

## 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 (<u>https://escerts.gov.in</u>).
- 2. The 'LOGIN to BEE PATNRET Portal' page appears. Click on **New User** button on the login page as shown in below image.

BUREAU OF ENERGY EFFICIENCY A statutory body under Ministry of Power, Government of India		
LOGIN To BEE PATNET Portal		
2 Enter Userld	Total DCs	30
Password	Delhi	2
Reset Details Forgot UserId Forgot Password	Gujarat	3
Enter Captcha g 0 h X 0 💿	Jharkhand	2
Dimonitoritoritoritori	Manipur	1
LOGIN NEW USER		

Figure 1: Login Page





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

User Type For BEE PATnet - Porta	al	$\otimes$
	User Type DC Submit	•

Figure 2: User Type Selection Page

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

DESIGNATED CONSUM	ER (DC) REGISTRATION FOR	м					
	Organisation Energy	y Manager Plant Head	F	(Le Upload			
	Sector	Cement	•	Sub Sector	Cemen	t	•
	Organisation *	BHARATH CEMENT222	•	DC Registration No	BH234		
	Year of Establishment	2019	•	Recovery Email Id	sree@g	mail.com	O
	Unit Address						
2.5	Address Line1	MAPLE1		Address Line2	MAPLES	1	
100	City/Town/Village	J.P.NAGAR		District	BANGA	LORE	
	State	Karnataka	•	Pin code '	560037		
	Telephone No. with STD Code	000 1111111		Fax No. with STD Code	030	22222222	
4-4	PAN NO.	BELPK2076J	0	TAN <sup>°</sup>	TAN 333	3333	0
	GSTIN	GSTIN444444444	0	cin '	CIN 555	555555555555555	0
	State of GST Registration	Karnataka	• 0	EPFO No.	EPFON	265665666666666666666666666666	6
-	Registration No. under Shops and EStablishment Act	REG7777777777777777777777	G				
						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 CONSUM Note : All fields marked with * are	MER (DC) REGISTRATION FO mandatory	RM		
	Organisation	ergy Manager Plant Head	File Upload	
5	EM Registration No.	EA0123156 Q	③ Name <sup>*</sup>	SHEKAR
	Telephone No. with STD Code	080 6777	Fax No. with STD Code	080 6785677
4-4	Mobile No.	+91 9897755567	Official Email Id	aman1323@gmail.com
			Prev	Cancel Next

Figure 4: Energy Manager Section - Registration Page

<u>NOTE</u>: 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 Hea	d File Upload	
	EM Registration No. * The energy manager is associated with	EM10031122 h another DC	Q	Name*	
-7 -1	Telephone No. with STD Code $^{\star}$			Fax No. with STD Code	
	Mobile No. *	+91		Official Email Id *	

#### **Figure 5: Error Message**





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

DESIGNATED CONSUM Note : All fields marked with * are		N FORM		<u></u>
	Organisation	Energy Manager	File Upload	
	Name <sup>*</sup>	Darshan Planthead	Telephone No. with STD Code	080 3333333
	Fax No. with STD Code	080 4444444	Mobile No.	+91 9741192764
4-4	Official Email Id	bgfr@gmail.com		
5				
			Prev	Cancel Next

Figure 6: Plant Head Section – Registration Page

7. 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 CONSU	JMER (DC) REGISTRAT are mandatory	ION FORM				
	Organisation	Energy Manager	Plant Head	File Upload		
	Upload Documents	PAN	۲	Browse		
				Prev	Cancel	Submit

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

8. 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.

Upload Documents				
Upload File	Select Document Type			
Document Name	Document For	Format	Size	Action
I.E1_PORTAL.JPG	TAN	JPG	57.36 KB	â
IE2_MIGRATION.JPG	PAN	JPG	66.85 KB	۵.
IE_notification.JPG	GSTIN	JPG	44.93 KB	â
IE_notification.JPG	EPFO No	JPG	44.93 KB	<u>ت</u>
IE_notification.JPG	CIN	JPG	44.93 KB	<u>ن</u>
IE_notification.JPG	Reg. No. Under Shops and Establishment Act	JPG	44.93 KB	â
IE_notification.JPG	EM Image	JPG	44.93 KB	۵.
IE_notification.JPG	PH Image	JPG	44.93 KB	<u>ت</u>
	Prev	Cance		Submit
	Flev	Callo		Sublin

#### Figure 8: Browsed Document List

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

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

#### **Figure 9: Proceed Message**

<u>NOTE</u>: "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.

REGISTRATIO	N STATUS	211
	SUCCESSFULLY REGISTERED	
214	Thank you for registration. Please check your email for more details.	
and the second s	Wour request has been assigned to Mr/Ms. Vinay Songh (Motole: 7411876556)	
100 million (100 million)	For any query please contact Bureau of Energy Efficiency (BEE)	
-47.5		
	ar i i i i i i i i i i i i i i i i i i i	

**Figure 10: Registration Success Page** 

#### <u>NOTES:</u>

- 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 explain the first time log in process of DC.

- 1. 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.

I	LOGIN To BEE PATNET Portal		
[	🔒 Enter Userld		
(	Password		
(		Forgot Userid Forgot Password	
	LOGIN	NEW USER	

Figure 12: 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.

Change Credentials	
	New UserId *
	Confirm Password *

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.

I	LOGIN To BEE P	ATNET Portal
[	🔒 Enter Userld	
(	Password	
(		Forgot Userid Forgot Password
	LOGIN	NEW USER

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.

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

Figure 16: One Time Password Page

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

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

One Time Password		
Incorrect OTP, Please check the OTP yo One Time Password	Nou have recieved. Re-Send OTP	2

#### 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.

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

LOGIN To BEE PATNET Portal			
Enter Userld			
Password			
and an	Bh3X		
LOGIN	NEW USER		

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.



#### 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 in below image.



Figure 22: Forgot User ID Success Page





User Name for BEE PATNET Portal		
BEE PATNET <pet.rajesht@gmail.com> To: Sredhar <imvishaljaiswal@gmail.com></imvishaljaiswal@gmail.com></pet.rajesht@gmail.com>		
Dear Sredhar ,		
Please find below your User Id to login to the BEE PATNET Portal		
User Name: ShakkeerEMH		
Click Here to Login		
Regards, Helpdesk-PATNet Bureau of Energy Efficiency Ministry of Power, GOI 4th Floor, Sewa Bhawan, R.K.Puram New Delhi - 110066 Phone: 011-26766815		

#### Figure 23: 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.



#### 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.

<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.

