



**Bureau of  
Energy Efficiency**  
Ministry of Power, Government of India

# User Manual for Designated Consumer

## PATNET Portal

**Version 1.0**





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## **Document Revision History**

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## 1. About this Document

The purpose of this document is to describe how **Designated Consumers (DC)** can use the PAT NET Portal.

### Intended Audience

This document is intended for the following list of users.

- **Energy Manager/Energy Auditor**
- **Plant Head**

## 2. New DC Registration Process

This section explains the registration process for a new Designated Consumers with the PAT NET Portal. Below given is the detailed steps to perform this operation.

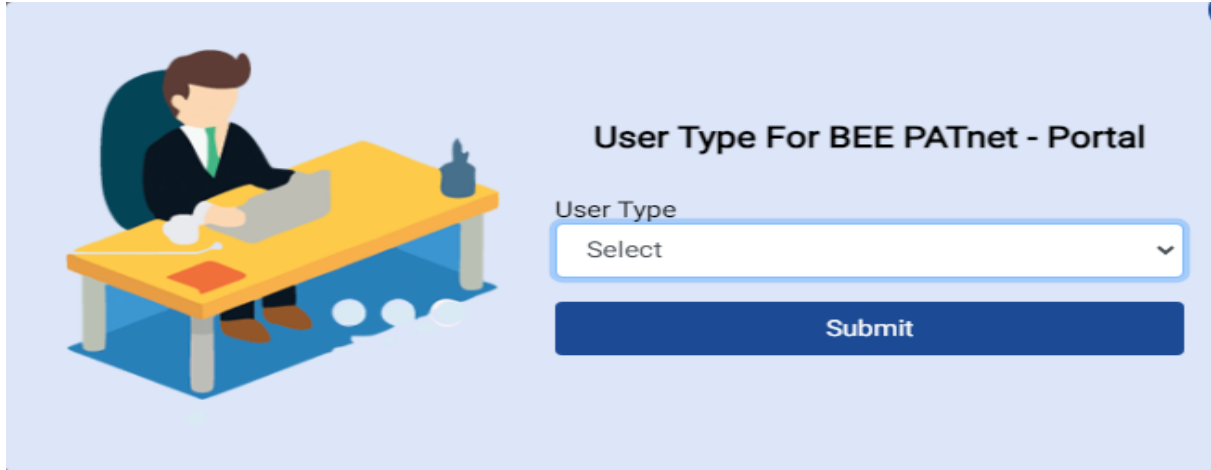
1. Open e-filing portal by clicking the link (<https://escerts.gov.in>).
2. The 'LOGIN to BEE PATNRET Portal' page appears. Click on **New User** button on the login page as shown in below image.



**Figure 1: New User Link Page (Home Page)**



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



**Figure 2: User Type Selection Page**

- The **Designated Consumer (DC) Registration Form** page appears as shown in below image.
  - Select **Sector and Sub-Sector**, to load all organization based on selected sectors and sub-sectors.
  - Select the **organization** from the list.
  - Registration Number** will be populated automatically.
  - Fill all the required fields along with recovery email address and then click on **Next** button.

**DESIGNATED CONSUMER (DC) REGISTRATION FORM**  
Note: All fields marked with \* are mandatory

Organisation | Energy Manager | Plant Head | File Upload

Sector *	Cement	Sub Sector *	Cement
Organisation *	BHARATH CEMENT222	DC Registration No	BH234
Year of Establishment *	2019	Recovery Email Id *	sree@gmail.com
UNIT Address		Address Line2	MAPLE2
Address Line1 *	MAPLE1	District	BANGALORE
City/Town/Village *	J.P.NAGAR	Pin code *	560037
State *	Karnataka	Fax No. with STD Code	080 22222222
Telephone No. with STD Code *	080 11111111	TAN *	TAN3333333
PAN No. *	BELPH2075J	CIN *	CIN5555555555555555
GSTIN *	GSTIN4444444444	EPFO No.	EPFONO5555555555555555
State of GST Registration *	Karnataka		
Registration No. under Shops and Establishment Act	REG7777777777777777		

Cancel | Next

**Figure 3: Designated Consumer – Registration Page**



5. The **Energy Manager Details** section appears as shown in below image, perform the following action:
  - a. Enter the **Energy Manager/Energy Auditor Registration number**, and click on **find** button to auto populate the Energy Manager/Energy Auditor details.
  - b. Name of the energy manager field cannot be editable. Other details of the energy manger/energy auditor can be modified by the user if required.
  - c. Click on **Next** button after filling the Energy Manager/Energy Auditor details.

DESIGNATED CONSUMER (DC) REGISTRATION FORM  
Note - All fields marked with \* are mandatory

Organisation Energy Manager Plant Head File Upload

EM Registration No. \* EA0123156 Name \* SHEKAR

Telephone No. with STD Code \* 080 6777 Fax No. with STD Code 080 6785677

Mobile No. \* +91 9897755567 Official Email Id \* aman1323@gmail.com

Prev Cancel Next

**Figure 4: Energy Manager Section – Registration Page**

***NOTE:*** Some of the sectors BEE restricted that an Energy Manager can work only for one DC at a time. In that case the below error message appears.

Organisation Energy Manager Plant Head File Upload

EM Registration No. \* EM10031122 Name \*   
The energy manager is associated with another DC

Telephone No. with STD Code \* Fax No. with STD Code

Mobile No. \* +91 Official Email Id \*

**Figure 5: Error Message**



- The **Plant Head Details** section appears enter all the mandatory details and then click on **Next** button.

DESIGNATED CONSUMER (DC) REGISTRATION FORM  
Note : All fields marked with \* are mandatory

Organisation Energy Manager **Plant Head** File Upload

Name \* Darshan Planthead Telephone No. with STD Code \* 080 3333333  
Fax No. with STD Code 080 4444444 Mobile No. \* +91 9741192764  
Official Email Id \* bgfr@gmail.com

Prev Cancel **Next**

**Figure 6: Plant Head Section – Registration Page**

- The **File Upload** section appears, under **Upload File** field select the file name from the drop-down to upload and click on the **Browse** button to browse the file from your system.

DESIGNATED CONSUMER (DC) REGISTRATION FORM  
Note : All fields marked with \* are mandatory

Organisation Energy Manager Plant Head **File Upload**

Upload Documents

Upload File \* PAN Browse

Prev Cancel **Submit**

**Figure 7: File Upload Section – Registration Page**

- All files except “Others” are mandatory to complete the registration process.



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

The screenshot shows the 'Upload Documents' section of a web application. At the top, there is a 'Select Document Type' dropdown menu. Below it is a table with the following data:

Document Name	Document For	Format	Size	Action
IE1_PORTAL.JPG	TAN	JPG	57.36 KB	
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	

At the bottom of the interface, there are three buttons: 'Prev' (blue), 'Cancel' (green), and 'Submit' (red).

**Figure 8: Browsed Document List**

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

The screenshot shows a confirmation pop-up message with the following text:

patnet.positiveedge.net:447 says  
Are you sure want to proceed?

At the bottom right, there are two buttons: 'OK' (blue) and 'Cancel' (white).

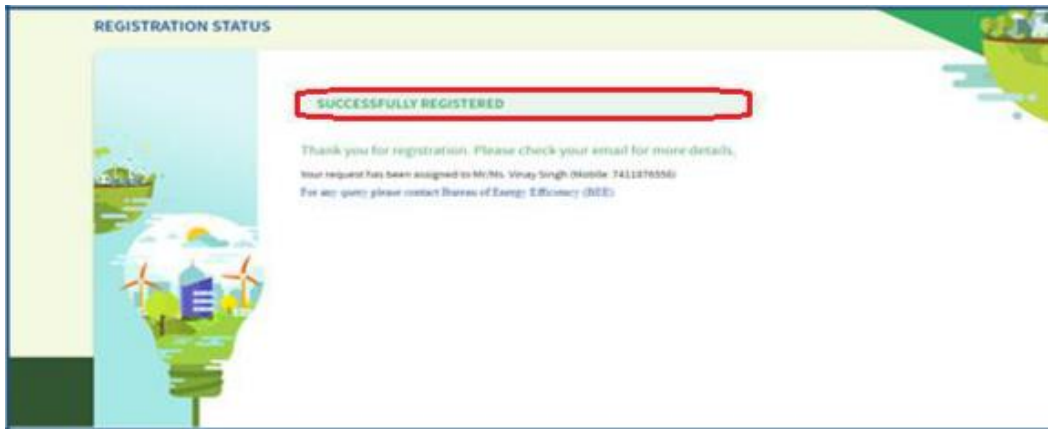
**Figure 9: Proceed Message**

***NOTE: "Others" can be selected if DC need to upload any documents other than mentioned in the drop-down.***





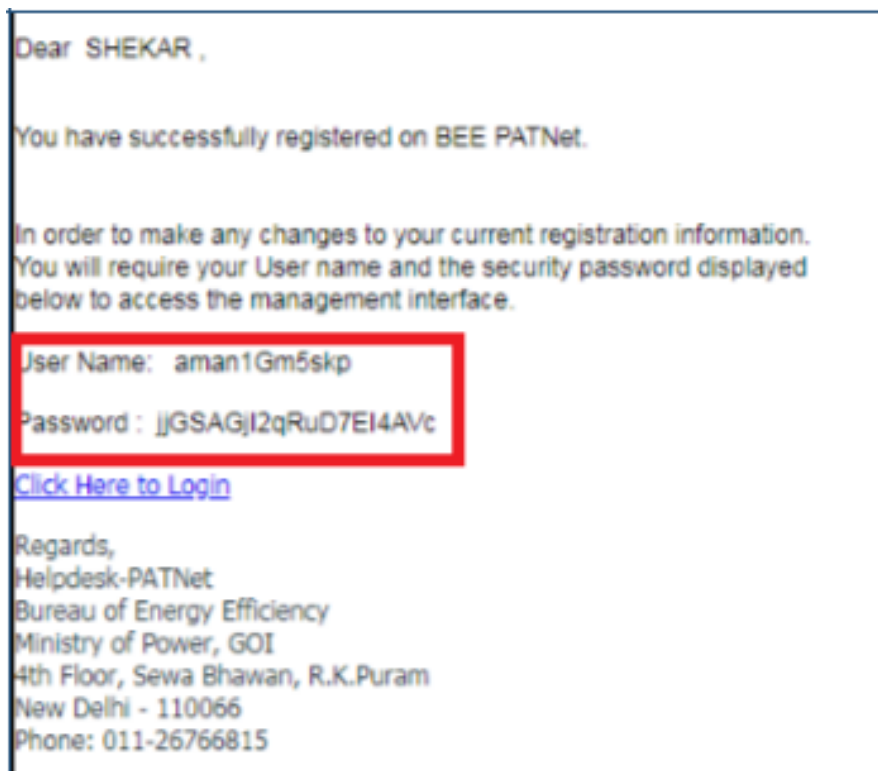
The DC **Successfully Registered** page appears as shown in below image.



**Figure 10: Registration Success Page**

***NOTES:***

- 1) ***Mandatory fields to fill are marked with (\*) mark.***
  - 2) ***The DC Record will be assigned to 'Sector Project Engineer' and the owner details will be updated based on 'Sector Team'.***
12. After completion of registration, The Login credentials for both the **Energy Manager/Energy Auditor** and the **Plant Head** will be received in their registered email as shown below.



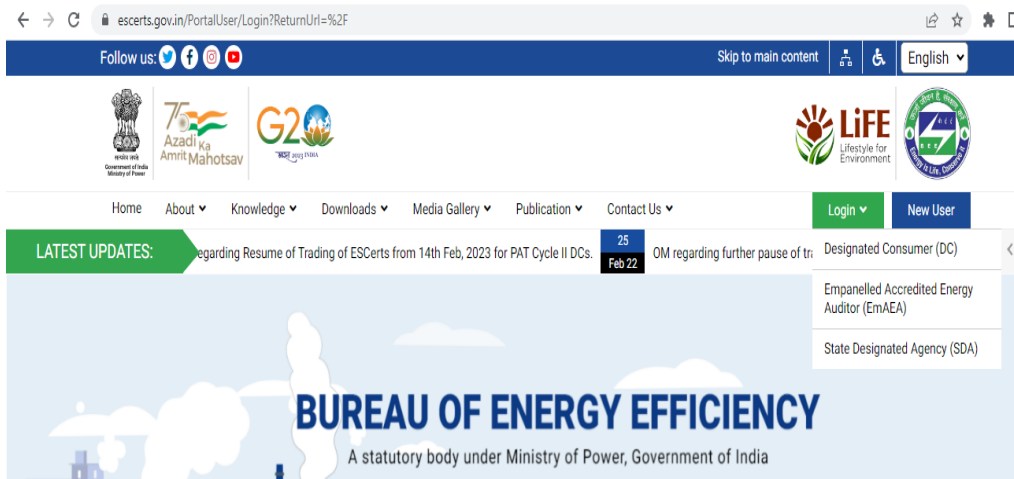
**Figure 11: Registration Completion Email with Login Credentials**



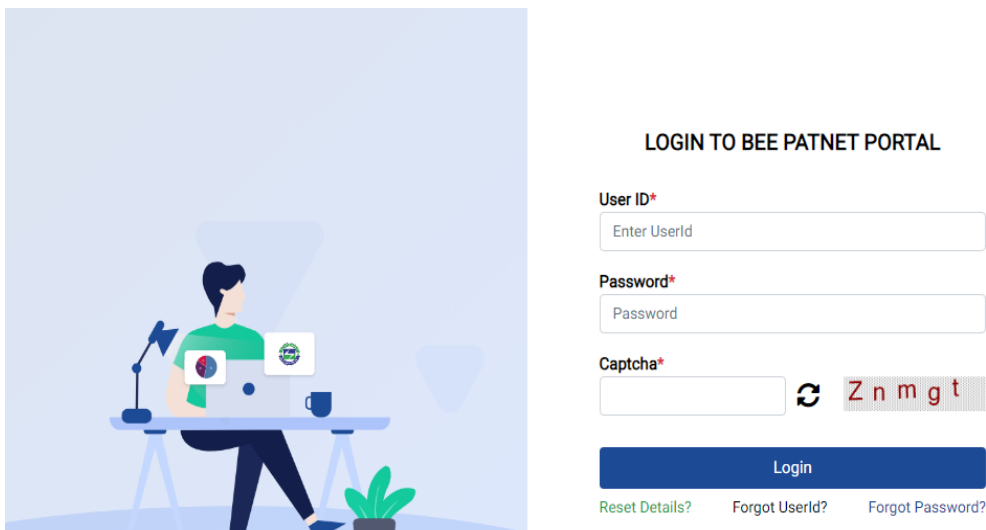
### 3. Initial Login Process

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

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 12.1: Login Link Page**



**Figure 12.1: Login Page**



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

A screenshot of the 'Change Credentials' web page. The page has a light green header with the title 'Change Credentials'. On the left side, there is a colorful illustration of a sustainable energy landscape with wind turbines, solar panels, and a house. On the right side, there is a form with three input fields: 'New Userid \*', 'New Password \*', and 'Confirm Password \*'. A red rectangular box highlights these three input fields. Below the form, there is a blue 'Submit' button with a red border.

