩 | DC EmAEA | Verify |

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.

| ate Designated | d Agency(SDA) Dash | board | | | | 2 |
|--------------------|--------------------|----------------------------|----------|-----------|---------------------|--------------------|
| PAT Cycle | PAT(2)2016-2019 | | ~ | Search | | |
| Form 1 | Form A | Form B | Form C | Form D | Form 2 | Form 3 |
| Pending Verificati | ion Verified | | | | | |
| S.No. DC Reg N | o. Designated Co | nsumer Name | | PAT Cycle | FORM D | Attachments |
| 21 INS0807K | KARNATAKA Ra | ashtriya Ispat Nigam Ltd B | ANGALORE | PAT(2)201 | .6-2019 <u>View</u> | DC EmAEA SDA |
| | | | | | | |

Figure 76: Verified Form D

<u>Notes:</u> 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.

| | Bureau Energy E Ministry of Pow | of Efficiency rer, Government of India | 3 | | | |
|------------------|---------------------------------------|--|-----------------|------------|--------------------------|--------|
| PatCyck | PAT(5)2019-2 | 022 | * Search | | | |
| Form | n 1 Form | A Form B | Form D | For | Cm 2 | Form 3 |
| Pending S.No. | Verification Verified | Designated Consumer Name | PAT Cycle | FORM 2 | Attachments | Action |
| 1 | REGDIS987DISCOM | Discom | PAT(5)2019-2022 | Meni | DC EmAEA SDA | verify |
| 2 | IRN110 | IRONSP113 | PAT(6)2019-2022 | Man I (II) | DC EmAEA SDA DC | Untity |

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).

| FO | RM-2 ails of energy saving measur | res recommended in the en | ergy audit report(year) | | | | | | | |
|----------|--------------------------------------|---------------------------|--|--|------------------|--------|-----|----------------------|--------------------------|---------|
| S .No | Energy Saving Measures | Investment (Million Rs) | Reason for Not implementing the measure | Date of completion of measure/ likely completion | Life Cycle Years | OII | Gas | Annual energ Coal | y Savings Electricity | Others |
| 1 | test1 | 12.00 | 12 | 11-09-2019 | 12 | 12 | 13 | 14 | 15 | 16 |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | Cancel | | Print | | Comment |

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.

| Comments | 0 | 3 |
|----------|--------|---|
| Verified | | |
| | | |
| | | |
| | Submit | |

Figure 80: Comments Pop-up window



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

| (| COMMENTS | | - | \otimes |
|---|-------------------|---------------------|------------------|-----------|
| | Name: Akash Kumar | Designation: SDA-TO | Date: 13-09-2019 | |
| | VERIFIED | | | |
| | | | | |

Figure 81: Comments Page

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

| Forr | n 1 Verification Verified | Form A | C Form B | Form D | (| Form 2 | Form 3 |
|-------|------------------------------|--------|--------------------|-----------------|-----------------|-------------|--------|
| S.No. | DC Reg No. | Design | ated Consumer Name | PAT Cycle | FORM 2 | Attachments | Action |
| | | | | | | DC | _ |
| 1 | REGDIS987DISCOM | Discom | | PAT(5)2019-2022 | <u>View</u> 🥅 | EmAEA | Vertiy |
| | | | | | | SDA | |
| | | | | | | DC . | |

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.

| Fo | ng Verification Verified | Form A | Form B | Form D | Form 2 | Form 3 |
|-------|--------------------------|--------|--------------------------|-----------------|-----------------|-------------|
| S.No. | DC Reg No. | I | Designated Consumer Name | PAT Cycle | FORM 2 | Attachments |
| | | | | | | DC |
| 1 | REGDIS987cement sha | | CEMENT SHAKKEER | PAT(5)2019-2022 | <u>View</u> 💭 | EmAEA |
| | | | | | | SDA |
| | | | | | | DC. |

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.



Figure 86: Form 2 Print format

Notes: 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**.

| Номе Ф мун State Designated Age | DASHBOARD ency(SDA) Dashboa | patuat.escerts.gov. Please review the form | in says n and provide comments | ОК | * | |
|---|--------------------------------|---|-----------------------------------|-----------------|----------------------------|--------|
| PAT Cycle | PAT(2)2016-2019 | | ▼ Search | | | |
| Form 1 Pending Verification | Form A Verified | Form B | Form C | Form D | Form 2 | Form 3 |
| S.No. DC Reg No | Designated Consume | rName | PAT Cycle | FORM 3 | Order Attachments | Action |
| 1 DIS00166KA | ELECTRICITY DISCOM | KARNATAKA MYSORE | PAT(2)2016-2019 | <u>View</u> 🗩 | DC Initial EmAEA SDA | Verify |

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.