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

BUREAU OF ENERGY EFFICIENCY A statutory body under Ministry of Power, Government of India		
LOGIN To BEE PATNET Portal		
2 Enter Userld	Total DCs	30
Password	Karnataka	5
Reset Details Forgot Userla Forgot Password	Maharashtra	2
Enter Captcha g 0 h X 0 💿	ChhattIsgarh	1
	Jammu and Kashmir	1
LOGIN NEW USER		

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.



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 in below image.



Figure 27: Forgot Password Success Page

### New Sign-in Details For BEE PATNET BEE PATNET <pet.rajesht@gmail.com> To: Amar Kumar <vishall.jaiswall@gmail.com> Dear Amar Kumar , Please find below new sign-in details: Password: 6nHjbivr3JI7fxqr1BGL Regards, Helpdesk-PATNet Bureau of Energy Efficiency Ministry of Power, GOI 4th Floor, Sewa Bhawan, R.K.Puram New Delhi - 110066 Phone: 011-26766815

#### Figure 28: Email with New Password





<u>NOTE</u>: 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 explain 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.

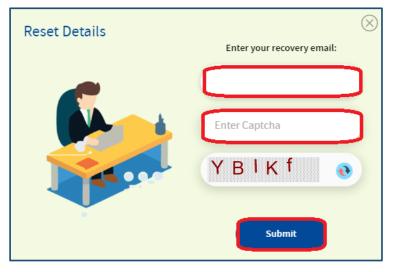
- Open e-filing portal by clicking the link (<u>https://escerts.gov.in</u>). (The 'BEE PATNET portal Login' page appears).
- 2. Click on **Reset Details** link which is present in the login page as shown in below image.

LOGIN To BEE P	ATNET Portal
🙎 Enter Userld	
Password	
Reset Details	Forgot UserId Forgot Password
Enter Captcha h	B h 3 x 💿
LOGIN	NEW USER

#### 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.



#### 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 in below image.



Figure 32: Reset Details Success Page





<u>NOTE</u>: If given Recovery Email ID is wrong system show Invalid Email ID message as shown in below image.



#### Figure 33: Invalid Email ID Message

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

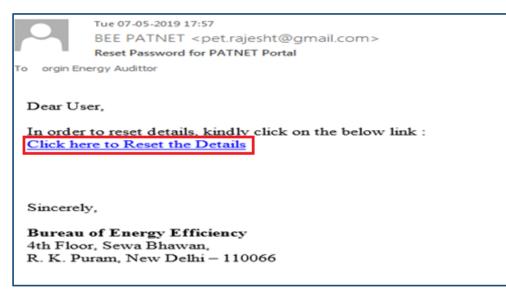


Figure 34: Reset Email Link



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 35: Multi Organization Selection List

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

Organisation Details			
Sector* Iron & Steel	Sub Sector ' Integrated Steel	Organization * IRON112	Year of Establishment - 2019
DC Registration No IRN110	Recovery Email Id' treedhark@pocitiveedge.net		
Unit Address Address Line1 " meole1	Address Line2. mapie2	City/Town/Village ' maple 3	District
mapici State Kamataka	Fin code 560078	Telephone No. with STD Code	Fax No. with STD Code
PAN No. 1 BELPICIDT6J	TAN - 3333333333	GSTIN *	Cin -
State of 651 Registration Karnataka	EFFC No.	Registration No. under Shops and EStablish	hment Act
Change Details Change	t Person		
sitive <b>ed</b>			
Name	EM Registration No. '	Telephone No. with STD Code	Fax No. with STD Code
Name " SUDMAKAR D	EM Registration No. ' EM120411	Telephone No. with STD Code ' D40 95(676070	Fax No. with STD Code
SUDHAKAR D	EM100411 Official Email Id		Fax No. with STD Code
SUDHAKAR D Nobile No. * +91 41192764	EM100411		Fax No. with STD Code
SUDHAKAR D Mobile No. * +91 41192764	EM100411 Official Email Id' salkunedi12ggmail.com	040 95(676870	
SUDHAKAR D Mobile No. * +91 41192764 Plant Head Details The second s	EM200411 Official Email Id ' salicuned112@gmail.com Telephone No. with STD Code '	D40 SEGTERTO	Mobile No. "
SUDHAKAR D Mobile No. * +91 41192764	EM100411 Official Email Id' salkunedi 1.dgmail.com	040 95(676870	

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.

RESET STATUS		
	SUCCESSFULLY UPDATED Home 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**.

<u>NOTE</u>: 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.

	Your registration to PATNET has been Reversed.	∑ Inbox ×
•	BEE PATNET <pet.rajesht@gmail.com> to me, Vinayak ▼</pet.rajesht@gmail.com>	
	Dear Users,	
	Your Registration has been reversed. Remarks(If Any):EM image is not proper	
	Sincerely, Bureau of Energy Efficiency 4th Floor, Sewa Bhawan, R. K. Puram, New Delhi – 110066	

Figure 39: Registration Reversed Email

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

BUREAU OF ENER A statutory body under Ministry of		
🛗 HOME 🕜 MY DASHBOARD		Welcome RAVI PLANTHEAD 🛛 🌲
MY PROFILE		Reversed 🔀 Edit Profile 🥢
Organisation Details		
Sector '	Sub Sector	Organisation *
Aluminium	Cold Rolling Sheet	Aluminium ALT222
DC Registration No	Year of Establishment	Recovery Email Id
ABH23456	2019	tre@gmail.com

#### **Figure 40: Reversed Status**





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

BUREAU OF ENERGY EFFICIENCY A statutory body under Ministry of Power, Government of India	
🛗 HOME 🕜 MY DASHBOARD	Welcome RAVI PLANTHEAD 👘
MY PROFILE	Reversed 🗙 Edit Profile 🥢

#### **Figure 41: Edit Profile**

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

VISHAL PLANTHEAD 060 66666666	070 77777777	+91 974119	2764	
Official Email Id * VISHALP@GMAIL.COM				
ploaded Documents pload File Select Document Type	•			
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	۵ 🕯	
REGDIS0001SK_PAT(2)2015-2018_Others_Image.JPG	Others	JPG	۵ 🕯	
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	⇔ 🕯	
		Cancel	Submit	

#### Figure 42: Modify the Email ID

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



Figure 43: Configuration Pop-up Message



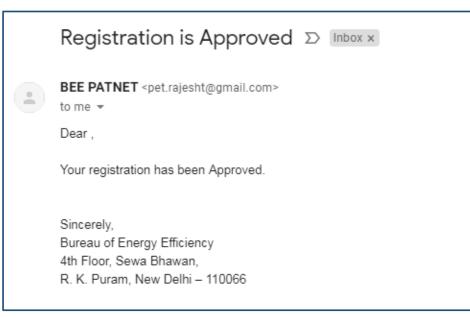
7. The Portal users details updates successfully and **Status** updates to **Pending Approval**.