**Figure 13: Change Credentials Page**

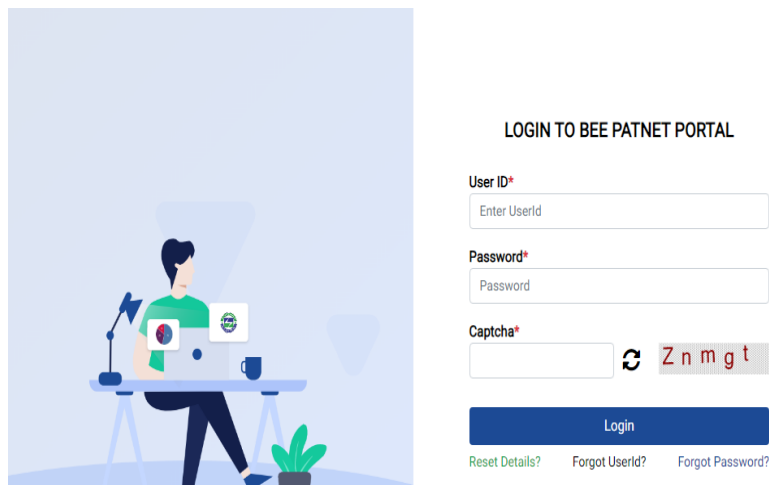


4. Success window appears as shown in below image. Click on **Login Again** button.



**Figure 14: Password Change Success Page**

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 15: 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 16: One Time Password Page**

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

**Figure 17: Re-Send OTP**

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 18: Re-send OTP**



8. After entering the correct OTP, the DC will get logged in the portal.



**Figure 19: Home Page**

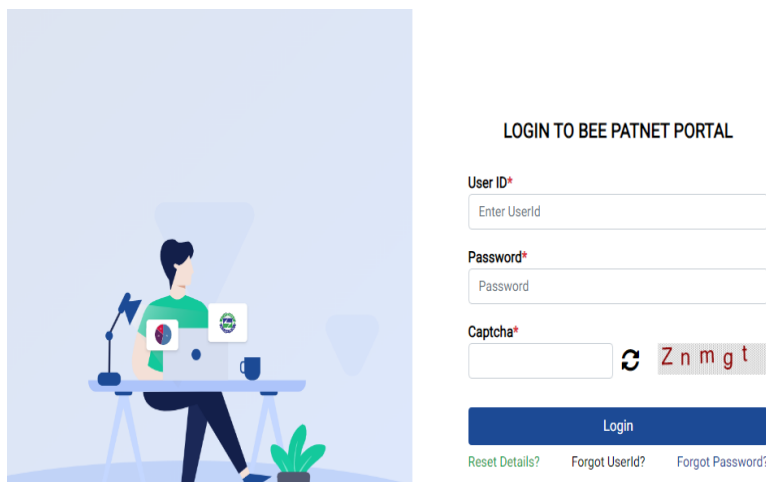
## 4. Forgot User ID?

This section explains the step-by-step procedure for **Designated Consumer** users (EM or PH) 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 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 the **Forgot User ID** link which is present in the login page as shown in below image.



**Figure 20: Forgot User ID**

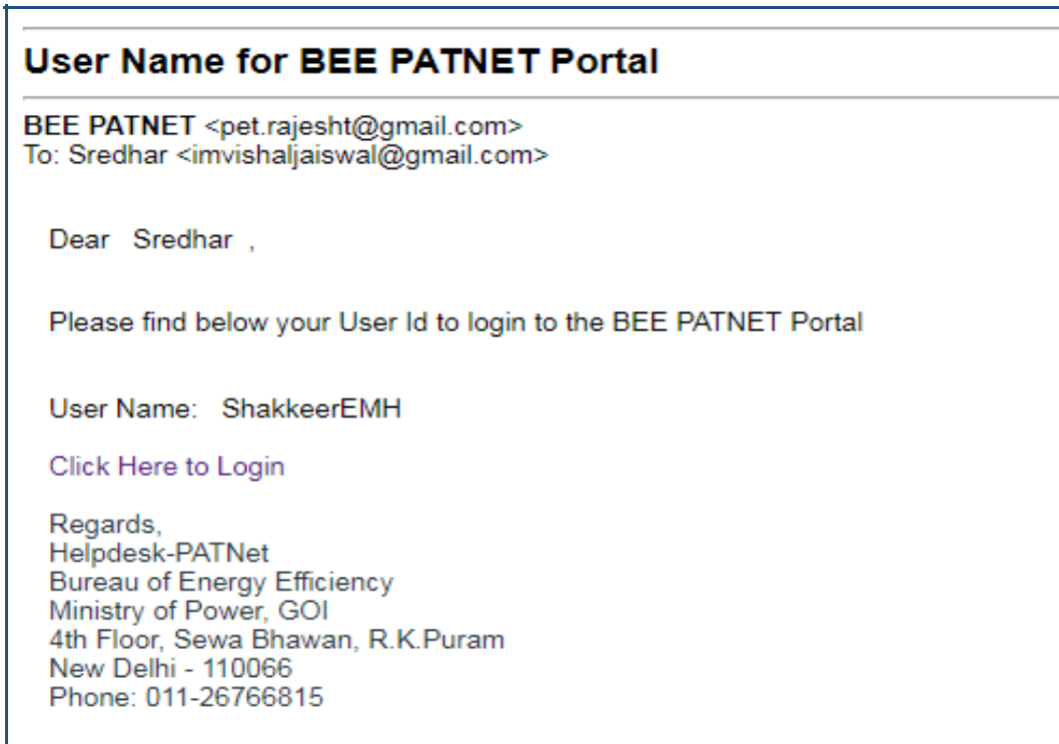


3. The system navigates to **Forgot User ID** window. Enter the **Email Id**, enter the **Captcha** then click the **Submit** button.

A screenshot of a web form titled "Forgot User ID?". On the left, there is an illustration of a man in a suit sitting at a desk with a laptop. On the right, the form contains the following elements: a text input field labeled "Enter your email ID\*" with a vertical cursor; a "Captcha\*" section with a text input field labeled "Enter Captcha", a refresh icon, and a captcha image showing the characters "D 6 b G f"; and a blue "Submit" button at the bottom.

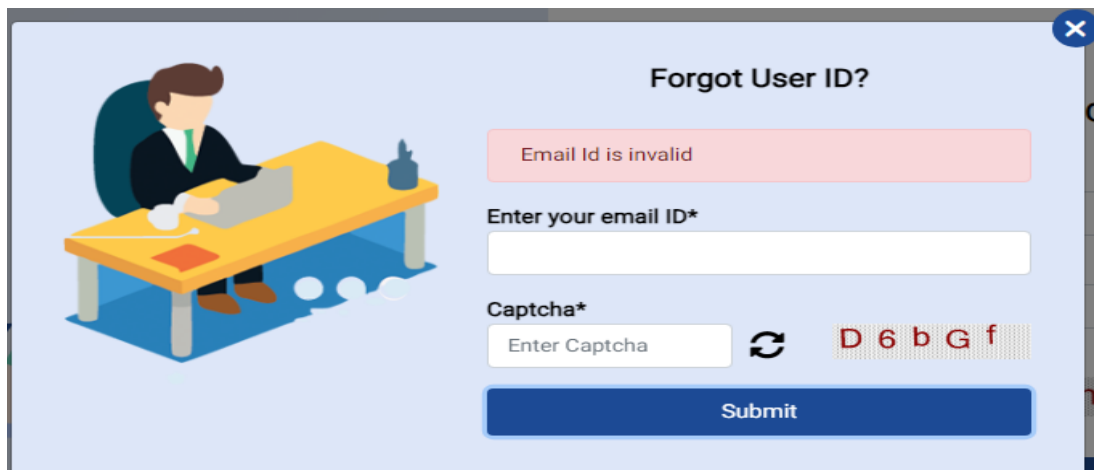
**Figure 21: Forgot User ID Field**

4. After successful submission, User ID will be sent to registered email ID of user and the system will show success message as shown "The UserId has been sent to registered mail".



**Figure 23: 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 24: Invalid Email Id Message**





## 5. Forgot Password?

This section explains the step-by-step procedure for Designated Consumer users (EM or PH) 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 the **Forgot Password** link which is present in the login page as shown in below image.

LOGIN TO BEE PATNET PORTAL

User ID\*  
Enter UserId

Password\*

Captcha\* Z n m g t

Login

[Reset Details?](#) [Forgot UserID?](#) [Forgot Password?](#)

**Figure 25: Forgot Password**

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

Forgot Password?

Enter your user Id\*

Captcha\* D 6 b G f

Submit

**Figure 26: Forgot Password Field**



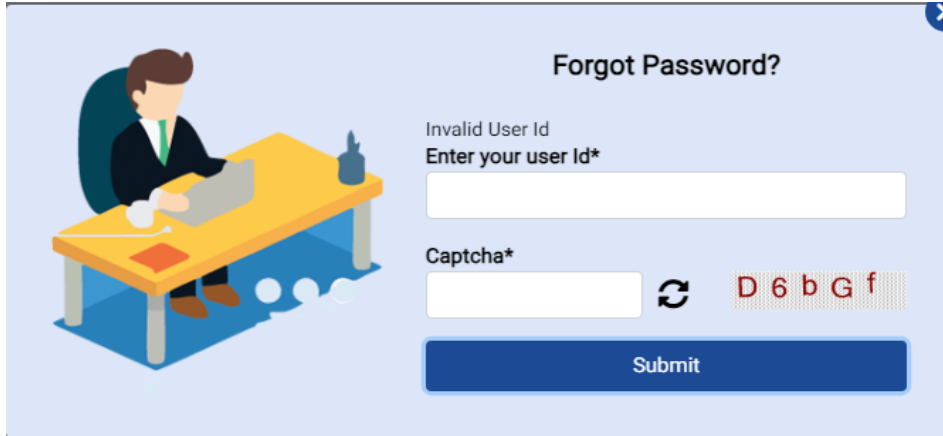
4. After successful changing a password, the system will send the new password to the registered email id and success message as shown on screen “New password has been sent to your email”.



**Figure 28: Email with New Password**



**NOTE:** If user enters wrong user ID, system will show Invalid User ID message as shown in below image.



**Figure 29: Invalid User Id Message**

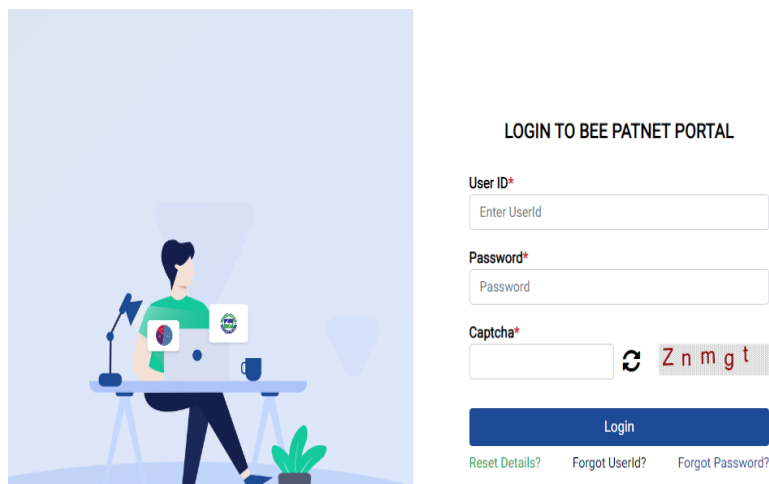
## 6. Reset Login Details for a DC

This section explains the process of changing the details of the Plant head and the energy manager in their absence.

In some cases, Plant head leaves organisation without handing over their existing user details. In these scenarios Designated Consumer can reset their details by using “**Reset User**” functionality available in PATNET Portal home page.

**Designated Consumer** 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 30: Reset Details**



3. The system will redirect the user to the **Reset Details** page, enter the recovery **Email Id** given by the DC at the time of registration, enter the **Captcha** displayed below the textbox and then click the **Submit** button.

A screenshot of a web form titled "Reset Details". On the left, there is an illustration of a person in a suit sitting at a desk with a laptop. The form contains two input fields: "Enter your recovery email\*" and "Captcha\*". The captcha field shows the characters "D 6 b G f" and a refresh icon. Below the fields is a blue "Submit" button.

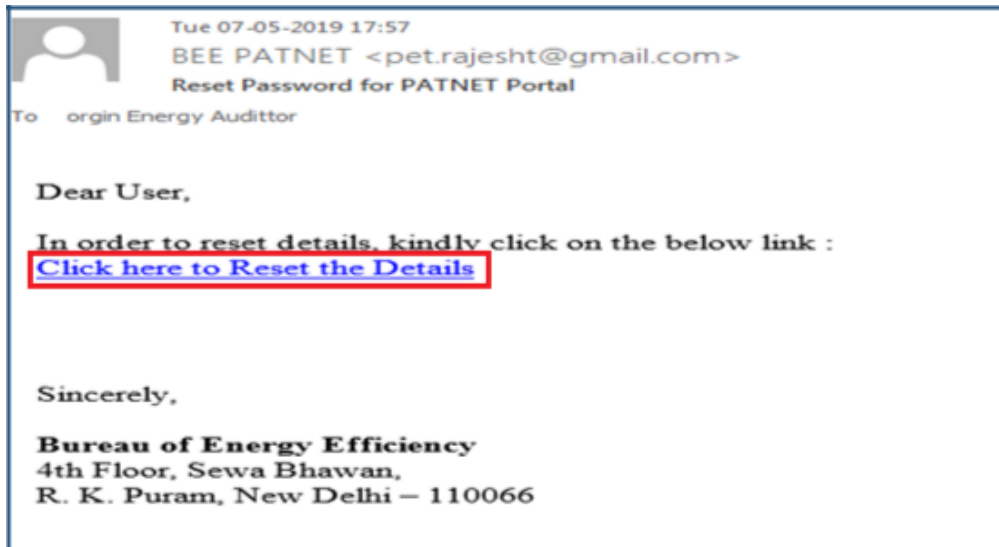
**Figure 31: Reset Details Page**

4. After successful submission, a web link will be send to recovery email Id of DC and success message will be displayed as shown on your screen “An email has been sent to your id with link to reset the details”



***NOTE: If given Recovery Email ID is wrong system show Invalid Email ID message as shown “invalid recovery email id”.***

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



**Figure 34: Reset Email Link**



- 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 35: Multi Organization Selection List**

- The organization information page appears, modify the required login details and then click on **Update** button to update the details.

**Organisation Details**

DC Registration No. INCL10	Sub Sector Integrated Steel	Organisation IRON112	Year of Establishment 2019
Unit Address Address Line1 maspet	Address Line2 maspet2	City/Town/Village maspet3	District bangalore
State Karnataka	Pin code 560070	Telephone No. with STD Code 080-1111111	Fax No. with STD Code 11111111
PAN No. BELPK2076J	TAN 1111111111	GSTIN 440000000000000	CIN 111111111111111111
State of GST Registration Karnataka	EPFO No. 0000000000000000	Registration No. under Shops and Establishment Act 1111111111111111	

**Energy Manager Details** [Change Person](#)

**Name** SUDHAKAR **EN Registration No.** EN020411 **Telephone No. with STD Code** 040 9(9020) **Fax No. with STD Code**

**Mobile No.** +91 91192764 **Official Email id** callusnet1@gmail.com

**Plant Head Details**

**Name** IRON PLANTHEAD **Telephone No. with STD Code** 080 8400000 **Fax No. with STD Code** 080 7177777 **Mobile No.** +91 91192764

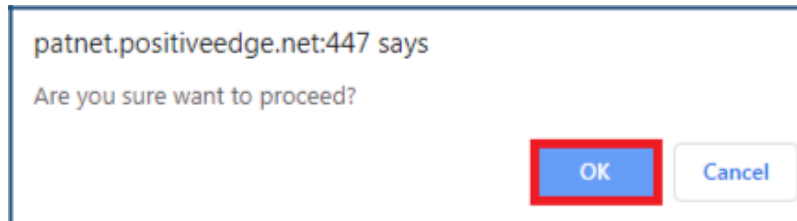
**Official email id** callusnet1@gmail.com

[Cancel](#) [Update](#)

**Figure 36: Modify User Detail**

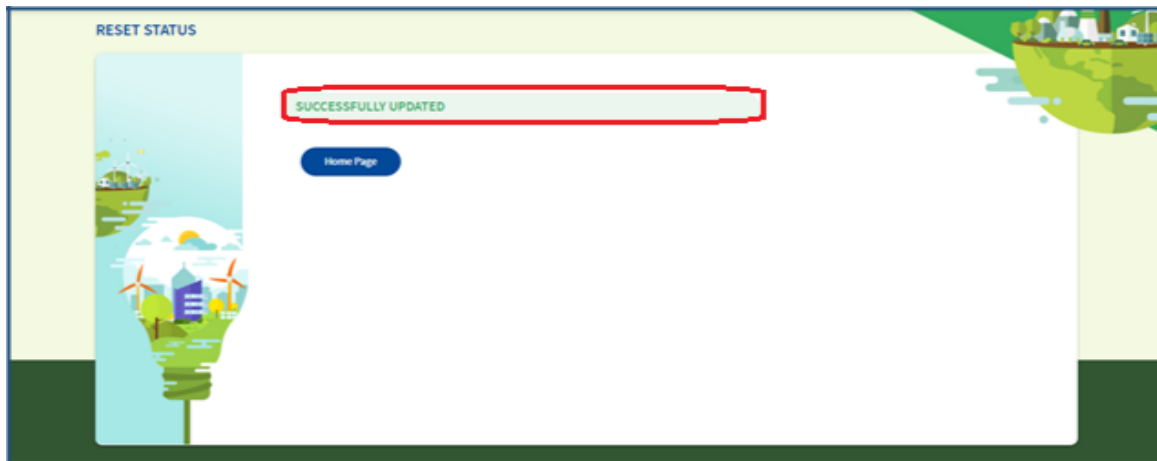


8. The Confirmation message pop-ups, click **Ok**.



**Figure 37: Confirmation pop-up Message**

9. On clicking the Update button, record will be updated and user will get success page.



**Figure 38: Reset User Detail Success Page**

10. After successful update of login details, an email with new login credentials will be sent to the registered email address of **energy manager** and **plant head**.