| State De | esignated Agency(| SDA) Dashboard | | | | | | - |
|----------|----------------------|-----------------|-------------|-----------------|------------|---------|-------------------|--------|
| PatCy | ycle | PAT(5)2019-2022 | | • Search | | | | |
| Fo | P rm 1 | Ca Form A | Form B | Form | D | For | m 2 | Form 3 |
| Pendin | verification Verifie | ed | | | | _ | | |
| S.No. | DC Reg No | Designated Co | nsumer Name | PAT Cycle | FORM 3 | Order | Attachments DC | Action |
| 1 | REGDIS987DISCOM | Discom | | PAT(5)2019-2022 | View I (p) | Initial | EmAEA SDA | Verify |

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.

| | FOF | ₹M-3 | | | | | | | |
|---|--------|---|----------|----------------------------------|--|--------------------------------------|---------------|------------------|-------------------|
| E | Detail | s of energy conservation measures | implemen | ed, investment made and sa | avings in energy achieved and p | progress made in implementation | of other reco | ommen | dations. |
| | A. Imp | lemented | | | | | | | |
| | S.No | Description of energy efficiency improvement measure | Catego | y Investment (Rupees) | Verified savings (Rupees) | Verified energy savings | Units | Fuel | Remarks |
| | 1 | asdasd | 132 | 123.0000 | 213.0000 | 12312 | 123 | 12 | 121asdasdas |
| | B. Und | der Implementation Description of energy efficiency improvement measure | Category | Investment (Rupees) estimated | Verified savings (Rupees) estimated | Verified energy savings estimated | Units Fue | el Statu Impk | s of mentation |
| | 1 | dasd | 23 | 2.0000 | 0.0000 | 2 | 3 2 | 2 | |
| | | | | | | Cancel P | rint | | Comment |

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.

| (| COMMENTS | | - | \otimes |
|---|-------------------|---------------------|------------------|-----------|
| | Name: Akash Kumar | Designation: SDA-TO | Date: 13-09-2019 | |
| I | VERIFIED | | | |
| 1 | | | | |

Figure 91: Comments Page

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

| Form 1 | Fo | Part of the second seco | Corm B | Form D | | E Form 2 | Form 3 |
|---------------------|-------------------------------|--|---------|--------------|---------------|---------------|--------------------|
| Pending Ve S.No. | rification Verified DC Reg No | Designated Consumer Name | e PAT | Cycle F | окм з јо | Order Attac | hments Action |
| 1 | REGDIS987DISCOM | Discom | PAT(| (5)2019-2022 | Yiew 🗐 🛛 II | nitial | DC EmAEA SDA |

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.

| PAT(5)2019-2022 | • | Search | | | |
|-----------------|---------------------|--|--|--|---|
| Per A | Form B | Form D | Form 2 | 2 | Form 3 |
| Desi | nated Consumer Name | PRT Cycle | FORM 3 | Order | Attachments |
| ient sha CEM | ENT SHARKEER | PRT(5)2019-2022 | View 📻 | Initial | DC EmAEA SDA |
| | PAT(5)/2019-2022 | PAT(5)2029-2022 PAT(5)2029-2022 Form A Form B Form B Pesignated Consumer Name Pertilied CEMENT SHARKEER | PAT (5) 2019-2022 Search PAT (5) 2019-2022 Search Pat (5) 2019-2022 Search Pat (5) 2019-2022 Pat (5) 2019-2022 | PAT (5) 2019-2022 Search PAT (5) 2019-2022 Search Pat (5) 2019-2022 Search Pat (5) 2019-2022 Pat (5) 2019-2022 | PAT (5) 2019-2022 Search PAT (5) 2019-2022 Search PAT (5) 2019-2022 PAT (5) 2019-2022 PAT (5) 2019-2022 Yew (m) PAT (5) 2019-2022 Yew (m) |

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.

| Γ | FO | RM-3 | | | | | | | |
|---|-------|---|---------------|----------------------------------|--|--------------------------------------|-----------|-----------------------------|---|
| | Deta | ails of energy conservation measures | of other reco | mmendations. | | | | | |
| | A. In | nplemented | | | | | | | |
| | S.N | Description of energy efficiency improvement measure | Catego | ry Investment (Rupees) | Verified savings (Rupees) | Verified energy savings | Units | Fuel Remarks | |
| | 1 | asdasd | 132 | 123.0000 | 213.0000 | 12312 | 123 | 12 121asdasdas | 1 |
| | B. U | nder Implementation | | | | | | | |
| | S.N | o Description of energy efficiency improvement measure | Category | Investment (Rupees) estimated | Verified savings (Rupees) estimated | Verified energy savings estimated | Units Fue | Status of Implementation | |
| | 1 | dasd | 23 | 2.0000 | 0.0000 | 2 | 3 2 | 2 | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | Cancel | Print | Comment | |