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 *	
REGDIS0001SK	2019	vb7@gmail.com	
Unit Address			
Address Line1*	Address Line2	City/Town/Village *	District
maple12	maple2	sikkim	sikkim
State	Pin code <sup>*</sup>	Telephone No. with STD Code *	Fax No. with STD Code
Sikkim	560078	010-1111111	020-22222222
PAN No.*	TAN *	GSTIN *	CIN
BELPK2076J	TAN3333355	GSTIN444444444	CIN555555555555555555555555555555555555
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.

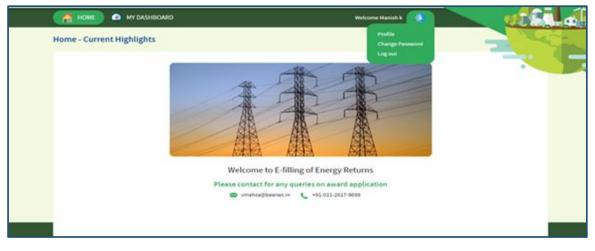
Y PROFILE		Approved 🖌	
Organisation Details			
Sector *	Sub Sector *	Organisation *	
Buildings	Buildings	Vishal BUILDERS	
DC Registration No *	Year of Establishment *	Recovery Email Id *	
REGDIS0001SK	2019	vb7@gmail.com	
Unit Address			
Address Line1 *	Address Line2	City/Town/Village <sup>*</sup>	District
maple12	maple23	sikkim	sikkim
State *	Pin code <sup>*</sup>	Telephone No. with STD Code *	Fax No. with STD Code
Sikkim	560078	010-11111111	
PAN No. <sup>*</sup>	<b>TAN <sup>*</sup></b>	GSTIN*	CIN*
BELPK2076J	TAN 333355	GSTIN444444444	CIN555555555555555555555555555555555555
State of GST Registration * Sikkim	EPFO No. EPFONO55555555555555555555555555555555555	Registration No. under Shops and EStablishment Act REGG666666666666666	

#### 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 <u>3</u> 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.

<u>NOTE</u>: 'Edit Profile' button is enable only for a Plant Head to edit the information.

🛗 НОМЕ 🕜 МУ ДАЅНВОА	RD	Welcome VISHAL PLANTHEA	• 🔅 👥
MY PROFILE		Approved 🖌 Edit Pro	file 🖉
Organisation Details			_
Sector *	Sub Sector	Organisation	
Buildings	Buildings	Vishal BUILDERS	
DC Registration No* REGDIS0001SK	Year of Establishment * 2019	Recovery Email Id 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 *
BELPK2076J	TAN3333355	GSTIN444444444	CIN555555555555555555555555555555555555
State of GST Registration *	EPFO No.	Registration No. under Shops and	
Sikkim	EPFONO55555555555555555555555555555555555	EStablishment Act REG666666666666666	

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.

HONE O WYDAHADHAD			Bernektart
IN PROFILE		Apres 2	-
C organization (search			
Setter'	bat better	(representation)	
(Contraction)	Balance		amont (criminal printing), PAT longing beeting in the original series
OC Registration Inc.	Their of Establishment	Recovery Enterine	
nomiae	and the second s	and straight the factor	
unit Address			
Address LineS	Address Litely	Cry/Texts/Voop	answer:
and a	Auroual Tectority (utyrist)	Angeren	Aurigative
Tiple .	Pro come	Temphone ins. with 178 date	Kan No. with 179 (1994
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<b>R</b>			
Batta	De Registration No.	"Respirate this with \$75 Calle"	Res Inc. with 21th Calify
Cana A	BHORES .	000 10/054011	and Schelaranasa
Materia No.	Office Envire		
-16 000-Galeran	munitajatuvai@gnal.com		
Car Plant Head Details			
1.00			
<b>N</b>			
	Naphonko witi (70 cola)	larka witi 175 late	North St. 196. W.C.Statul

Figure 49: DC Profile in Editable Format



5. 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.

Cancel			
EM Registration No.	Name *	Telephone No. with STD Code	Fax No. with STD Code
Mobile No. * +91	Official Email Id		

Figure 50: Enter New EM Registration No.

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

🗖 positiveedge

Energy Manager Details	Change Person		
Sitive <b>ed</b> Change Image	]		
Name *	EM Registration No.*	Telephone No. with STD Code *	Fax No. with STD Code
Sudhakar I.E	EA144144	080 6778	080 6785678
Mobile No. * +91 9897755567	Official Email Id * aman144@gmail.com		

Figure 51: Change Image

- 7. Click on submit button to update the details. **Success message** will be displayed on successful updated of energy manager.
- 8. **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 (<u>https://escerts.gov.in</u>). (The BEE PATNET Portal Login page appears).
- 2. Plant Head / Energy Manger Logins to the BEE PATNET Portal with his/her existing **User Id** and **Password** (Refer to section <u>3</u> for the login steps).

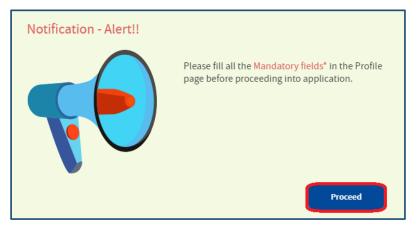




### 10.2. Existing DC Profile Update

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 <u>3</u> 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.