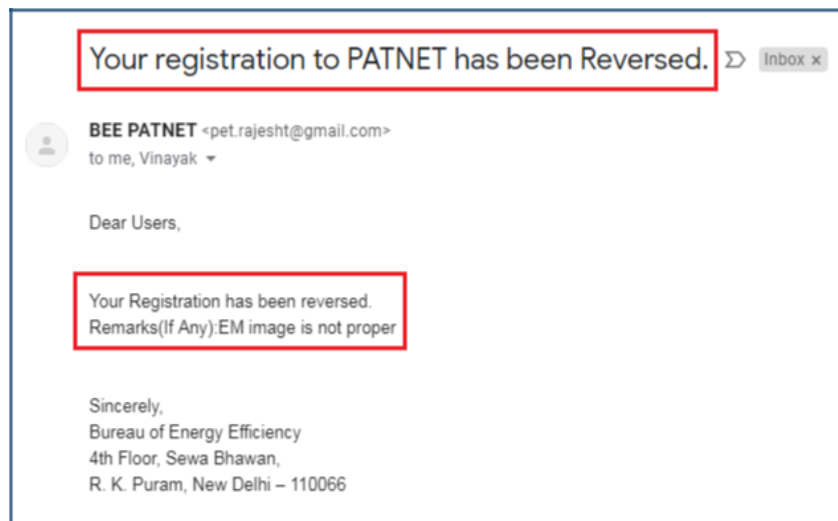
***NOTE: Reset Link expires once user updates the record using this link.***



## 7. Resubmission of the Reversed DC Registration

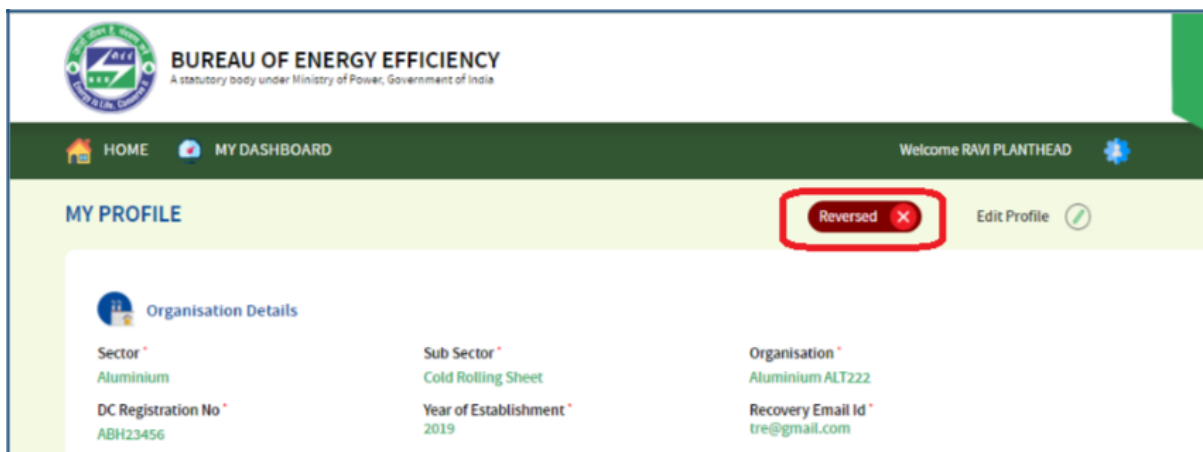
This section explains the process of resubmission of reversed DC registration. In some cases BEE may reverse the registration application.

1. EM and PH will receive the **email notification** regarding reversal of registration with the reason for reverse the application.



**Figure 39: Registration Reversed Email**

2. Energy Manger / Plant head can log in to PAT NET portal by using their credentials (Refer to section 3 for the login steps).
3. Click on the **Profile** link. The DC profile page will be displayed with **Reverse** status.



**Figure 40: Reversed Status**





4. Click on **Edit Profile** as shown in the below image.



**Figure 41: Edit Profile**

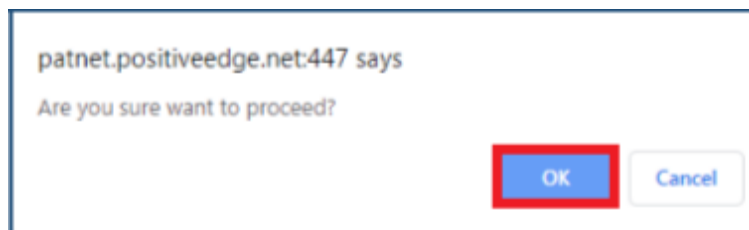
5. Modify the details and click on the **Submit** button.

The screenshot shows the profile editing form for 'VISHAL PLANTHEAD'. The 'Official Email Id' field is highlighted in red and contains 'VISHALP@GMAIL.COM'. Below the form is a table of uploaded documents and a 'Submit' button, also highlighted in red.

Document Name	Document For	Format	View	Delete
REGDIS0001SK_PAT(2)2015-2018_CIN_Image.JPG	CIN	JPG		
REGDIS0001SK_PAT(2)2015-2018_EPFO No_Image.JPG	EPFO No	JPG		
REGDIS0001SK_PAT(2)2015-2018_GSTIN_Image.JPG	GSTIN	JPG		
REGDIS0001SK_PAT(2)2015-2018_Others_Image.JPG	Others	JPG		
REGDIS0001SK_PAT(2)2015-2018_PAN_Image.JPG	PAN	JPG		
REGDIS0001SK_PAT(2)2015-2018_Reg. No. Under Shops and Establishment Act_Image.JPG	Reg. No. Under Shops and Establishment Act	JPG		
REGDIS0001SK_PAT(2)2015-2018_TAN_Image.JPG	TAN	JPG		

**Figure 42: Modify the Email ID**

6. The **Confirmation** pop-up message appears, click on **OK** button.



**Figure 43: Configuration Pop-up Message**



7. The Portal users details updates successfully and **Status** updates to **Pending Approval**.

**MY PROFILE** Pending Approval

Details updated successfully!

**Organisation Details**

Sector	Sub Sector	Organisation
Buildings	Buildings	Vishal BUILDERS
DC Registration No	Year of Establishment	Recovery Email Id
REGDIS00015K	2019	vb7@gmail.com

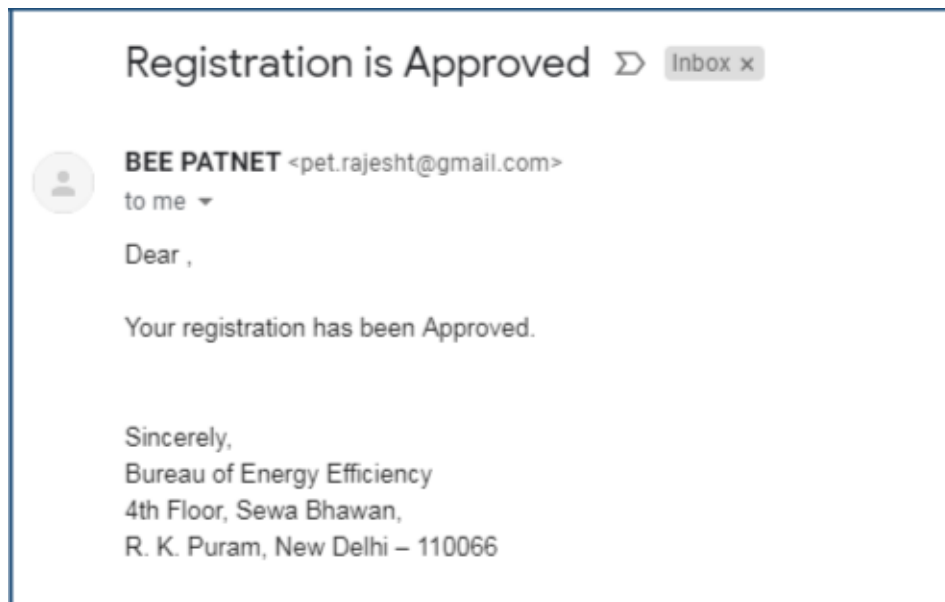
**Unit Address**

Address Line1	Address Line2	City/Town/Village	District
maple12	maple2	sikkim	sikkim
State	Pin code	Telephone No. with STD Code	Fax No. with STD Code
Sikkim	560078	010-11111111	020-22222222
PAN No.	TAN	GSTIN	CIN
BELPK2076J	TAN3333355	GSTIN4444444444	CIN5555555555555555
State of GST Registration	EPFO No.	Registration No. under Shops and	

**Figure 44: Details Update Successful Message**

## 8. Intimation about DC Registration Approval

EM and PH will receive the **email notification** regarding **Approval** of registration form as shown in below image.



**Figure 45: DC Approved Email**



1. On receiving the approved mail, DC can login to BE PAT NET portal and can continue with the PAT activities.

The screenshot shows a 'MY PROFILE' page with an 'Approved' status indicator in a red box. The profile details are as follows:

Organisation Details			
Sector	Sub Sector	Organisation	
Buildings	Buildings	Vishal BUILDERS	
DC Registration No	Year of Establishment	Recovery Email Id	
REGDIS0001SK	2019	vb7@gmail.com	
Unit Address			
Address Line1	Address Line2	City/Town/Village	District
maple12	maple23	sikkim	sikkim
State	Pin code	Telephone No. with STD Code	Fax No. with STD Code
Sikkim	560078	010-11111111	020-22222222
PAN No.	TAN	GSTIN	CIN
BELPK207J	TAN3333355	GSTIN444444444	CIN5555555555555555
State of GST Registration	EPFO No.	Registration No. under Shops and Establishment Act	
Sikkim	EPFON0555555555555555	REG6666666666666666	

**Figure 46: DC Profile with 'Approved' Status**

## 9. DC Profile Update by the Plant Head

This section explain how the Plant Head updates the DC profile details.

1. Log in to PATNET portal by using his/her login credentials (Refer to section 3 for the login steps).
2. On successful login the Plant Head home page appears as shown in below image. User has to click on **Profile** link.

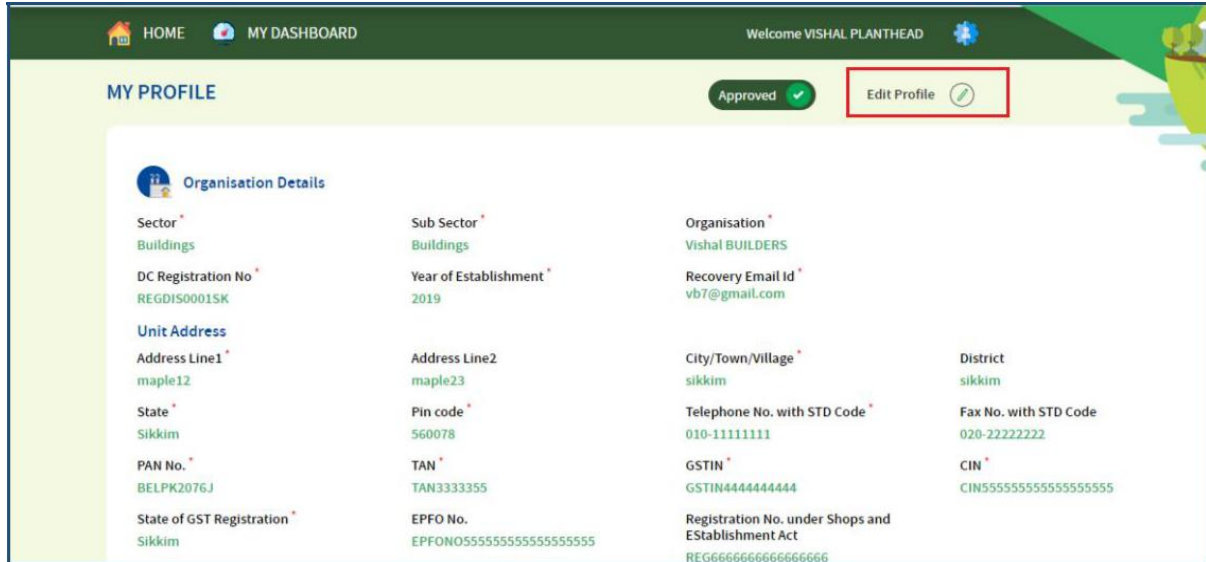


**Figure 47: Home Page**



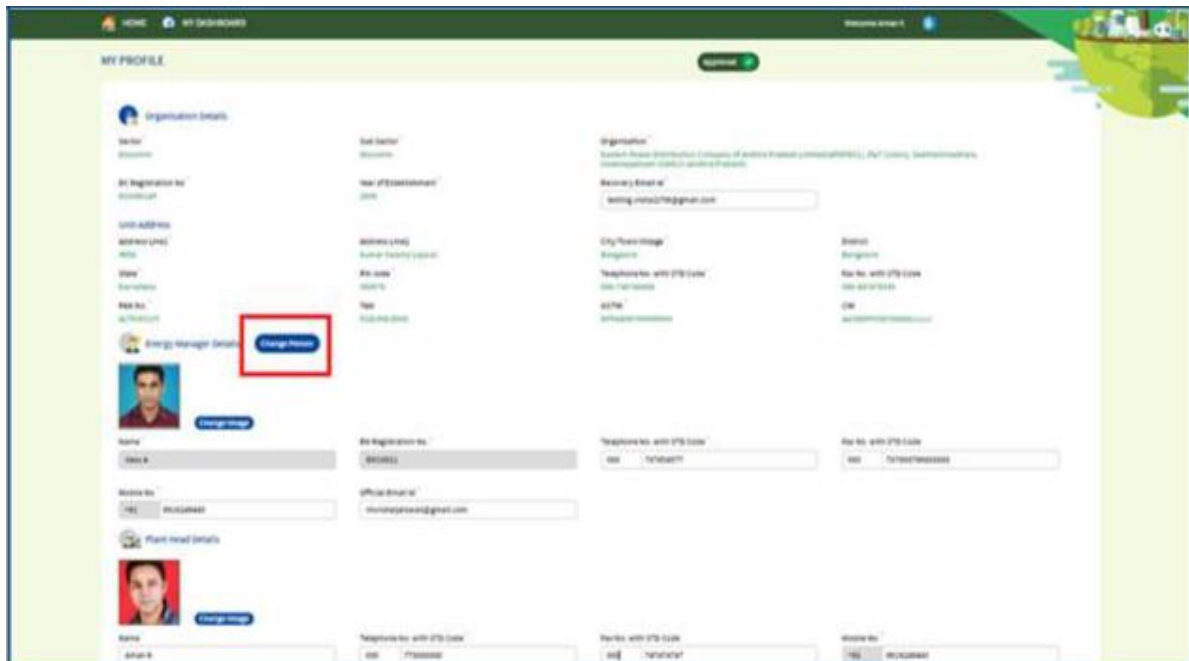
3. The DC profile page will be displayed with **Edit Profile** button as shown in below image.