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Figure 95: Click Print

13 The print format of Form 3 is shown below.

| | | | FC | ORM 3 | | | | |
|-----------|--|--------------------------------|-------------------------------------|---|--|---------------|----------------------------|---|
| | | | [Refer Re | gualation | 5(3)] | | | |
| DE | MADE AND SA | RGY CON VINGS IN PLEMENT | SERVATION ENERGY A ATION OF (| MEASUR CHIEVED A | ES IMPL AND PRO COMME | EMEN OGRES | ITED, I SS MAI ION S | NVESTMENT DE IN THE |
| A. I | mplemented: | | | | | | | |
| SI. No | Description of energy efficiency improvement measure | Category | Investmen t(Rupees) | Verified Savings(Rupees) | Verified Energy Savings | Units | Fuel | Remarks |
| 1 | INDIAN OIL TESTED | PETROL | 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. U | Inder Implement | ation: | | | | | | |
| SI. No | Description of energy efficiency improvement | Category | Investmen t(Rupees) estimated | Verified Savings(Rupees) estimate | Verified Energy Savings estimat | Units | Fuel | Status of Implementation |

Figure 96: Form 3 Print Format

| Fo | rm 1 Ig Verification | Form A | Form B | For | m D | For | m 2 | Form 3 |
|-------|-------------------------|--------------|--------------|-----------------|----------|-------|--------------------|--------|
| S.No. | DC Reg No | Designated C | onsumer Name | PAT Cycle | FORM 3 | Order | Attachments | Action |
| 1 | IRN110 | IRONSP113 | | PAT(5)2019-2022 | View 🗐 | Final | DC EmAEA SDA | Verify |

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.

- 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.

| Energy Efficiency Project Implemented During Current Cycle | Declaration I/We undertake that the information supplied in this Performance Assessment Document is accurate to the best of my knowledge and if any of the information supplied is found to be incorrect and such information result into loss to the Central Government or State Government or any of the authority under them or any other person affected, I/we undertake to indemnify such loss. I /We agree to extend necessary assistance in case of any enquiry to be made in the matter. |
|--|--|
| | Prev Cancel Print Comment |

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Figure 99: Comments page

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

| Form Pending V | 1 erification | Form A | Form B | Form C | Form D | | Form 2 | Form 3 |
|----------------|------------------|-------------------|----------------------|--------|---------------|-------------|--------------------|--------|
| S.No. | DC Reg No. | Designated Consur | ner Name | P# | T Cycle | FORM A | Attachments | Action |
| 1 | DIS00168KA | ELECTRICITY DISCO |)M KARNATAKA DHARWAD | PA | T(2)2016-2019 | <u>View</u> | DC EmAEA SDA | Verify |

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.

| COMMENTS | | - | \otimes |
|-------------------|--|------------------|-----------|
| Name: R MAHESH | Designation: SDA-Technical Officer | Date: 03-06-2021 | Â |
| TECHNICAL OFFICER | REVIEWED AND UPDATED COMMENTS FOR FROM A | | J |

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.

| PAT Cycle | PAT(2)2016-2019 | | • | Search | | • |
|--------------------------------|-----------------|--------------------------|--------|-----------------|-----------------|--------------------|
| Form 1 Pending Verification | Form A | Form B | Form C | Form D | Form 2 | Form 3 |
| S.No. DC Reg No | . Designated | Consumer Name | | PAT Cycle | FORM A | Attachments |
| 1 DIS00169K | A ELECTRICIT | Y DISCOM KARNATAKA BIDAR | t | PAT(2)2016-2019 | <u>View</u> 🗐 | DC EmAEA SDA |

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.

| | | | | | DC |
|---|------------|--------------------------------------|-----------------|-------------|-------|
| 2 | DIS00168KA | ELECTRICITY DISCOM KARNATAKA DHARWAD | PAT(2)2016-2019 | <u>View</u> | EmAEA |
| | | | | | SDA |
| | | | | | |

Figure 104: Comments Icon

| (| COMMENTS | | - | \otimes |
|---|--------------------------------|--------------------------------|------------------|-----------|
| | Name: HANUMANTHARAYAPPA | Designation: SDA-Nodal Officer | Date: 03-06-2021 | Î |
| | PLEASE PROVIDE PROPER COMMENT | s | | |
| | Name: R MAHESH Designatio | igure 105: Comments Page | Date: 03-06-2021 | |
| | TECHNICAL OFFICER REVIEWED AND | UPDATED COMMENTS FOR FROM A | | |

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.

| JMMENTS | | |
|---------------------------|----------------------------------|------------------|
| Name: R MAHESH Desig | nation: SDA-Technical Officer | Date: 03-06-2021 |
| UPDATED COMMENTS SUGGEST | ED BY NODAL OFFICER | |
| Name: HANUMANTHARAYAPPA | Designation: SDA-Nodal Officer | Date: 03-06-2021 |
| PLEASE PROVIDE PROPER COM | MENTS | |
| Name: R MAHESH Desig | nation: SDA-Technical Officer | Date: 03-06-2021 |
| | AND LIPDATED COMMENTS FOR FROM A | |

Figure 108: Comments Page