BUREAU OF ENERGY EFFICIENCY A statutory body under Ministry of Power, Government of India		
i Home 🕜 My dashboard	Welcome JAYESH K SHAH 🛛 🌞	
MY PROFILE	Migrated Edit Profile	-

#### Figure 53: Click Edit Profile

4. Enter the missing organization Information.

Address Line1*	Address Line2	City/Town/Village *	District
The Address Line1 field is required.		The City/Town/Village field is required.	
State *	Pin code *	Telephone No. with STD Code *	Fax No. with STD Code
Andhra Pradesh	•		
	The Pin code field is required.	The STD Code field is required. The Telephone number field is required	
PAN No.*	TAN *	GSTIN *	CIN*
The PAN No. field is required.	The TAN field is required.	The GSTIN field is required.	The CIN field is required.
State of GST Registration	EPFO No.	Registration No. under Shops and EStablishment Act	
Select State of Registration	•	Establishment Act	

#### Figure 54: DC Information Field



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

Energy Manager Details			
Name *	EM Registration No. *	Telephone No. with STD Code *	Fax No. with STD Code
Mobile No.*	Official Email Id *	-	-
+91-			

Figure 55: Energy Manager Information Fields showing blank

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

Energy Manager Details	Change Person			
Name *	EM Registration No.*	Telephone No. with STD Code *	Fax No. with STD Code	
Mobile No. * +91	Official Email Id *			

#### Figure 56: Click Change Person

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

Energy Manager Details	s Cancel			
EM Registration No. *	Name*	Telephone No. with STD Code *	Fax No. with STD Code	
Mobile No. * +91	Official Email Id *			

#### Figure 57: Enter EM Registration Number

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

Energy Manager Details	Change Person				
Change Image					
Name	EM Registration No.*	retephone	e No. with STD Code *	Fax NO. W	ith STD Code
Sudhakar I.E	EA144144	080	6778	080	6785678
Mobile No. *	Official Email Id *				
+91 9897755567	aman144@gmail.com				

Figure 58: Change Image





8. 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 (<u>7</u>) for the steps to upload documents).

he Name field is required.				+91	
he Name field is required.				+91	
	The STD Code field is required. The Telephone number field is required			The Mobile No. field is re	quired.
Official Email Id					
he Official Email Id field is required.					
1.1.15					
ploaded Documents					
pload File	Select Document Type				
	Select Document Type				
Document Name	PAN TAN	ocument For	Format	View	Delete
	GSTIN				
	CIN				

#### **Figure 59: Upload Documents**

9. 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.

BUREAU OF ENERGY EFFICIENCY A statutory body under Ministry of Power, Government of India			
🛗 HOME 🕜 MY DASHBOARD	Welcome JAYESH K SHAH	*	
MY PROFILE	Approved		

Figure 60: Status Updates as Approved





### 11. E-Filling for a Designated Consumer

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

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

🐔 HOME 💽 MY DASHBOARD Welcome vishal17 Energy Manager Test17 🎄	
--	--

#### 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



- **constitiveedge** 
  - 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.

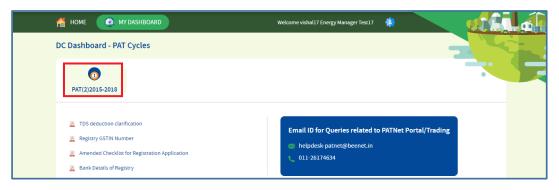


Figure 64: Click Running PAT Cycle

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

		IERGY EFFICIE							مرا <mark>م</mark>
付 номе 🛛	🧿 MY DASHBO	DARD			w	elcome Pankaja	Menon 🌲		
REGCNA0019A PAT Cycle:2012-1		alseema Alkali	es & Allied Chem	ical Limited, Go	ondiparla, Kurno	ol			
M & V Status	Escer	🦁	(Interpretation)	<b>Frading</b>	Compliance	Es	scerts Banked		
2012-13	FORM 1 2013-14	2014-15	FORM A	FORM B	FORM 2	First	FORM 3 Second	Attachments	
Submit	Submit	Submit	Submit	View	Submit	Submit	Submit	ଡି	

#### Figure 65: Click Submit

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

	<b>RM-1</b> ial Year- 2012-13	Details of Information regarding Total Energy Consumed and Specific Energy Consumption per unit of Production				
	Details of Information regarding Total Energy Consumed and	General Details	Description			
	Specific Energy Consumption per unit of Production	Name of the Unit	Sree Rayalseema Alkalies & Allied Chemical Limited, Gondiparla, Kurnool			
	Production Details	Year of Establishment	2012			
-	Energy Consumption Details Of Manufacturing Industries	Registration Number (As provided by BEE)	REGCNA0019AP			
<u>*</u> U	Specified As Designated Consumers	Sector and Sub-Sector in which designated Consumer falls	Sector : Chlor Alkali Sub-Sector :Chlor-Alkali			
-	Sector - Wise Details	Complete Address of DCs Unit Location (Including Chief Executive's name & designation) with Mobile, Telephone, Fax No & Email	Shiv Email: garimas@positiveedge.net Phone: 08-68782742 Mobile: 8750723137, Fax No: 91-67788777 Address: Gondjanta, City: Kurmool District: State: Andha Pradesh Pincode: 135001			
		Registered Office Address	Address: Gondiparla, City: Kumool District: State: Andhra Pradesh Pincode: 135001 Fax No: - PAN:ETUIP7600M			
			Pankaja Menon Cancel Noxt			

#### 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.

🖌 HOME 🕜 MY DASHBOARD				me Pankaja Menon 🛛 🙀		
FORM-1 Financial Year- 2012-13	Manufacturing Inc	dustries Notified as Designated C	onsumers		-	24
Details of Information regarding	Product	Product Name	Unit	Previous Year	Current Year	
Total Energy Consumed and Specific Energy Consumption per unit of Production	Product 1	Caustic Soda	tonne		11.00	T
Production Details	Product 2	Chlorine	tonne		12.00	đ
Energy Consumption Details Of	Product 3	Soda Ash	tonne		13.00	Û
Energy Consumption Details Of Manufacturing Industries Specified As Designated Consumers	Add Row					
Sector - Wise Details	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.

Details of Information regarding	Item	Unit	Previous Year	Current Year
Specific Energy Consumption per unit of Production	a ) Energy Consumption Details			
Production Details	1) Total Electricity Purchased from Grid/Other Source	Million kWh		40.00
Energy Consumption Details Of Manufacturing Industries	2) Total Electricity Generated '	Million kWh		50.00
Specified As Designated Consumers	3) Total Electricity Exported *	Million kWh		60.00
Sector - Wise Details	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.