**NOTE: 'Edit Profile' button is enable only for a Plant Head to edit the information.**



**Figure 48: DC Record with 'Edit Profile' Button for PH**

4. Click on **Edit Profile** button, and click on **Change Person** button on 'Energy Manager Details' section as shown in below image.



**Figure 49: DC Profile in Editable Format**



- Once user click on **Change Person** button, the Energy Manager's fields is editable. User has to enter new **EM/EA registration number** and click find button, to populate the energy manager details.

The screenshot shows the 'Energy Manager Details' form. The 'EM Registration No.' field is highlighted with a red box and contains a search icon. Other fields include Name, Telephone No. with STD Code, Fax No. with STD Code, Mobile No., and Official Email Id. A 'Cancel' button is visible at the top right.

**Figure 50: Enter New EM Registration No.**

- Click on **Change Image** button to Upload EM profile image.

The screenshot shows the 'Energy Manager Details' form with the 'Change Person' button highlighted. The profile image is visible, and a 'Change Image' button is highlighted with a red box. The form contains the following details: Name: Sudhakar I.E, EM Registration No.: EA144144, Telephone No.: 080 6778, Fax No.: 080 6785678, Mobile No.: +91 9897755567, and Official Email Id: aman144@gmail.com.

**Figure 51: Change Image**

- Click on submit button to update the details. **Success message** will be displayed on successful updated of energy manager.
- Plant Head** himself can update the details. Otherwise by using **Reset Details** functionality DC can update both EM and PH details.

## 10. Existing DC Registration Update Process

DCs who already using old PAT Net portal can use the same login details in the new platform. This section explains the process for update their existing registration details.

### 10.1. Login to the New PATNET Portal

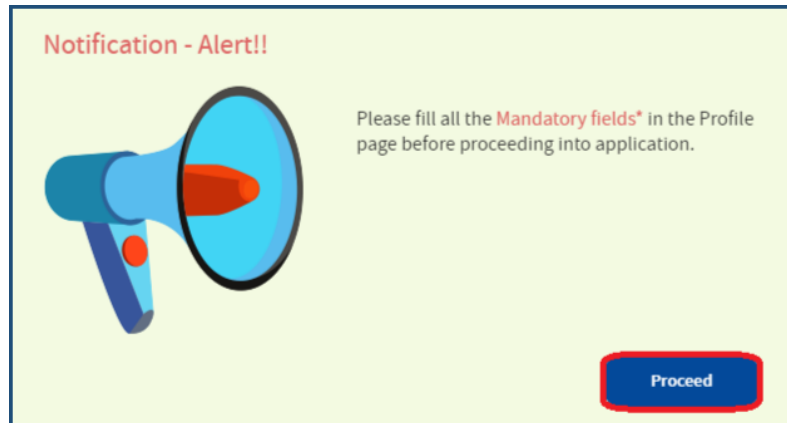
- Open e-filing portal by clicking the link (<https://escerts.gov.in>). (The BEE PATNET Portal Login page appears).
- Plant Head / Energy Manger Logins to the BEE PATNET Portal with his/her existing **User Id** and **Password** (Refer to section [3](#) for the login steps).



## 10.2. Existing DC Profile Update

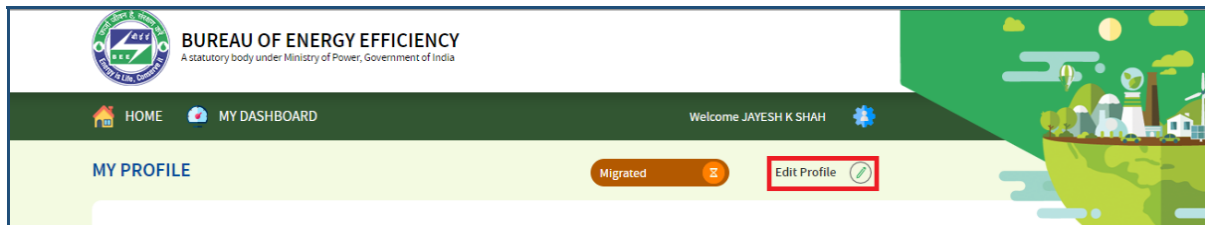
Old PAT NET portal registered DC need to update the missing details in the new system. This can be done by an Energy Manager / Plant Head. In the absence of Energy Manager Plant Head can update the details.

1. DC user log in to the BEE PATNET Portal with his/her existing **User Id** and **Password** (Refer to section 3 for the login steps).
2. On successful login the **Notification Alert** message pop-ups, click **Proceed**.



**Figure 52: Notification Alert Message**

3. The DC profile Page appears, Click **Edit Profile** to edit and update the Details.



**Figure 53: Click Edit Profile**

4. Enter the missing organization Information.

Unit Address			
Address Line1 *	Address Line2	City/Town/Village *	District
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>The Address Line1 field is required.</small>		<small>The City/Town/Village field is required.</small>	
State *	Pin code *	Telephone No. with STD Code *	Fax No. with STD Code
<input type="text" value="Andhra Pradesh"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<small>The Pin code field is required.</small>	<small>The STD Code field is required.</small>	
		<small>The Telephone number field is required</small>	
PAN No. *	TAN *	GSTIN *	CIN *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>The PAN No. field is required.</small>	<small>The TAN field is required.</small>	<small>The GSTIN field is required.</small>	<small>The CIN field is required.</small>
State of GST Registration *	EPFO No.	Registration No. under Shops and Establishment Act	
<input type="text" value="Select State of Registration"/>	<input type="text"/>	<input type="text"/>	
<small>The State of GST Registration field is required.</small>			

**Figure 54: DC Information Field**



**NOTE:** If the EM is not mapped to the DC, then the EM information fields appear blank as shown in below image.

The screenshot shows the 'Energy Manager Details' form. The fields for Name, EM Registration No., Telephone No. with STD Code, Fax No. with STD Code, Mobile No., and Official Email Id are all empty. A red box highlights the entire form area.

**Figure 55: Energy Manager Information Fields showing blank**

5. Click **Change Person** to update the EM details.

The screenshot shows the 'Energy Manager Details' form with a 'Change Person' button highlighted in a red box. The form fields are empty.

**Figure 56: Click Change Person**

6. Enter the **EM Registration Number** and click **find** button, then all other information of EM fields auto updates.

The screenshot shows the 'Energy Manager Details' form with a search bar for 'EM Registration No.' containing the number 'EA144144' and a magnifying glass icon. The other fields are empty.

**Figure 57: Enter EM Registration Number**

7. Click on **Change Image** button to Upload EM profile image.

The screenshot shows the 'Energy Manager Details' form with a profile picture of 'Sudhakar I.E.' and a 'Change Image' button highlighted in a red box. The form fields are populated with the following information:

Name	EM Registration No.	Telephone No. with STD Code	Fax No. with STD Code
Sudhakar I.E.	EA144144	080 6778	080 6785678
Mobile No.	Official Email Id		
+91 9897755567	aman144@gmail.com		

**Figure 58: Change Image**

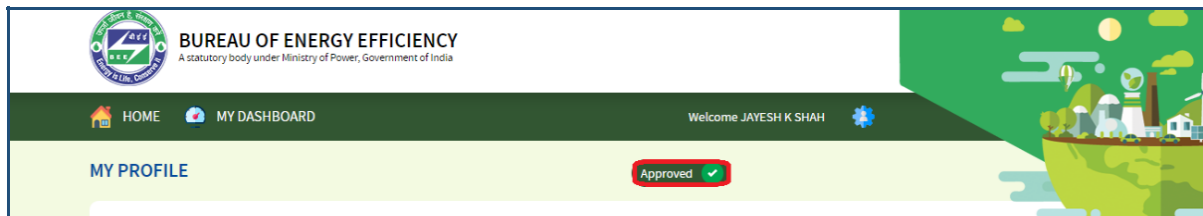


- If the mandatory information of PH is missing, update the details, Upload the documents and then click the **Submit** button (refer to section 2 step (Z) for the steps to upload documents).

The screenshot shows a web form titled "Plant Head Details". It contains several input fields: "Name", "Telephone No. with STD Code", "Fax No. with STD Code", "Mobile No.", and "Official Email Id". Each field has a red error message below it indicating it is required. Below these fields is a section for "Uploaded Documents" with an "Upload File" button. A dropdown menu is open, showing a list of document types: PAN, TAN, GSTIN, CIN, EPFO No, Reg. No. Under Shops and Establishment Act, and Others. The "Submit" button is highlighted with a red border.

**Figure 59: Upload Documents**

- The status of the DC record updates as **Approved** on the successful upload of all the documents and the DC can continue with PAT activates.



**Figure 60: Status Updates as Approved**

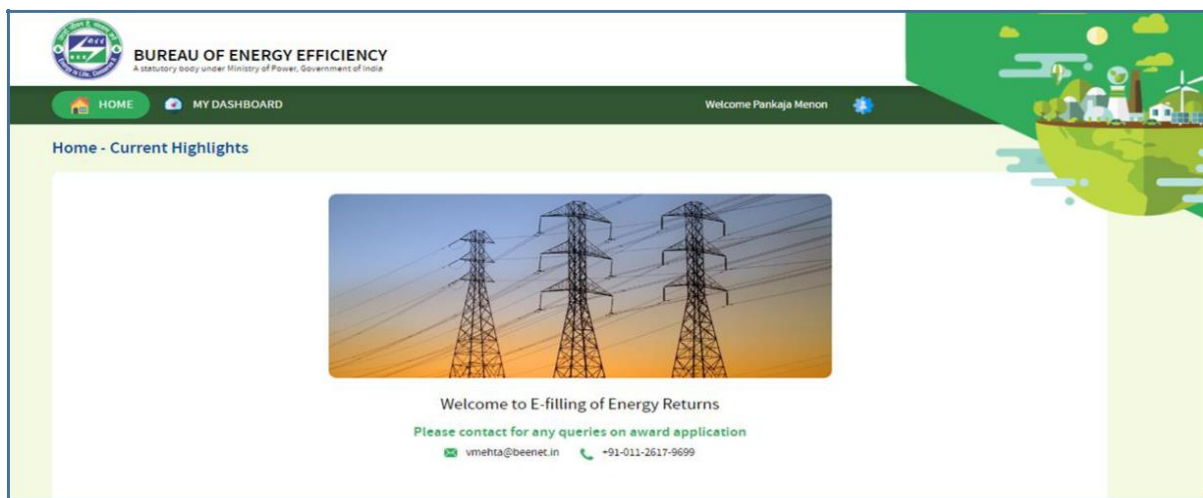




## 1. E-Filling for a Designated Consumer

### 11.1. Form 1 Filling by the Energy Manager

1. Click the link (<https://escerts.gov.in>).  
(The 'BEE PATNET Portal' login page appears).
2. Refer to section 3 for the login steps.
3. On the successful login The 'BEE Energy Manager Home' page appears as shown in below image.



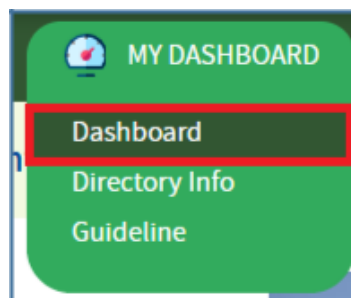
**Figure 61: BEE Energy Manager Home Page**

4. On the Home page click **My Dashboard** button on the top left of the page.



**Figure 62: Click My Dashboard**

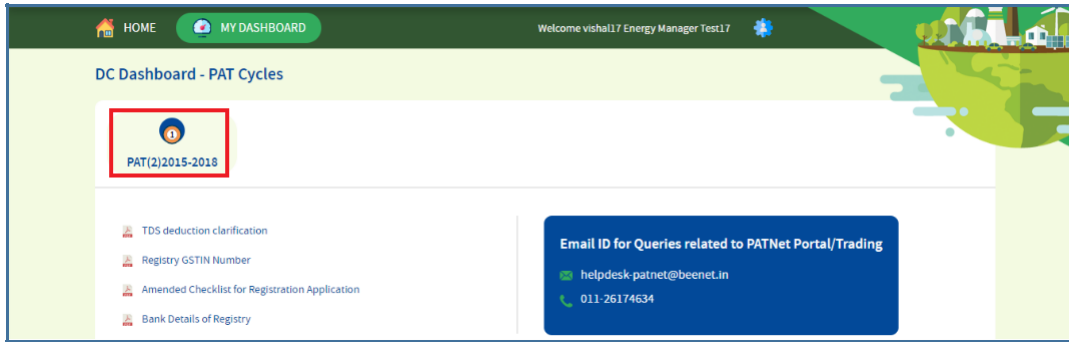
5. The list of 'My Dashboard' functions popups, click **Dashboard** function from the list of dashboard functions.



**Figure 63: Click Dashboard Function**

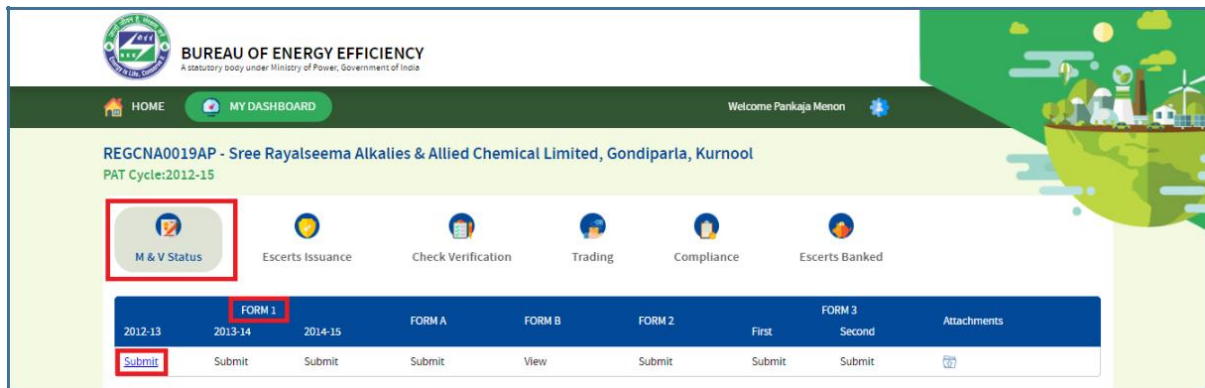


6. The 'DC Dashboard – PAT Cycles' page appears.
7. PAT Cycle which DC is currently participating will be highlighted as shown below.
8. Click on the PAT Cycle image to open that PAT Cycle Dashboard.



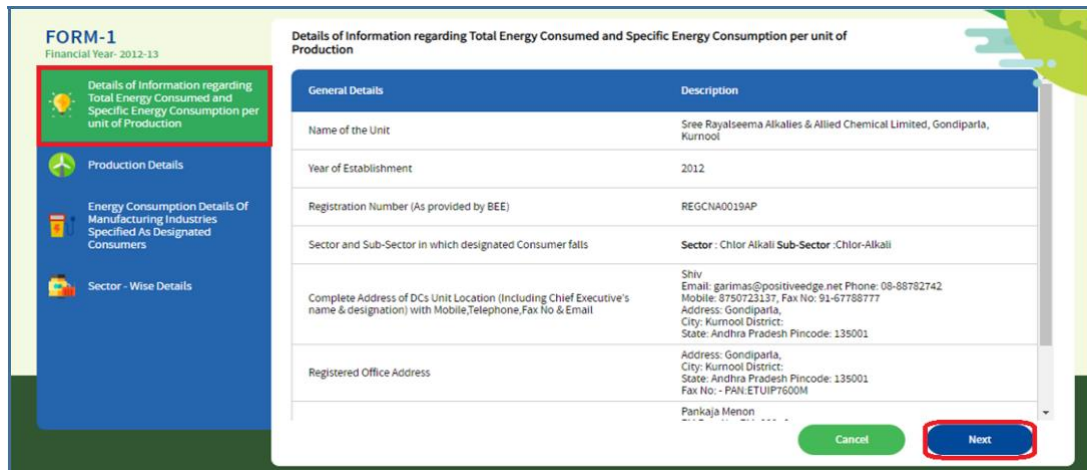
**Figure 64: Click Running PAT Cycle**

9. Click **M&V Status** icon and under **Form 1** for respective financial year click **Submit** link to enter the Form 1 details.



**Figure 65: Click Submit**

10. The 'DC Details Information' page for the selected financial year appears as shown in below image.



**Figure 66: DC Details Information Page**



11. Verify the DC details information and click **Next** button.
12. The page navigates to 'Production Details' page as shown in below image.

Product	Product Name	Unit	Previous Year	Current Year
Product 1	Caustic Soda	tonne		11.00
Product 2	Chlorine	tonne		12.00
Product 3	Soda Ash	tonne		13.00
Total Equivalent Product Produced		tonne		36.00

**Figure 67: Production Details Page**

**Perform following actions on the 'Production Details' page:**

- Enter the **Product Name** and other details as required.
- Click **Add Row** button to include more products in the list.
- Click **Delete** icon to remove a product from the list.
- Click **Prev** button to navigate back to the 'DC details information' page.
- Click **Next** button to navigate to the 'Energy Consumption' details page.

13. On Click Next the page navigates to 'Energy Consumption' details page as shown in below image.

Item	Unit	Previous Year	Current Year
1) Total Electricity Purchased from Grid/Other Source *	Million kWh		40.00
2) Total Electricity Generated *	Million kWh		50.00
3) Total Electricity Exported *	Million kWh		60.00
4) Total Electrical Energy Consumption *	Million kWh		70.00
5) Total Solid Fuel Consumption *	Million kcal		80.45
6) Total Liquid Fuel Consumption *	Million kcal		90.56
7) Total Gaseous Fuel Consumption *	Million kcal		95.00

**Figure 68: Energy Consumption Details Page**



**Perform following actions on the 'Energy Consumption Details' page:**

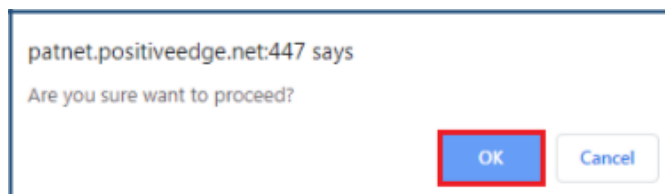
- Enter the **Current Year** 'Energy Consumption Details.
  - If the previous year data exists, then the user can view the previous data.
  - Click **Next** button to navigate to the 'Sector Wise Details' page.
14. The page navigates to the 'Sector – Wise Details' page, upload the Pro-forma file and check the declaration and click on submit to submit the Form 1.

The screenshot shows the 'Sector - Wise Details' page. The sidebar on the left has a green box around the 'Sector - Wise Details' option. The main content area has a 'Sector - Wise Details' section with a 'Pulp and Paper' dropdown menu. Below this is a 'Note 1' and an 'Upload Pro-Forma' section with a 'Select Proforma' dropdown menu. Below that is an 'Uploaded Documents' table with one document listed. At the bottom, there is a declaration checkbox and a 'Submit' button highlighted in red.

Document Name	Document For	Format	Sizes	Actions
REGPNP0030PB_a7b7617f-94d0-e911-80e0-0015505e9403_BEE DE.xlsx	Proforma	XLSX	9750	

**Figure 69: Sector – Wise Details page**

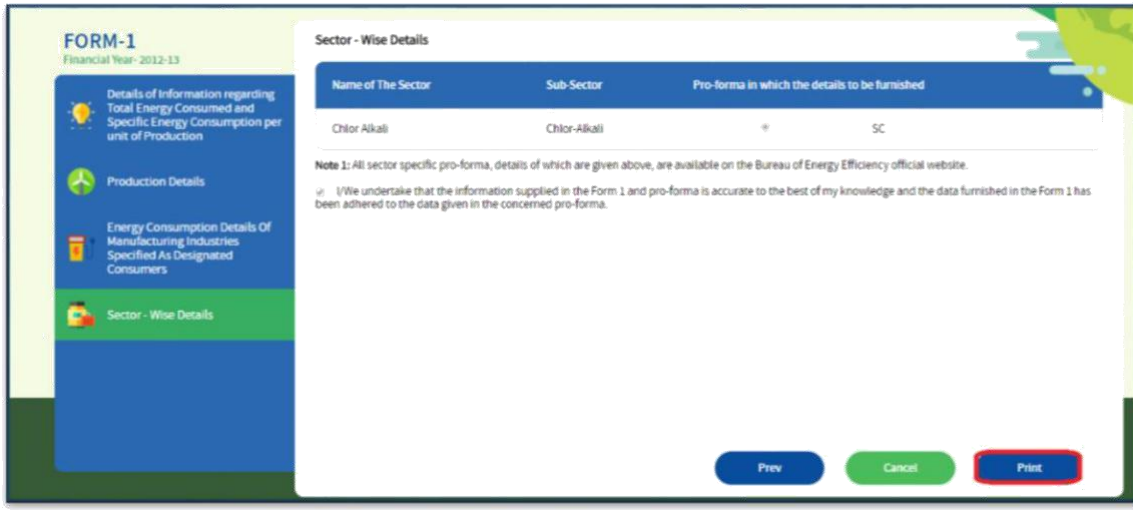
15. The Confirmation pop-up message appears, click **OK** button to continue with the submission.



**Figure 70: Confirmation Pop-up Message**



16. On submitting the Form 1, the **Print** button enables.



**Figure 71: Print Button Enables**

17. Click the **Print** button to take print out of Form 1.

18. The print format of the Form 1 is as shown in the below image.

Form1		
[See rule3]		
Details of information regarding total energy consumed and specific energy consumption per unit of production.		
Section-A (General Information Details)		
S.No	General Details	Description
1	Name of the Unit	Sree Rayalseema Alkalies & Allied Chemical Limited, Gondiparla, Kurnool
2	i) Year of Establishment	2012
	ii) Registration Number (As provided by BEE)	REGCNA0019AP
3	Sector and Sub-Sector in which designated Consumer falls	Sector : Chlor Alkali Sub Sector : Chlor-Alkali
4	i) Complete Address of DCs Unit Location ( including Chief Executive's name & designation ) with Mobile, Telephone, Fax No & Email	Shiv Designation : Plant Head Email : garimas@positiveedge.net Mobile : 8750723137 TelePhone : 91-67788777 Fax : 08-88782742 Address : Gondiparla, City : Kurnool State : PinCode : 135001

**Figure 72: Print Preview**



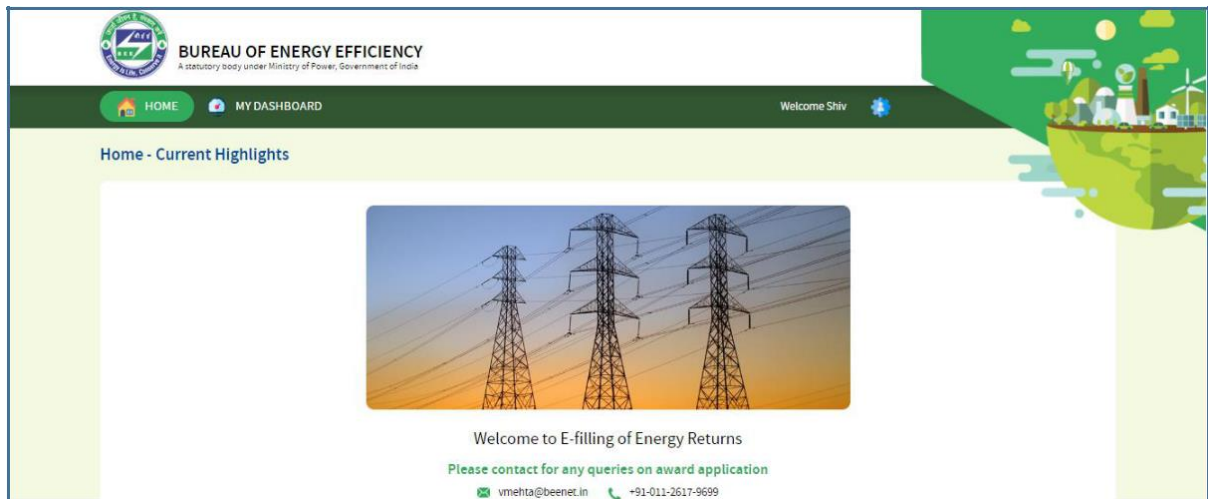
## 11.2. Verification of Form 1 by the Plant Head

On successful submission of Form 1 by the Energy Manager the Plant Head will receive and email notification regarding the submission of the Form 1.

This section explains the process of verification of Form 1.

1. Click the link (<https://escerts.gov.in>).  
(The 'BEE PATNET Portal' login page appears).
2. Refer to section 3 for the login steps.

On Successful login to the BEE PATNET portal with Plant Head user name and password, the DC Home page appears and is shown below.



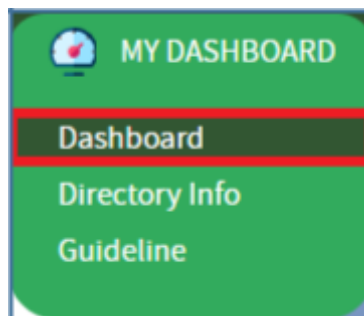
**Figure 73: Plant Head Home Page**

3. Click **My Dashboard** next to Home icon on the top left of the DC Home page.



**Figure 74: Click My Dashboard**

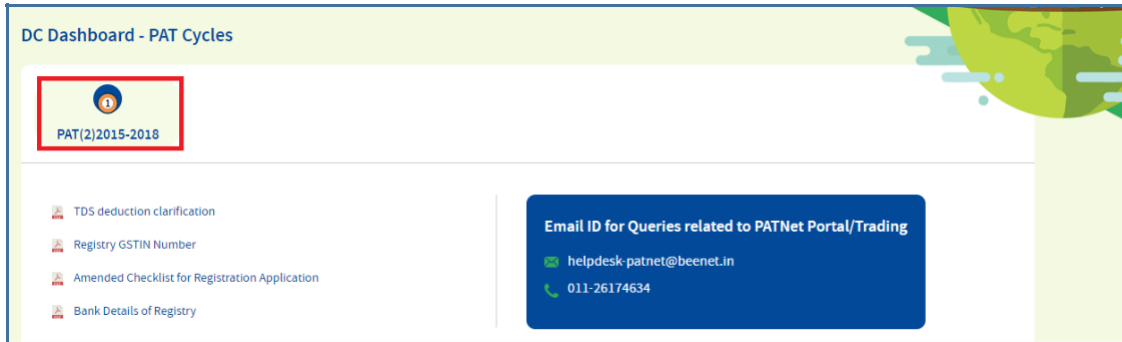
4. The list of 'MY Dashboard' functions popups, click **Dashboard** function from the list of My Dashboard functions.



**Figure 75: Click Dashboard Function**

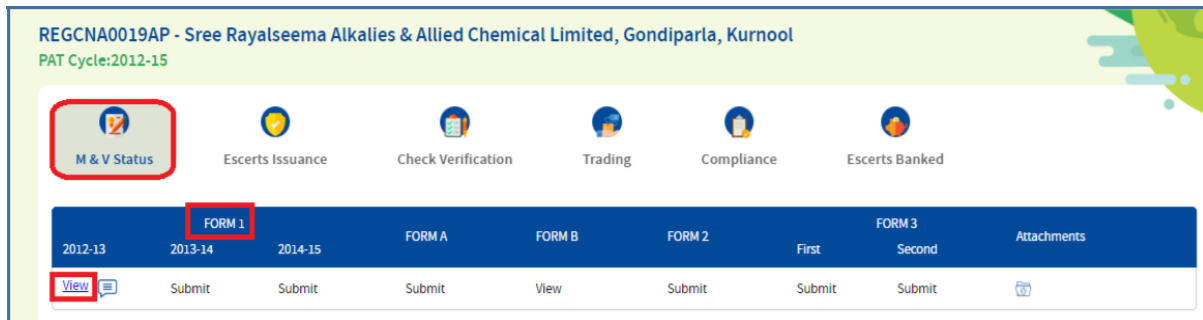


5. The 'DC Dashboard – PAT Cycles' page appears.
6. PAT Cycle which DC is currently participating will be highlighted as shown below.
7. Click on the PAT Cycle image to open that PAT Cycle Dashboard.



**Figure 76: Click Running PAT Cycle**

8. The 'Designated Consumer Dashboard' page appears, click **M&V Status** icon and under **Form 1** for respective financial year click **View** button to view the Form 1 details.



**Figure 77: Click View**

9. The 'DC Details Information' page for the selected financial year appears as shown in below image.



**Figure 78: DC Details Information Page**



10. Verify the DC details page information and click **Next** button.
11. The page navigates to 'Production Details' page as shown in below image.

Product	Product Name	Unit	Previous Year	Current Year
Product 1	Caustic Soda	tonne		11.00
Product 2	Chlorine	tonne		12.00
Product 3	Soda Ash	tonne		13.00
Total Equivalent Product Produced		tonne		36.00

**Figure 79: Production Details Page**

**Perform following actions on the 'Production Details' page:**

- Click the **Previous** button to navigate back to the 'DC Details Information' page.
- Click the **Next** button to navigate to the 'Energy Consumption Details' page.

12. The page navigates to 'Energy Consumption Details' page as shown in below image.

Item	Unit	Previous Year	Current Year
<b>a) Energy Consumption Details</b>			
1) Total Electricity Purchased from Grid/Other Source *	Million kWh		40,000
2) Total Electricity Generated *	Million kWh		50,000
3) Total Electricity Exported *	Million kWh		60,000
4) Total Electrical Energy Consumption *	Million kWh		70,000
5) Total Solid Fuel Consumption *	Million kcal		80,450
6) Total Liquid Fuel Consumption *	Million kcal		90,560
7) Total Gaseous Fuel Consumption *	Million kcal		95,000

**Figure 80: Energy Consumption Details Page**

**Perform following action on the 'Energy Consumption Details' page:**

- Click the **Previous** button to navigate back to the 'Production Details' page.
- Click the **Next** button to navigate to the 'Sector Wise' details page.





13. The page navigates to 'Sector wise Details' page as shown in below image.

**FORM-1**  
Financial Year: 2015-16

Details of Information regarding Total Energy Consumed and Specific Energy Consumption per unit of Production

Production Details

Energy Consumption Details Of Manufacturing Industries Specified As Designated Consumers

**Sector - Wise Details**

**Sector - Wise Details**

Pulp and Paper Pulp and Paper Sf

Note 1: All sectors specific pro-forma, details of which are given above, are available on the Bureau of Energy Efficiency official website.

Upload Pro-Forma

Upload File \* Select Proforma

Uploaded Documents

Document Name	Document For	Format	Sizes	Actions
REGPINP0030PB_b944b7dc-8bd4-e911-80e0-00155d5e9403_BEE DE.xlsx	Proforma	XLSX	9750	

I/We undertake that the information supplied in the Form 1 and pro-forma is accurate to the best of my knowledge and the data furnished in the Form 1 has been adhered to the data given in the concerned pro-forma.

Cancel Prev Print Submit Reverse

**Figure 81: Sector – Wise Details Page**

**Perform following action on the 'Sector Wise Details' page:**

- PH will review the Form 1 details entered by the EM and click the **Submit** button.
- The Confirmation pop-up message appears, click **OK** button to submit Form 1 to the PH for verification.