FORM-1 Financial Year- 2015-16	Sector - Wise Details Pulp and Paper	Pulp and Paper	۲		sf		
Details of Information regarding Total Energy Consumed and Specific Energy Consumption per unit of Production	Note 1: All sectors specific pro-	forma, details of which are given abov	e, are available on the Bure	au of Energy Eff	ficiency officia	il website.	
	Upload Pro-Forma						
Production Details	Upload File*	Select Proforma	v				
Energy Consumption Details Of Manufacturing Industries Specified As Designated	Uploaded Documents						
Consumers	Document Name		Document For	Format	Sizes	Actions	
Sector - Wise Details							
	REGPNP0030PB_a7b761 00155d5e9403_BEE DE.xl		Proforma	XLSX	9750	¢	<b>a</b>
	U/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 nas been adhered to the data given in the concerned pro-forma.						
			Cancel		Prev		Submit

Figure 69: Sector - Wise Details page

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

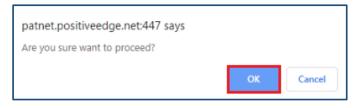


Figure 70: Confirmation Pop-up Message





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

FORM-1 Financial Year- 2012-13		Sector - Wise Details				
	Details of Information regarding	Name of The Sector	Sub-Sector	Pro-forma in which the d	letails to be furnished	
	Total Energy Consumed and Specific Energy Consumption per unit of Production	Chior Alkali	Chlor-Alkali		SC	
Production Details		Note 1: All sector specific pro-form				nished in the Cost 1 has
•	Energy Consumption Details Of Manufacturing Industries Specified As Designated Consumers	been adhered to the data given in t	he concerned pro-forma.			
5	Sector - Wise Details					
				Prev	Cancel	Print

### **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 engergy consumed and specific energy consumption per unit of production. Section-A (General Information Details)						
	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.

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

BUREAU OF ENERGY E A Latendary Boog under Ministry of Power, G	FFICIENCY	
HOME 🕢 MY DASHBOARD	Welcome Shiv	
Home - Current Highlights		
	Welcome to E-filling of Energy Returns Please contact for any queries on award application	
	🜌 vmehta@beenet.in 🔪 +91-011-2617-9699	

### 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.

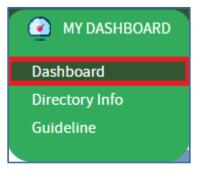


Figure 75: Click Dashboard Function

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- **constitiveed**ge
  - 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.

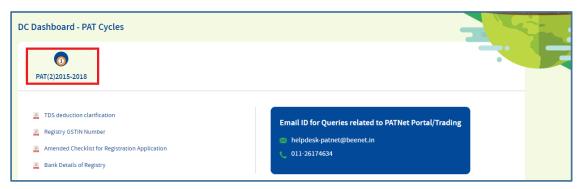


Figure 76: Click Running PAT Cycle

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.

REGCNA0019AP PAT Cycle:2012-15		alseema Al	kalies & Allied Chemi	cal Limited, Go	ndiparla, Kurnoc	ı		
M & V Status		<b>?</b> s Issuance	Check Verification	Trading	Compliance	Esce	orts Banked	
2012-13	FORM 1 2013-14	2014-15	FORM A	FORM B	FORM 2	First	FORM 3 Second	Attachments
View 🗊	Submit	Submit	Submit	View	Submit	Submit	Submit	ত্তি

### Figure 77: Click View

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

	<b>XM-1</b> ial Year- 2012-13	Details of Information regarding Total Energy Consumed and Specific Energy Consumption per unit of Production					
-)	Details of Information regarding Total Energy Consumed and	General Details	Description				
191	Specific Energy Consumption per unit of Production	Name of the Unit	Sree Rayalseema Alkalies & Allied Chemical Limited, Gondiparla, Kurnool				
	Production Details	Year of Establishment	2012				
-	Energy Consumption Details Of Manufacturing Industries	Registration Number (As provided by BEE)	REGCNA0019AP				
20	Specified As Designated Consumers	Sector and Sub-Sector in which designated Consumer falls	Sector : Chlor Alkali Sub-Sector :Chlor-Alkali				
-	Sector - Wise Details	Complete Address of DCs Unit Location (Including Chief Executive's name & designation) with Mobile,Telephone,Fax No & Email	Shiv Email: garimas@positiveedge.net Phone: 08-88782742 Mobile: 8750723137, Fax No: 91-67788777 Address: Gondiparta, City: Kurnool District: State: Andhra Pradesh Pincode: 135001				
		Registered Office Address	Address: Gondiparla, City: Kurnool District: State: Andhra Pradesh Pincode: 135001 Fax No: - PAN:ETUIP7600M				
			Pankaja Menon Cancel Next				

Figure 78: DC Details Information Page

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

-	Details of Information regarding Total Energy Consumed and	Product	Product Name	Unit	Previous Year	Current Year
N	Specific Energy Consumption per unit of Production	Product 1	Caustic Soda	tonne		11.00
	Production Details	Product 2	Chlorine	tonne		12.00
<u> </u>	Energy Consumption Details Of	Product 3	Soda Ash	tonne		13.00
<mark>#</mark> 1	Manufacturing Industries Specified As Designated Consumers	Total Equivalent F	Product Produced	tonne		36.00
-	Sector - Wise Details					

### 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.

	Details of Information regarding Total Energy Consumed and	ltem	Unit	Previous Year	Current Year			
111	Specific Energy Consumption per unit of Production	a ) Energy Consumption Details						
	Production Details	1) Total Electricity Purchased from Grid/Other Source	Million kWh		40.000			
<b>-</b> .1	Energy Consumption Details Of Manufacturing Industries	2) Total Electricity Generated *	Million kWh		50.000			
70	Specified As Designated Consumers	3 ) Total Electricity Exported *	Million kWh		60.000			
<u>.</u>	Sector - Wise Details	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.



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

FORM-1 Financial Year- 2015-16	Sector - Wise Details Pulp and Paper	Pulp and Paper			Sf		2
Details of Information regarding Total Energy Consumed and Specific Energy Consumption per unit of Production	Note 1: All sectors specific pro	forma, details of which are given abo	ve, are available on the Bure	au of Energy Ef	ficiency offici	al website.	
Production Details	Upload Pro-Forma	Select Proforma	*				
Energy Consumption Details Of Manufacturing Industries Specified As Designated Consumers	Uploaded Documents						
Sector - Wise Details	Document Name		Document For	Format	Sizes	Actions	
	REGPNP0030PB_b944b7 00155d5e9403_BEE DE.x	dc-8bd4-e911-80e0- Isx	Proforma	XLSX	9750	¢5	
		formation supplied in the Form 1 and given in the concerned pro-forma.	pro-forma is accurate to the	e best of my kno	wledge and t	he data furnished	in the Form
		Cancel Prev	Print		Submit	R	verse

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



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

Details of Information regardir	ng Name of The Sector	Sub-Sector	Pro-forma in whi	ch the details to be furnished	•
Specific Energy Consumed and unit of Production	per Cement	Cement	۲	Sb	
Note 1: All sector specific pro-forma, details of which are given above, are available on the Bureau of Energy Efficience                ✓ I/We undertake that the information supplied in the Form 1 and pro-forma is accurate to the best of my knowled furnished in the Form 1 her orm 1 her been adhered to the data given in the concerned pro-forma.					
Energy Consumption Details C Manufacturing Industries Specified As Designated Consumers		,			
Sector - Wise Details					

### Figure 83: Click Print Button

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

	Form1 [See rule3]						
Details of information regarding total engergy consumed and speci energy consumption per unit of production.							
Section-A (General Information Details)							
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					

### 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.

- Click the link (<u>https://escerts.gov.in</u>) (The 'BEE PATNET Portal' login page appears).
- 2. Refer to section <u>3</u> 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 <u>4</u> for navigation).