**Figure 82: Confirmation Pop-up Message**



14. On submit of Form 1, the print button enables. Click the **Print** button to take a printout of Form 1 PDF pages.

**FORM-1**  
Financial Year- 2019-20

Details of information regarding Total Energy Consumed and Specific Energy Consumption per unit of Production

Production Details

Energy Consumption Details Of Manufacturing Industries Specified As Designated Consumers

Sector - Wise Details

Name of The Sector	Sub-Sector	Pro-forma in which the details to be furnished
Cement	Cement	Sb

**Note 1:** All sector specific pro-forma, details of which are given above, are available on the Bureau of Energy Efficiency official website.

I/We undertake that the information supplied in the Form 1 and pro-forma is accurate to the best of my knowledge and the data furnished in the Form 1 has been adhered to the data given in the concerned pro-forma.

Cancel Prev **Print**

**Figure 83: Click Print Button**

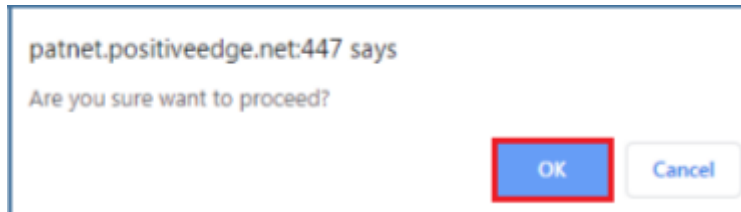
15. The print format of the Form 1 will be as shown in the below image.

Form 1		
[See rule3]		
Details of information regarding total energy consumed and specific energy consumption per unit of production.		
<b>Section-A (General Information Details)</b>		
S.No	General Details	Description
1	Name of the Unit	SRIVARI CEMENT
2	i) Year of Establishment	2019
	ii) Registration Number (As provided by BEE)	SRIVARI CEMENT 179
3	Sector and Sub-Sector in which designated Consumer falls	Sector : Cement Sub Sector : Cement
4	i) Complete Address of DCs Unit Location ( including Chief Executive's name & designation ) with Mobile,Telephone,Fax No & Email	shov planthead Designation : Plant Head Email : bdew@gmail.com Mobile : 9741192764 TelePhone : 080-33333333 Fax : Address : maple1,maple2 City : marnalli State : bangalore PinCode : 560078
	ii) Registered Office Address	Address : maple1,maple2 City : marnalli State : bangalore PinCode : 560078

**Figure 84: Form 1 Format**



- If PH is not satisfied with the Form 1 details entered by the EM, click the **Reverse** button to send back Form 1 for the EM to modify.
- The confirmation pop-up message appears, click **OK** button to reverse Form 1 to the Energy Manager.



**Figure 85: Confirmation Message**

### 11.3. Modify Form 1 Details by the Energy Manager

If the Form 1 reversed by PH, EM will receive email notification. EM can log in and can update the Form 1 and can resubmit again for PH verification.

1. Click the link (<https://escerts.gov.in>)  
(The 'BEE PATNET Portal' login page appears).
2. Refer to section 3 for the login steps.
3. Modify the Form 1 details and click on the **Update** button on the 'Sector Wise Details' page. (Refer to section 11.1 4 for navigation).

**FORM-1**  
Financial Year- 2019-20

Details of Information regarding Total Energy Consumed and Specific Energy Consumption per unit of Production

Production Details

Energy Consumption Details Of Manufacturing Industries Specified As Designated Consumers

Sector - Wise Details

Name of The Sector	Sub-Sector	Pro-forma in which the details to be furnished
Cement	Cement	Sb

**Note 1:** All sector specific pro-forma, details of which are given above, are available on the Bureau of Energy Efficiency official website.

I/We undertake that the information supplied in the Form 1 and pro-forma is accurate to the best of my knowledge and the data furnished in the Form 1 has been adhered to the data given in the concerned pro-forma.

Buttons: Cancel, Prev, Print, **Update**

**Figure 86: Click Update**

**NOTES:**

- 1) **Once Form 1 (1st year) is submitted, EM will be eligible to fill the 2nd year Form 1 as mentioned above. Once the Second year submits then EM can start with 3rd year Form 1.**
- 2) **Same process will be followed for all the three year Form 1.**



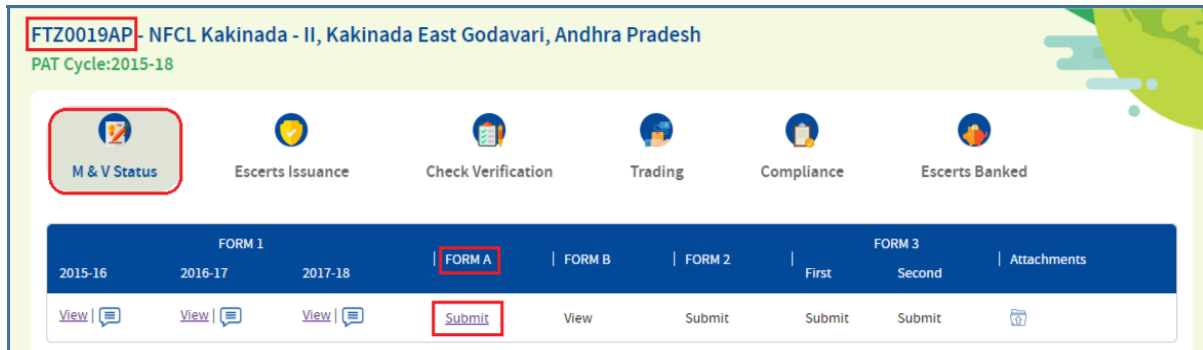
## 11.4. Form A Filling by the Energy Manager

On submission of 3<sup>rd</sup> year Form 1 EM can fill the Form A details as explained below.

1. Click the link (<https://escerts.gov.in>)  
(The 'BEE PATNET Portal' login page appears).
2. Refer to section [3](#) for the login steps.

Perform the following actions on the Designated Consumer Dashboard page (Refer to section 11.1 [4](#) for navigation).

3. Click **M&V Status** icon and under **Form A** click **Submit** link to enter the Form A details.



**Figure 87: Click Submit**

4. The 'Performance Assessment Document' details page appears as shown in below image.

General Details	Description
Name of the Designated Consumer	SRIVARI CEMENT
Registration Number	SRIVARI CEMENT 179
Sector	Cement
Sub Sector	Cement
Accredited Energy Auditor	
Empanelled Accredited Energy Auditor	AARTHI INTERNATIONAL
Registration Number	AEA012345

**Figure 88: Performance Assessment Document Page**

5. View the DC details information and click **Next** button.



- The page navigates to 'List of Document Submitted' page which displays all the three Form 1 submission dates.

Document	Financial Year	Submission Date
Baseline Data		dd/mm/yyyy
Form 1	2012-13	10-05-2019
Form 1	2013-14	10-05-2019
Form 1	2014-15	10-05-2019
Form 2		dd/mm/yyyy
Form 3		dd/mm/yyyy

**Figure 89: List of Documents Submitted page**

**Perform following actions on the 'Documents Submit' details page:**

- Click the **Previous** button to navigate back to the 'Performance Assessment Document' details page.
- Click the **Next** button to navigate to the 'Specific Energy Consumption' details page.

- The 'Specific Energy Consumption' page appears as shown in below image.

Specific Energy Consumption	Value	Unit
a) Specific Energy Consumption		
1) Specific Energy Consumption (Baseline) as Notified *	29,000	Toe/Tonne
2) Production (Baseline) as Notified *	14,000	Tonne
3) Target specific energy consumption SEC as Notified *	18,000	Toe/Tonne
4) Difference of Baseline SEC & Target SEC as Notified *	11,000	Toe/Tonne
5) Normalized Specific Energy Consumption Achieved *	12,000	Toe/Tonne
6) Energy Saving Certificates *	84,000	No's

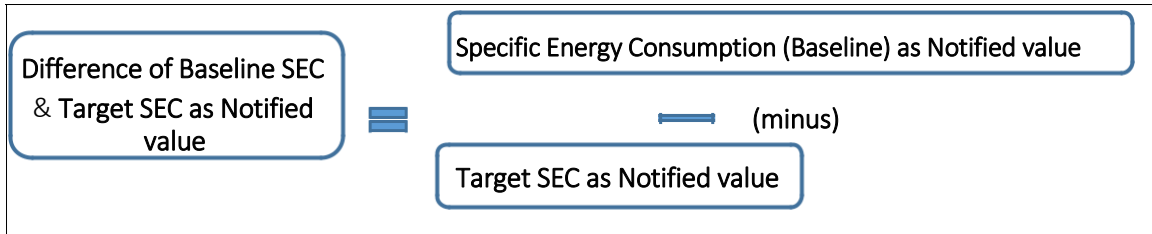
**Figure 90: Specific Energy Consumption Page**

**Enter the following values in the 'Specific Energy Consumption' details page.**

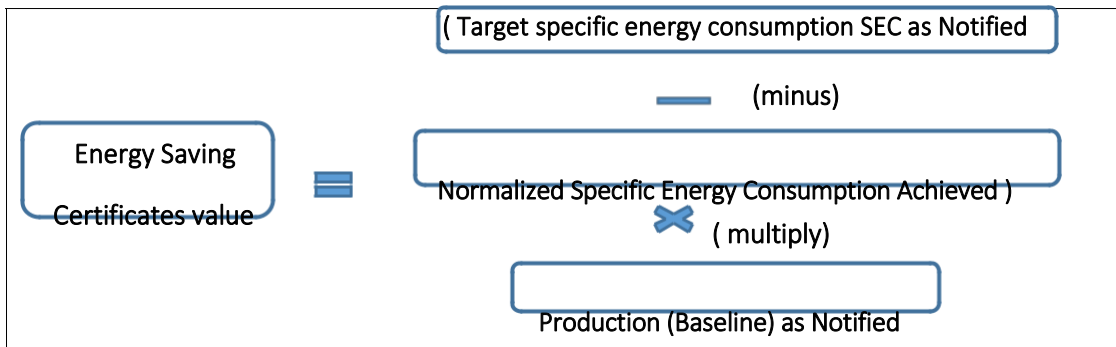
- Enter the **Specific Energy Consumption** (Baseline) as Notified value.
- Enter the **Production** (Baseline) as Notified value.



- Enter the **Target SEC** as Notified value.
- The **Difference of Baseline SEC & Target SEC as Notified value**, the application auto calculates the value as follows:



- Enter the **Normalized Specific Energy Consumption Achieved** value.
- The **Energy Saving Certificates** value, the application auto calculates the value as follows:



- Enter the values and click **Prev** button to navigate back to the ‘Specific Energy Consumption’ details page.
  - Enter the values and click **Next** button to navigate to the ‘Energy efficiency Project’ details page.
8. The ‘Energy Efficiency Project Implemented’ details page appears as shown in below image.

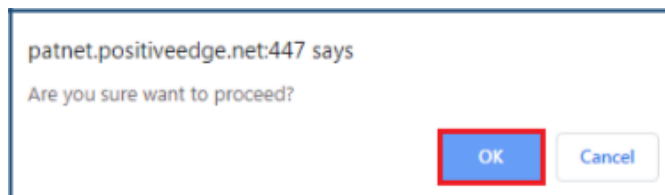
Project	Year Of Implementation	Annual Energy Savings in Lakh kWh	Annual Energy Saving in toe*	Annual Energy Consumption (before) in Toe	Annual Energy Consumption (after) in Toe	Energy Cost (Rs. per Kwh/tonne)	Investment (Rs. in crores)
Proje	2018	10	20	30	50	10	4
Proje	2017	20	30	40	60	15	4.5
Proje	2015	30	50	60	70	20	5
Proje	2014	45	70	80	90	25	3
Proje	2013	55	80	90	100	30	2

\* Please indicate the weighted average Gross Calorific Value (GCV) of coal considered for calculation of toe:..... kcal/kg

**Figure 91: Energy Efficiency Project Implemented**



- Enter the **Project Name** and other related details.
  - Click **Add Row** button to include more projects in the list.
  - Click **Delete** icon to remove a project from the list.
  - Click **Prev** button to navigate back to the 'Specific Energy Consumption' details page.
  - Select the **Declaration Checkbox** to validate the project information entered.
  - Click on **Submit** button to submit the Form A.
9. The Confirmation pop-up message appears, click **OK** button to continue with the submission.



**Figure 92: Confirmation Pop-up Message**

10. On submitting the Form A, the **Print** button enables.

**FORM-A**

Energy Efficiency Project Implemented During Current Cycle

Project	Year Of Implementation	Annual Energy Savings in Lakh kWh	Annual Energy Saving in toe*	Annual Energy Consumption (before) in Toe	Annual Energy Consumption (after) in Toe	Energy Cost (Rs. per Kwh/toe)	Investment (Rs. in crores)
project 1	2018	12.00	13.00	14.00	15.00	16.00	18.00

\* Please indicate the weighted average Gross Calorific Value (GCV) of coal considered for calculation of toe:..... kcal/kg

**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

**Figure 93: Print Button Enables**

11. Click the **Print** button to get the print out of Form A.



12. The print format of the Form A is as shown in the below image.

<b>FORM A</b>			
<b>[( See Rule 6.1 )]</b>			
<b>PERFORMANCE ASSESSMENT DOCUMENT</b>			
<b>(To be filled by Designated Consumer)</b>			
1.	Name of designated consumer	SRIVARI CEMENT	
2.	Registration Number	SRIVARI CEMENT 179	
3.	Sector	Cement	
4.	Sub-Sector	Cement	
5.	Accredited Energy Auditor		
a	Empanelled Accredited Energy auditor Firm name	AARTHI INTERNATIONAL	
b	Registration number of Firm	AEA012345	
6.	<b>List of documents submitted (Attach a copy self attested by Energy Manager and counter signed by Accredited Energy Auditor)</b>		
	<b>Baseline Data</b>	<b>Submission Status</b>	<b>Submission Date</b>
	Form 1 - 2019-20_SRVARI CEMENT 179 ( 2019-20 )	PH Submitted to SPE	09/09/2019
	Form 1 - 2020-21_SRVARI CEMENT 179 ( 2020-21 )	PH Submitted to SPE	10/09/2019
	Form 1 - 2021-22_SRVARI CEMENT 179	PH Submitted to SPE	10/09/2019

**Figure 94: Form A Print format**

### 11.5. Verification of Form A by the Plant Head

On successful submission of FORM A the PH will receive and email notification to verify the details submitted by the EM.

1. Click the link (<https://escerts.gov.in>)  
(The 'BEE PATNET Portal' login page appears).
2. Refer to section **3** for the login steps.





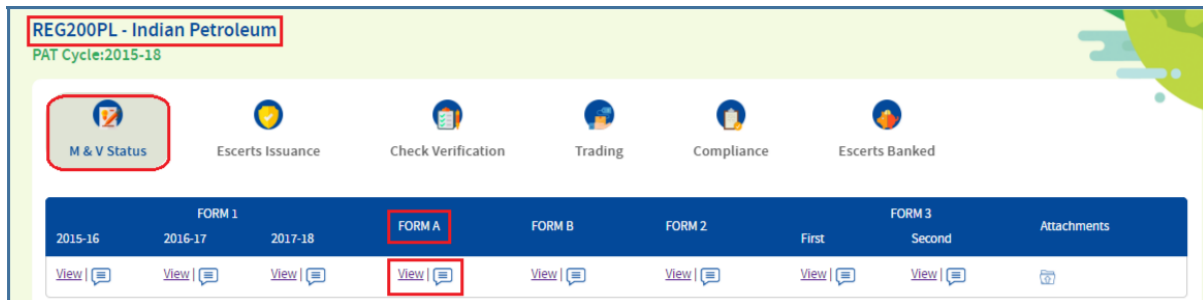
3. On Successful login to the BEE PATNET portal with Plant Head user name and password, the Plant Head Home page appears as shown below.



**Figure 95: Plant Head Home Page**

Perform the following actions on the Designated Consumer Dashboard page to **Submit/Reverse** Form A. (Refer to section 11.2 (3) for navigating to the Designated Consumer Home page).

4. Click the **M&V Status** icon and for the DC Registration Number under **Form A** click **View** button to view and Submit or Reverse Form A.



**Figure 96: DC Dashboard Page**



5. The 'Performance Assessment Document' details page appears as shown in below image.

**Figure 97: Performance Assessment Document Page**

**Perform the following action:**

- Select the **EmAEA organization** from the 'Empanelled Accredited Energy Auditor' drop-down.
- On the selection of EmAEA organisation from the drop-down, the **Registration Number** of selected EmAEA organisation auto populates.
- Click the **Next** button to navigate to the 'List of Document' page.

6. The 'List of Document Submitted' details page appears as shown in below image.

**Figure 98: List of Document Submit Page**



**Perform the following action:**

- Click the **Prev** button to navigate to the 'Performance Assessment Document' details page.
- Click the **Next** button to navigate to the 'Specific Energy Consumption' details page.

7. The 'Specific Energy Consumption' details page appears as shown in below image.

Specific Energy Consumption	Value	Unit
<b>a) Specific Energy Consumption</b>		
1) Specific Energy Consumption (Baseline) as Notified *	129.000	Toe/Tonne
2) Production (Baseline) as Notified *	10.000	Tonne
3) Target specific energy consumption SEC as Notified *	112.000	Toe/Tonne
4) Difference of Baseline SEC & Target SEC as Notified *	17.000	Toe/Tonne
5) Normalized Specific Energy Consumption Achieved *	50.000	Toe/Tonne
6) Energy Saving Certificates *	620.000	No's

**Figure 99: Specific Energy Consumption Page**

**Perform the following action:**

- Click the **Prev** button to navigate back to the 'List of Document Submitted' details page.
- Click the **Next** button to navigate to the 'Energy Efficiency Project' details page.

8. The 'Energy Efficiency Project Implemented during Current Cycle' page appears as shown in below image.

Project	Year Of Implementation	Annual Energy Savings in Lakh kWh	Annual Energy Saving in toe*	Annual Energy Consumption (before) in Toe	Annual Energy Consumption (after) in Toe	Energy Cost (Rs. per Kwh/ton)	Investment (Rs. in crores)
PROJECT 1	201	123.00	124.00	125.00	126.00	127.00	128.00

\* Please indicate the weighted average Gross Calorific Value (GCV) of coal considered for calculation of toe:..... kcal/kg

**Declaration**

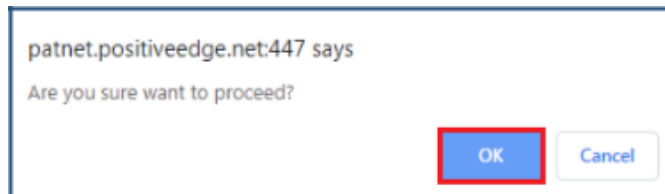
I/We undertake that the information supplied in this Performance Assessment Document is accurate to the best of my knowledge and if any of the information supplied is found to be incorrect and such information result into loss to the Central Government or State Government or any of the authority under 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.

**Figure 100: Energy Efficiency Project Page**



**Performs the following action:**

- PH will review the Form A project details and click the **Submit** button after select the Declaration check box.
- Then confirmation pop-up message appears, click **OK** button to continue with the Form A submission.



**Figure 101: Confirmation Pop-up Message**

9. Click the **Print** button to take a printout of Form A PDF pages. The format of the Form A will be as shown in the below image.
10. The format of the Form A will be as shown in the below image.

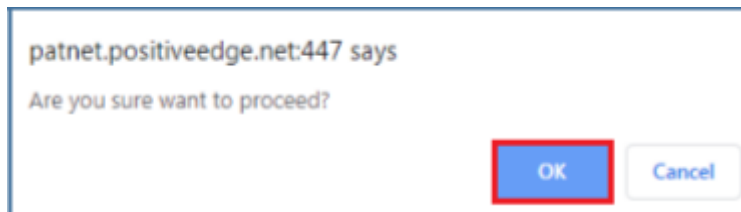
FORM A		
[[ See Rule 6.1 ]]		
PERFORMANCE ASSESSMENT DOCUMENT		
(To be filled by Designated Consumer)		
1.	Name of designated consumer	Alumn Company Ltd
2.	Registration Number	REG100AL
3.	Sector	Aluminium
4.	Sub-Sector	Cold Rolling Sheet
5.	Accredited Energy Auditor	
	Empanelled Accredited Energy auditor	Mahesh m
	Registration Number	HREGA22354NA
6.	List of documents submitted (Attach a copy self attested by Energy Manager and counter signed by Accredited Energy Auditor)	
	Document	Submission Status      Submission Date
6.1.	Form 1 - 2015-16_REG100AL( 2015-16 ) Specify the year in bracket	19/04/2019
6.2.	Form 1 - 2015-16_REG100AL( 2015-16 ) Specify the year in bracket	18/04/2019

**Figure 102: Form A Print Format**

***NOTE: On Updating of Form A by the PH an email notification will be sent to the 'SDA-Technical Officer (TO)' to Verify/Review the Form A.***



11. If PH is not satisfied with the Form A details entered by the EM, click the **Reverse** button to send back to the EM to update Form A details.
12. The confirmation pop-up message appears, click **OK** button.



**Figure 103: Confirmation Message**

## 11.6. Modify Form A Details by the Energy Manager

If a PH reverses Form A, then an EM receive an email notification, then EM has to re-login and update the Form A details.

1. Click the link (<https://escerts.gov.in>).  
(The 'BEE PATNET Portal' login page appears).
2. Refer to section 3 for the login steps.
3. Modify the Form A details and click **Update** button on the 'Energy Efficiency Project' page. (Refer to section 11.1 4 for navigation).

**FORM-A**

Energy Efficiency Project Implemented During Current Cycle

Project	Year Of Implementation	Annual Energy Savings in Lakh kWh	Annual Energy Saving in toe*	Annual Energy Consumption (before) in Toe	Annual Energy Consumption (after) in Toe	Energy Cost (Rs. per Kwh/Lie)	Investment (Rs. in crores)
Project 1	2018	12.00	13.00	14.00	15.00	16.00	17.00

**Declaration**

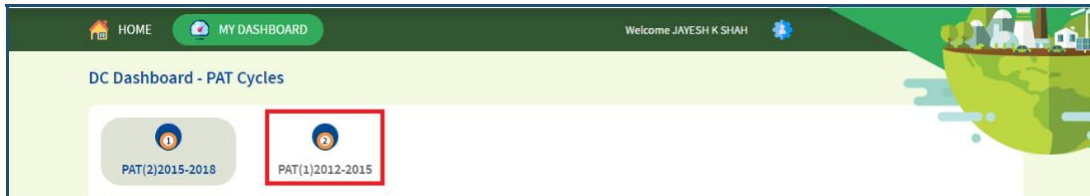
I/We undertake that the information supplied in this Performance Assessment Document is accurate to the best of my knowledge and if any of the information supplied is found to be incorrect and such information result into loss to the Central Government or State Government or any of the authority under 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 **Update**

**Figure 104: Energy Efficiency Project Page**



**NOTE:** Already completed PAT Cycle details can be viewed by DC from the dashboard. Completed PAT Cycle will be greyed out and the running pat cycle is in highlighted as shown below.



**Figure 105: Completed PAT Cycle and Running PAT Cycle**

## 11.7. Form 2 Filling by the Plant Head

On successful submission of Form 1 by the Energy Manager for the first financial year the Plant Head can fill the Form 2.

This section explains the process of Form 2 Filling.

1. Click the link (<https://escerts.gov.in>).  
(The 'BEE PATNET Portal' login page appears).
2. Refer to section 3 for the login steps.
3. On the successful login The 'BEE Plant Head Home' page appears as shown in below image.



**Figure 106: BEE Energy Manager Home Page**

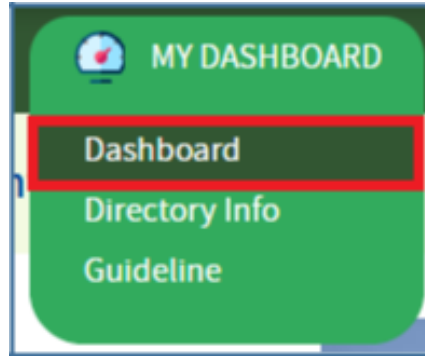
4. On the Home page click **My Dashboard** button on the top left of the page.



**Figure 107: Click My Dashboard**

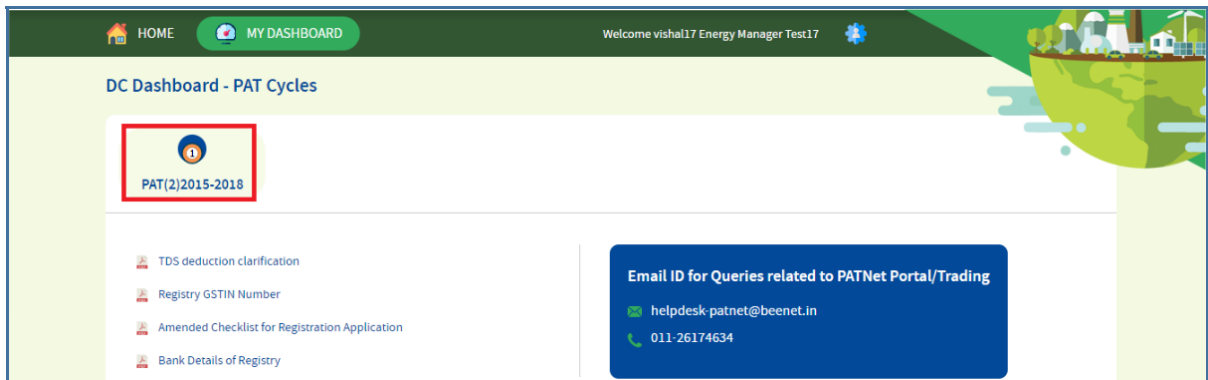


- The list of 'My Dashboard' functions popups, click **Dashboard** function from the list of dashboard functions.



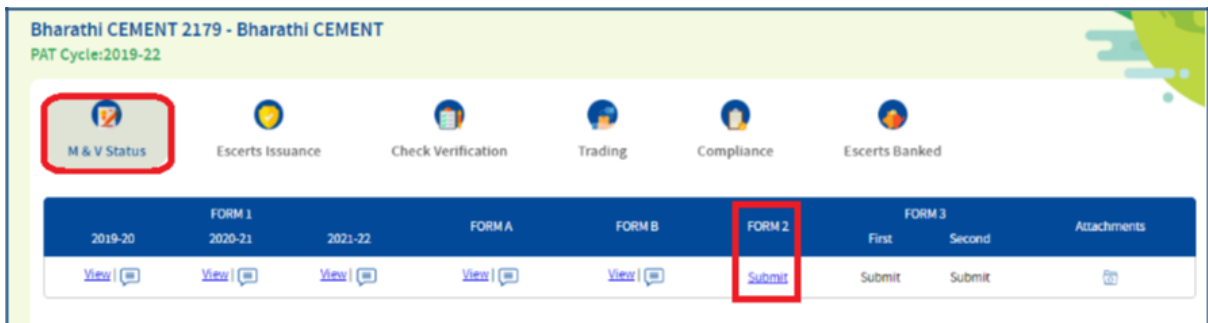
**Figure 108: Click Dashboard Function**

- The 'DC Dashboard – PAT Cycles' page appears.
- PAT Cycle which DC is currently participating will be highlighted as shown below.
- Click on the PAT Cycle image to open that PAT Cycle Dashboard.



**Figure 109: Click Running PAT Cycle**

- Click **M&V Status** icon and under **Form 2** for respective financial year click **Submit** link to enter the Form 2 details.



**Figure 110: Click Submit**



10. The 'Details of Energy Saving' page appears as shown in below image.

S.No	Energy Saving Measures	Investment (Million Rs)	Reason for Not implementing the measure	Date of completion of measure/likely completion	Life Cycle Years	Oil	Gas	Coal	Electricity	Others	Delete
1											

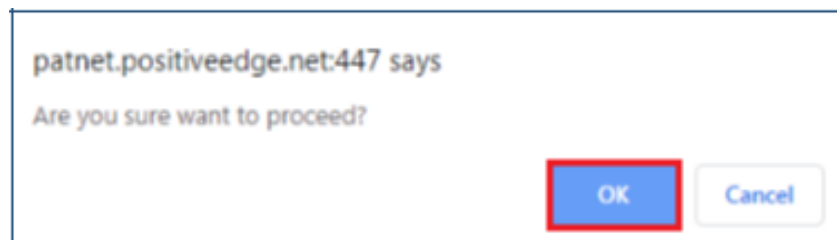
Buttons: Add Row, Cancel, Submit

**Figure 111: Production Details Page**

**Perform following actions on the 'Details of Energy Saving' page:**

- Enter the **Energy Saving Measures** and other details as required.
- Click **Add Row** button to include more **Energy Saving Measures** in the list.
- Click **Delete** icon to remove a line item from the list.
- Click **Submit** button.

11. The Confirmation pop-up message appears, click **OK** button to continue with the submission.



**Figure 112: Confirmation Pop-up Message**





12. On submitting the Form 2, the **Print** button enables.

**FORM-2**  
Form has been submitted successfully.  
Details of energy saving measures recommended in the energy 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	Annual energy Savings				
						Oil	Gas	Coal	Electricity	Others
1	test1	12.00	12	11-09-2019	12	12	13	14	15	16

**Figure 113: Print Button Enables**

13. Click the **Print** button to take print out of Form 2.

14. The print format of the Form 2 is as shown in the below image.

**FORM 2**  
Details of energy saving measures recommended in the energy audit report(year)  
[Refer Regulation 5(2)]

S. No	Energy Saving Measures(Suggested categories of areas of improvement and modification 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 Cycle 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 114: Print Preview**

**NOTE: On the verification of Form 2 an email notification will be sent to the SDA-Technical Officer (TO) to Review/Verify Form 2.**



## 11.8. Initial Form 3 Filling by the Plant Head

On successful submission of Form 2 Plant Head logins and fills the initial Form 3 as per the Mandatory Audit feedback.

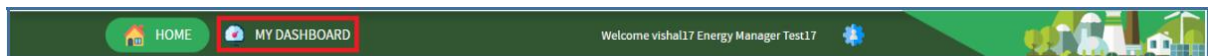
This section explains the process of submission of Form 3.

1. Click the link (<https://escerts.gov.in>).  
(The 'BEE PATNET Portal' login page appears).
2. Refer to section 3 for the login steps.
3. On the successful login The 'BEE Energy Plant Head Home' page appears as shown in below image.



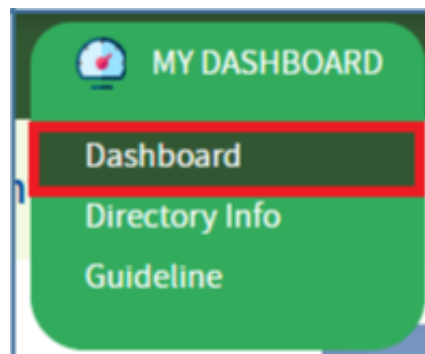
**Figure 115: BEE Energy Manager Home Page**

4. On the Home page click **My Dashboard** button on the top left of the page.



**Figure 116: Click My Dashboard**

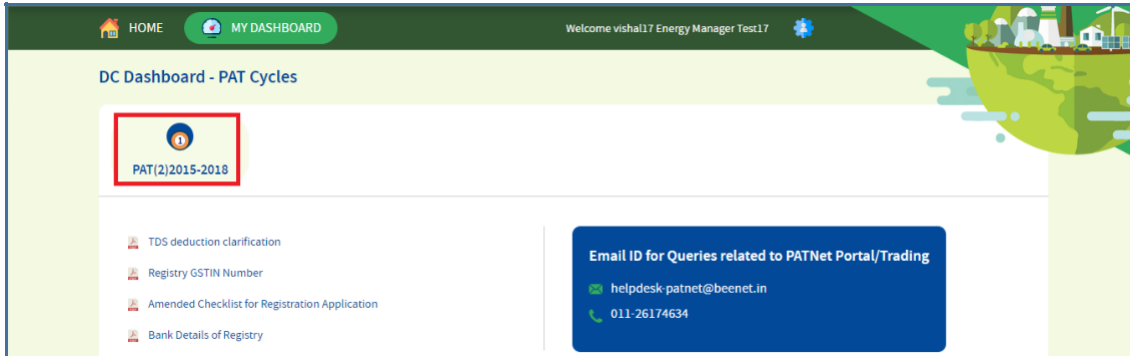
5. The list of 'My Dashboard' functions popups, click **Dashboard** function from the list of dashboard functions.