### Figure 86: Click Update

### <u>NOTES</u>:

- 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.

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

Perform the following actions on the Designated Consumer Dashboard page (Refer to section 11.1 <u>4</u> for navigation).

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

<b>TZ0019AP</b> - NF AT Cycle:2015-18		da - II, Kakina	da East Godava	ari, Andhra	Pradesh			2	
M & V Status	Esce	🧑 rts Issuance	Check Verificat	tion	<b>Trading</b>	Compliance	Escerts		
2015-16	FORM 1 2016-17	2017-18	FORM A	FORM B	FORM 2	 First	FORM 3 Second	Attachments	
<u>View</u>	<u>View</u>   📜	<u>View</u>   📜	<u>Submit</u>	View	Submit	Submit	Submit	ক্তি	

### Figure 87: Click Submit

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

FORM-A	Perfomance Assessment Document	📔 Guidelines			
Performance Assessment Document	General Details	Description			
List of Document Submit	Name of the Designated Consumer	SRIVARI CEMENT			
Specific Energy Consumption	Registration Number	SRIVARI CEMENT 179			
	Sector	Cement			
Energy Efficiency Project Implemented During Current Cycle	Sub Sector	Cement			
	Accredited Energy Auditor				
	Empanelled Accredited Energy Auditor	AARTHI INTERNATIONAL *			
	Registration Number	AEA012345			
		Cancel Next			

### Figure 88: Performance Assessment Document Page

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



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

FORM-A	List of Document Submitte	d	B Guidelines
Performance Assessment Document	Document	Financial Year	Submission Date
List of Document Submit	Baseline Data		dd/mm/yyyy
	Form 1	2012-13	10-05-2019
Specific Energy consumption	Form 1	2013-14	10-05-2019
Energy Efficiency Project Implemented During Current Cycle	Form 1	2014-15	10-05-2019
	Form 2		dd/mm/yyyy
	Form 3		dd/mm/yyyy
			Prev Cancel Next

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

FORM-A	Specific Energy Consumption Note: All fields are marked with * are mandatory		🛽 Guidelines
Performance Assessment Document	Specific Energy Consumption	Value	Unit
List of Document Submit	a ) Specific Energy Consumption		
Specific Energy Consumption	1) Specific Energy Consumption (Baseline) as Notified *	29.000	Toe/Tonne 🔻
Energy Efficiency Project Implemented During Current	2) Production (Baseline) as Notified *	14.000	Tonne 🔻
Cycle	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
		Prev	Cancel Next

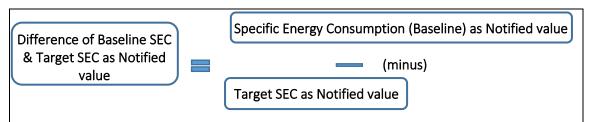
Figure 90: Specific Energy Consumption Page

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

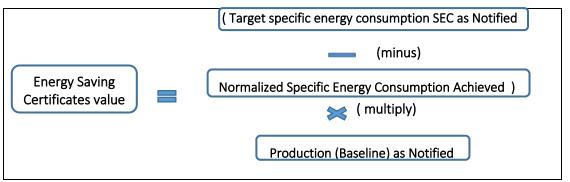
- Enter the **Specific Energy Consumption** (Baseline) as Notified value.
- Enter the **Production** (Baseline) as Notified value.



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  - 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.

Performa Documen	nce Assessment It	Project	Year Of Implementation	Annual Energy Savings	Annual Energy Saving	Annual Energy Consumption	Annual Energy Consumption	Energy Cost (Rs.	Investment (Rs. in	
List of Do	cument Submit		Implementation	in Lakĥ KWh	in toe*	(before) in Toe	(after) in Toe	per Kwh/tie)	crores)	
Specific E	nergy Consumption	Proje	2018	10	20	30	50	10	4	T
Energy Ef	ficiency Project	Proje	2017	20	30	40	60	15	4.5	T
Implemen Cycle	nted During Current	Proje	2015	30	50	60	70	20	5	Ŧ
		Proje	2014	45	70	80	90	25	3	T
		Proje	2013	55	80	90	100	30	2	T

Figure 91: Energy Efficiency Project Implemented



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- 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.

FO	RM-A	Energy Efficiency	Project Impleme	nted During	Current Cy	cle	9	Guidelines	
	Performance Assessment Document	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/tie)	Investment (Rs. in crores)
Ê	List of Document Submit	project 1	2018	12.00	13.00	14.00	15.00	16.00	18.00
•	Specific Energy Consumption	* Please indicate the	e weighted average	Gross Calorifi	: Value (GCV)	) of coal considered	d for calculation o	ftoe: kca	al/kg
	Energy Efficiency Project     Implemented During Current     Cycle	Declaration           I/We undertake           and if any of the info           Government or any           extend necessary as	ormation supplied i of the authority un	s found to be i der them or ar	ncorrect and y other pers	d such information on affected, I/we u	result into loss to	the Central G	
						Prev	Canc	el	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.

		RM A Rule 6.1 )] SESSMENT DOCUME	NT
	(To be filled by D	esignated Consumer)	
	Name of designated consumer	SRIVARI CEMENT	
1. 2.	Registration Number	SRIVARI CEMENT 179	
z. 3.	Sector	Cement	
3. 4.	Sub-Sector	Cement	
5.	Accredited Energy Auditor	Comon	
a	Empanelled Accredited Energy auditor Firm name	AARTHI INTERNATIONAL	L
b	Registration number of Firm	AEA012345	
6.	List of documents submitted (Attac counter signed by Accredited Energy		Energy Manager and
	Baseline Data	Submission Status	Submission Date
	Form 1 - 2019-20_SRIVARI CEMENT 179 ( 2019-20 )	PH Submitted to SPE	09/09/2019
	Form 1 - 2020-21_SRIVARI CEMENT 179 (2020-21)	PH Submitted to SPE	10/09/2019
	Form 1 - 2021-22_SRIVARI CEMENT	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.

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

REG200PL - I PAT Cycle:2015	Indian Petrol	leum							
M & V Statu	us Esc	certs Issuance	Check Verification	<b>F</b> rading	() Compliance	Escerts	Banked		•
2015-16	FORM 1 2016-17	2017-18	FORM A	FORM B	FORM 2	First	FORM 3 Second	Attachments	
<u>View</u>   🗐	<u>View</u>   🗐	<u>View</u>   🔳	<u>View</u>   📃	<u>View</u>   🗐	<u>View</u>   🔳	View   🗐	View   🗐	ত্রি	

Figure 96: DC Dashboard Page



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

FOR	M-A	Perfomance Assessment Document	🔒 Guidelines
	Performance Assessment Document	General Details	Select Empanelled Accredited Energy auditor Iffoco Energy Audittor mocotrophas Energy Auditorr
Ê	List of Document Submit	Name of the Designated Consumer	orgin Energy Audittor woods Energy Audittor
_	Specific Energy Consumption	Registration Number	AAA Energy Audittor PES Energy Auditing Organisation Sun Energy Audittor
<b>*</b> U		Sector	Complex Energy Auditor Gaurav Energy Auditor
Ĩõ	Energy Efficiency Project Implemented During Current Cycle	Sub Sector	Sanjay Energy Auditor Sreedhar Energy Auditor Amaraa Energy Auditor
		Accredited Energy Auditor	PET Positiveedge TEST EmAEA AARTHI INTERNATIONAL
		Empanelled Accredited Energy Auditor	AARTHI INTERNATIONAL
		Registration Number	AEA012345
			Cancel Next

Figure 97: Performance Assessment Document Page

### Perform the following action:

- Select the **EmAEA organization** from the 'Empanelled Accredited Energy Auditor' dropdown.
- 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.

Document	Financial Year	
		Submission Date
Baseline Data		dd/mm/yyyy
Form 1	2015-16	15-05-2019
Form 1	2016-17	15-05-2019
Form 1	2017-18	15-05-2019
Form 2		dd/mm/yyyy
Form 3		dd/mm/yyyy
		Prev Cancel Next
	Form 1 Form 1 Form 1 Form 2	Form 1         2015-16           Form 1         2016-17           Form 1         2017-18           Form 2         Image: Comparison of Comparison

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.

FORM-A	Specific Energy Consumption Note: All fields are marked with * are mandatory	🖪 Guidelines	
Performance Assessment Document	Specific Energy Consumption	Value	Unit
List of Document Submit	a ) Specific Energy Consumption		
Specific Energy Consumption	1) Specific Energy Consumption (Baseline) as Notified $\ensuremath{^\circ}$	129.000	Toe/Tonne 🔻
Energy Efficiency Project	2) Production (Baseline) as Notified *	10.000	Tonne 🔻
Cycle	3) Target specific energy consumption SEC as Notified <sup>1</sup>	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
		Prev	Cancel Next

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

FORM-A	Energy Efficiency	Energy Efficiency Project Implemented During Current Cycle						ines
Performance Assessment Document	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/tie)	Investment (Rs. in crores)
List of Document Submit	PROJECT 1	201	123.00	124.00	125.00	126.00	127.00	128.00
Specific Energy Consumption	* Please indicate the Declaration	e weighted average Gr	oss Calorific Value	GCV) of coal co	onsidered for calculati	on of toe:kcal/kg		
Energy Efficiency Project Implemented During Current	information supplie	that the information s d is found to be incorr	supplied in this Per	formance Asses	ssment Document is a	ccurate to the best of r	ny knowledge and	l if any of the
Cycle	them or any other p matter.	erson affected, I/we u	ndertake to indemi	ify such loss. I	/We agree to extend n	overnment or State G ecessary assistance in	overnment or any case of any enqui	r of the authority un ry to be made in the
Cycle Social Socia		erson affected, l/we u	ndertake to indemi	ify such loss. I	/We agree to extend n	sovernment or State G ecessary assistance in	overnment or any case of any enqui	r of the authority un ry to be made in the

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.

		ORM A ee Rule 6.1 )]	
	PEREFORMANCE A	ASSESSMENT DOCUM	ENT
	(To be filled b	y 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 (A counter signed by Accredited Er		by Energy Manager and
	Document	Submission Status	Submission Date
6.1.	Form 1 - 2015-16_REG100AL( 201 16 ) Specify the year in bracket	15-	19/04/2019
6.2.	Form 1 - 2015-16_REG100AL( 201 16 ) Specify the year in bracket	15-	18/04/2019

### Figure 102: Form A Print Format

<u>NOTE</u>: 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.

- Click the link (<u>https://escerts.gov.in</u>). (The 'BEE PATNET Portal' login page appears).
- 2. Refer to section  $\underline{3}$  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 <u>4</u> for navigation).



Figure 104: Energy Efficiency Project Page





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

🛗 НОМЕ 🛛 🙆 🛚	Y DASHBOARD	Welcome JAYESH K SHAH		
DC Dashboard - PA	T Cycles			
0 PAT(2)2015-2018	2 PAT(1)2012-2015			

### 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 fills the Form 2.

This section explains the process of Form 2 Filling.

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







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



### Figure 108: 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.

🖀 HOME 🔷 MY DASHBOARD	Welcome vishal17 Energy Manager Test17 🔹	
DC Dashboard - PAT Cycles		
PAT(2)2015-2018		
TDS deduction clarification	Email ID for Queries related to PATNet Portal/Trading	
<ul> <li>Amended Checklist for Registration Application</li> </ul>	helpdesk-patnet@beenet.in           011-26174634	
Bank Details of Registry		

### Figure 109: Click Running PAT Cycle

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

Cycle:2019-22								
Ø	0		<b>(</b> )	(in the second s	0	9		
M & V Status	Escerts Iss	uance	Check Verification	Trading	Compliance	Escerts Bank	ed	
	FORM 1		FORM A	FORM B	FORM 2	FOF	RM 3	Attachments
						First	Second	Autochiments

### Figure 110: Click Submit



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

ORM-2 etails of energy saving meas	ures recommen	ded in the energy audit repo	rt(year)						2	
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	Annual energ Coal	y Savings Electricity	Others	Dele
										8
Add Row										
								Cancel	Su	ıbmit

### 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.

FO	RM-2									
For	m has been submitte	d successfully.								-
Deta	ils of energy saving measu	ures recommended in the e	nergy audit report(year)							
s			Reason for Not	Date of completion of				Annual energ	y Savings	
S .No	Energy Saving Measures	Investment (Million Rs)	implementing the measure	measure/ likely completion	Life Cycle Years	Oil	Gas	Coal	Electricity	Others
1	test1	12.00	12	11-09-2019	12	12	13	14	15	16
							(	Cancel		Print

### **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.

	Details of e	nergy	-	neasures r report() Refer Regu	year)		in the	energy	/ audit	
S. N	Energy Saving	Inves tmen	Reason for not	Date of completion	Life Cylce		Annual	Energy	Savings	
0	Measures(S uggested categories of areas of improvemen t and modificactio n for obtaining details of energy savings - See annexure 3)	t (Milli on Rs)	Impleme nting the measure	of measure/li kely to completion	Years	Oil	Gas	Coal	Electri	Othe r
(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

#### **Figure 114: Print Preview**

<u>NOTE</u>: 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.