**Figure 117: Click Dashboard Function**

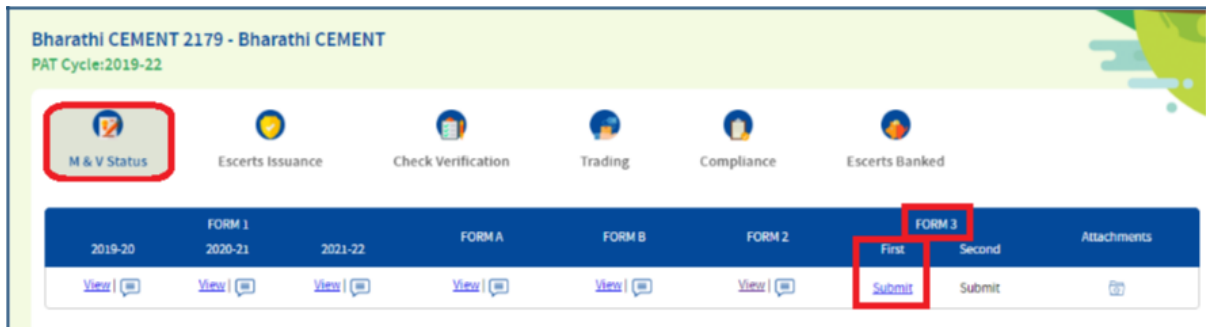


6. The 'DC Dashboard – PAT Cycles' page appears.
7. PAT Cycle which DC is currently participating will be highlighted as shown below.
8. Click on the PAT Cycle image to open that PAT Cycle Dashboard.



**Figure 118: Click Running PAT Cycle**

9. Click **M&V Status** icon and under **Form 3** for the first year click **Submit** link to enter the Form 3 details.



**Figure 119: Click Submit**

10. The 'Details of Energy Conservation' page appears as shown in below image.

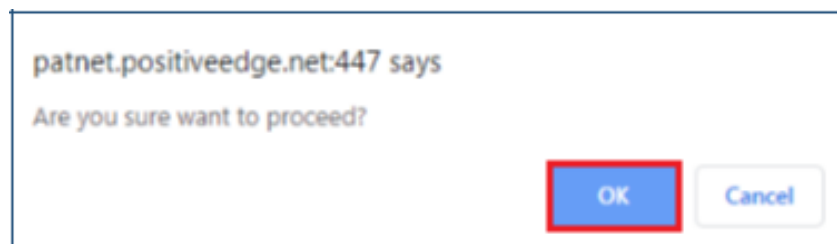
**Figure 120: Production Details Page**



**Perform following actions on the 'Details of Energy Conservation' page:**

- Enter the **Energy Saving Measures Implemented** and other details as required.
- Click **Add Row** button to include more **Energy Saving Measures Implemented** in the list.
- Click **Delete** icon to remove a line item from the list.
- Enter the **Energy Saving Measures under Implementation** and other details as required.
- Click **Add Row** button to include more **Energy Saving Measures under Implementation** in the list.
- Click **Delete** icon to remove a line item from the list.
- Click **Submit** button.

11. The Confirmation pop-up message appears, click **OK** button to continue with the submission.



**Figure 121: Confirmation Pop-up Message**

12. On submitting the Form 3, the **Print** button enables.

**FORM-3**  
Form has been submitted successfully!  
Details of energy conservation measures implemented, investment made and savings in energy achieved and progress made in implementation of other recommendations.

**A. Implemented**

S.No	Description of energy efficiency improvement measure	Category	Investment (Rupees)	Verified savings (Rupees)	Verified energy savings	Units	Fuel	Remarks
1	test1	cement	12.0000	13.0000	14	15	16	testd

**B. Under Implementation**

S.No	Description of energy efficiency improvement measure	Category	Investment (Rupees) estimated	Verified savings (Rupees) estimated	Verified energy savings estimated	Units	Fuel	Status of Implementation
1	test2	cemnt	14.0000	15.0000	161	18	19	testd

Buttons: Cancel, Print (highlighted with red border)

**Figure 122: Print Button Enables**

13. Click the **Print** button to take print out of Form 3.



14. The print format of the Form 3 is as shown in the below image.

**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	test1	ce ment	12.00	13.00	14.00	15	16	testd

**B. Under Implementation:**

Sl. No	Description of energy efficiency improvement measure	Category	Investment (Rupees) estimated	Verified Savings (Rupees) estimate d	Verified Energy Savings estimate d	Units	Fuel	Status of Implementation
1	test2	ce mnt	14.00	15.00	16.00	18	19	testd

Signature  
SUDHAKAR  
Bharathi CEMENT  
SHAIKKEER PLANTHEAD  
erdf@gmail.com  
080-6666666  
080-7777777  
maple1maple2@gmail.com Bangalore 560078

Signature  
Abison I.E  
AEAG078  
Seal

**Figure 123: Print Preview**

**NOTE:** On verification of Form 3 an email notification will be sent to the SDA-Technical Officer (TO) to Review/Verify Form 3.

## 11.9. Final Form 3 Filling by the Plant Head

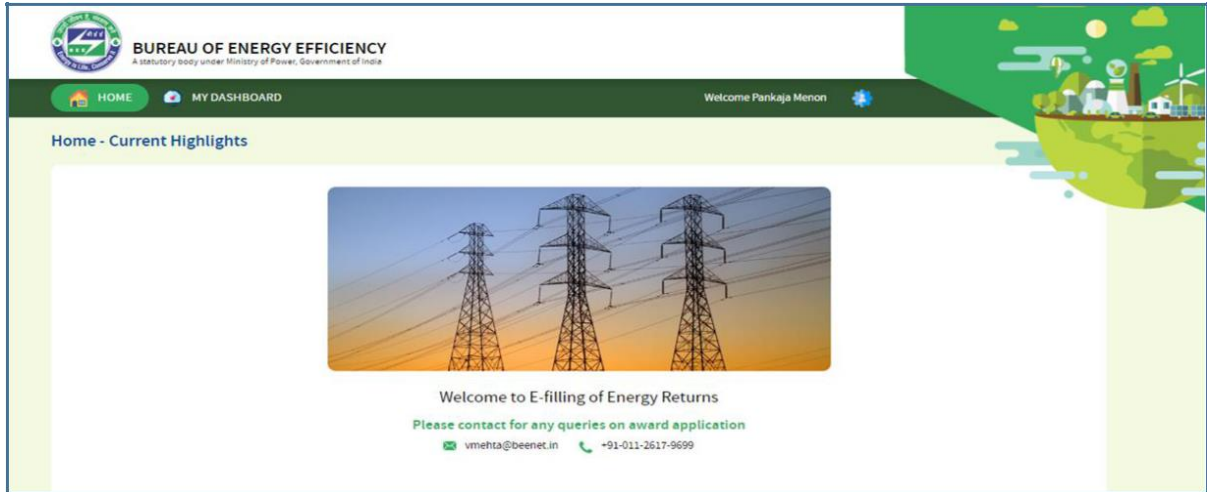
On successful submission of initial Form 3 Plant Head logs in and fills the Final Form 3 before the end of PAT Cycle.

This section explains the process of submission of final Form 3.

1. Click the link (<https://escerts.gov.in>).  
(The 'BEE PATNET Portal' login page appears).
2. Refer to section **3** for the login steps.

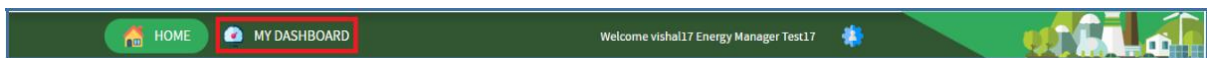


3. On the successful login The 'BEE Energy Plant Head Home' page appears as shown in below image.



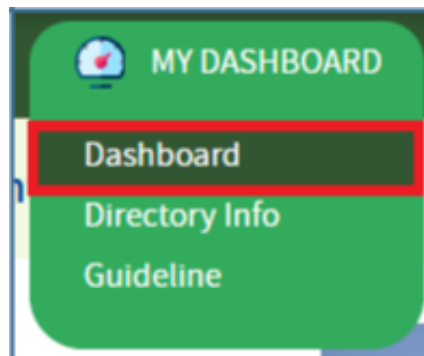
**Figure 124: BEE Energy Manager Home Page**

4. On the Home page click **My Dashboard** button on the top left of the page.



**Figure 125: Click My Dashboard**

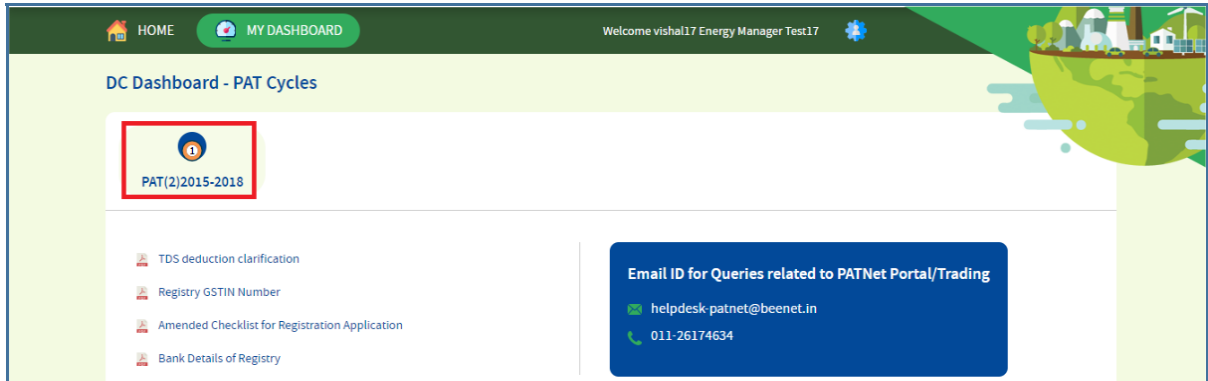
5. The list of 'My Dashboard' functions popups, click **Dashboard** function from the list of dashboard functions.



**Figure 126: Click Dashboard Function**

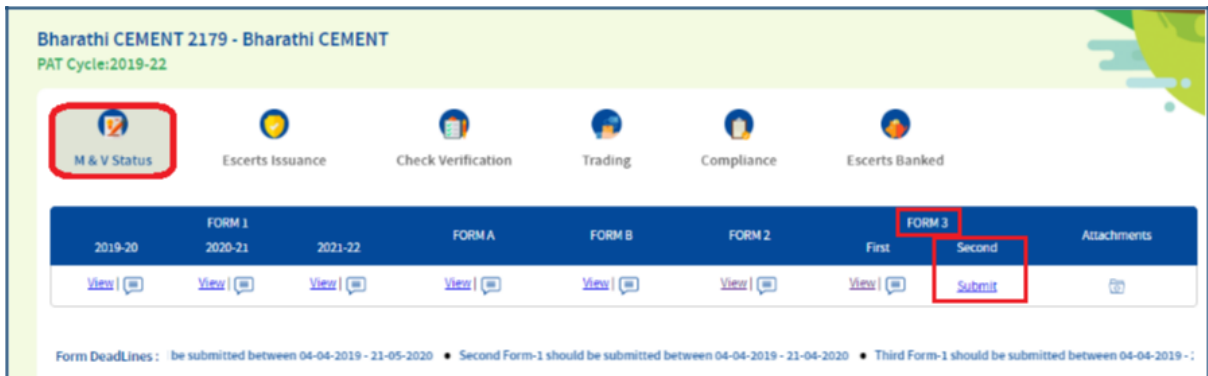


6. The 'DC Dashboard – PAT Cycles' page appears.
7. PAT Cycle which DC is currently participating will be highlighted as shown below.
8. Click on the PAT Cycle image to open that PAT Cycle Dashboard.



**Figure 127: Click Running PAT Cycle**

9. Click **M&V Status** icon and under **Form 3** for the second year click **Submit** link to enter the Form 3 details.



**Figure 128: Click Submit**



10. The 'Details of Energy Conservation' page appears as shown in below image.

**FORM-3**  
Details of energy conservation measures implemented, investment made and savings in energy achieved and progress made in implementation of other recommendations.

**A. Implemented**

S.No	Description of energy efficiency improvement measure	Category	Investment (Rupees)	Verified savings (Rupees)	Verified energy savings	Units	Fuel	Remarks	Delete
1									

**B. Under Implementation**

S.No	Description of energy efficiency improvement measure	Category	Investment (Rupees) estimated	Verified savings (Rupees) estimated	Verified energy savings estimated	Units	Fuel	Status of Implementation	Delete
1									

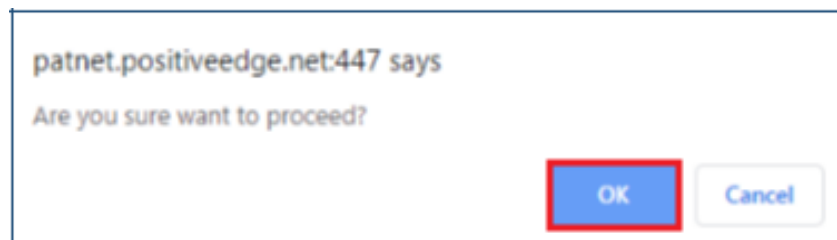
Cancel Submit

**Figure 129: Production Details Page**

**Perform following actions on the 'Details of Energy Conservation' page:**

- Enter the **Energy Saving Measures Implemented** and other details as required.
- Click **Add Row** button to include more **Energy Saving Measures Implemented** in the list.
- Click **Delete** icon to remove a line item from the list.
- Enter the **Energy Saving Measures under Implementation** and other details as required.
- Click **Add Row** button to include more **Energy Saving Measures under Implementation** in the list.
- Click **Delete** icon to remove a line item from the list.
- Click **Submit** button.

11. The Confirmation pop-up message appears, click **OK** button to continue with the submission.



**Figure 130: Confirmation Pop-up Message**





12. On submitting the Form 3, the **Print** button enables.

**FORM-3**  
Form has been submitted successfully!  
Details of energy conservation measures implemented, investment made and savings in energy achieved and progress made in implementation of other recommendations.

A. Implemented

S.No	Description of energy efficiency improvement measure	Category	Investment (Rupees)	Verified savings (Rupees)	Verified energy savings	Units	Fuel	Remarks
1	test1	cement	12.0000	13.0000	14	15	16	testd

B. Under Implementation

S.No	Description of energy efficiency improvement measure	Category	Investment (Rupees) estimated	Verified savings (Rupees) estimated	Verified energy savings estimated	Units	Fuel	Status of Implementation
1	test2	cemnt	14.0000	15.0000	161	18	19	testd

Cancel Print

**Figure 131: Print Button Enables**

13. Click the **Print** button to take print out of Form 3.

14. The print format of the Form 3 is as shown in the below image.

**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	test1	cement	12.00	13.00	14.00	15	16	testd

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
1	test2	cemnt	14.00	15.00	161.00	18	19	testd

Signature  
SUDHAKAR  
Bharathi CEMENT  
SHAIKKEER PLANTHEAD  
erd@gmail.com  
080-66666666  
080-77777777  
maple1maple2@gmail.com banglore 560076

Signature  
Abison I.E  
AEA0078  
Seal

**Figure 132: Print Preview**

**NOTE:** On the verification of Form 3 an email notification will be sent to the SDA-Technical Officer (TO) to Review/Verify Form 3.