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

	🛗 HOME 🕜 MY DASHBOARD	Welcome vishal17 Energy Manager Test17 🛛 🌼	
--	-----------------------	--	--

### Figure 116: Click My Dashboard

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

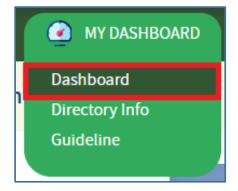


Figure 117: Click Dashboard Function

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- **constitute** 
  - 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.

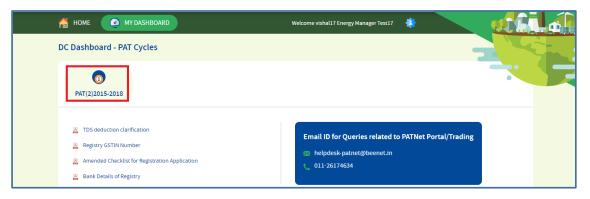


Figure 118: Click Running PAT Cycle

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

arathi CEMEN T Cycle:2019-22	T 2179 - Bhara	athi CEMEN	Г					
😥 M & V Status	Co Escerts Iss	suance	(interpretation) Check Verification	<b>F</b> Trading	Compliance	Scerts Bank	ed	
2019-20	FORM 1 2020-21	2021-22	FORM A	FORM B	FORM 2	F0 First	RM 3 Second	Attachments
<u>View</u>	<u>View</u>	View   🗐	<u>View</u>	<u>View</u>   🗐	<u>View</u>   📁	Submit	Submit	6

### Figure 119: Click Submit

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

S.No li	Description of energy efficiency mprovement measure	Category	Investment (Rupees)	Verified savings (Rupees)	Verified energy savings	Units	Fuel	Remarks	Dele
ı (									6
Add	Row								
. Unde	er Implementation								
	er Implementation Description of energy efficiency mprovement measure	Category	Investment (Rupees) estimated	Verified savings (Rupees) estimated	Verified energy savings estima		Fuel	Status of Implementation	Del
	Description of energy efficiency	Category		Verified savings (Rupees) estimated			Fuel		Del

### Figure 120: Production Details Page

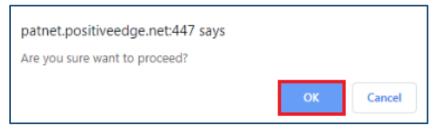
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#### Perform following actions on the 'Details of Energy Conservation' page:

- 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.

FOF	M-3							
Form	has been submitted succes	sfully!						
Detail	s of energy conservation measures	implement	ed, investment made and sa	vings in energy achieved and pro	ogress made in implementation of	of other reco	mmendat	ions.
A. Imp	lemented							
S.No	Description of energy efficiency improvement measure	Catego	y Investment (Rupees)	Verified savings (Rupees)	Verified energy savings	Uni	s Fuel	Remarks
1	test1	cement	12.0000	13.0000	14	15	16	testd
B. Und	ler Implementation Description of energy efficiency improvement measure	Category	Investment (Rupees) estimated	Verified savings (Rupees) estimated	Verified energy savings estimated	Units Fue	l Status of Impleme	
1	test2	cemnt	14.0000	15.0000	161	18 19	testd	
							_	

### **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.

			FC	RM 3				
			[Refer Re	gualation	5(3)]			
DE	TAILS OF ENE MADE AND SA IM	VINGSINE		HIEVED A	ND PRO	GRES	S MÁI	
A. Ir	mplemented:							
	Description of energy efficiency improvement measure	Category	Investmen t(Rupees)	Verified Savings( Rupees)	Verified Energy Savings	Units	Fuel	Remarks
1	test1	cement	12.00	13.00	14.00	15	16	testd
8. U	Inder Implement	ation:						
SI. No	Description of energy efficiency improvement measure	Category	Investmen t(Rupees) estimated	Verified Savings( Rupees) estimate d	Savings	Units	Fuel	Status of Implementation
1	test2	cemnt	14.00	15.00	161.00	18	19	testd
SUI Bha SHA erdf 080 080	nature DHAKAR Irathi CEMENT AKKEER PLANTH (@gmail.com -00000000 -7777777 ple1maple2 mams		560078			Signati Abison AEA00 Seal	I.E	

**Figure 123: Print Preview** 

<u>NOTE</u>: 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 logins and fills the Final Form 3 before the end of PAT Cycle.

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

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

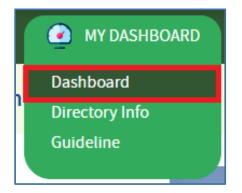
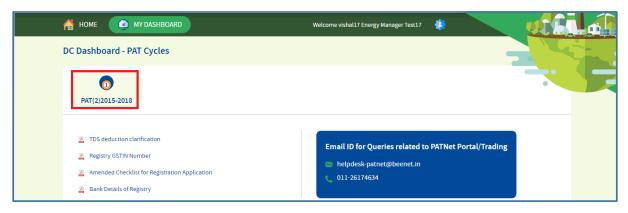


Figure 126: Click Dashboard Function



- **c** positiveedge
  - 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.

					0			
M & V Status	Escerts Is	suance	Check Verification	Trading	Compliance	Escerts Bank	ed	
2019-20	FORM 1 2020-21	2021-22	FORM A	FORM B	FORM 2	FOR First	M 3 Second	Attachmen
View   🔳	<u>View</u>   🔳	<u>View</u> 🗐	<u>View</u>   🗩	<u>View</u>	<u>View</u>   📃	<u>View</u>   🔳	Submit	তি

Figure 128: Click Submit



**constitiveedge** 

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

. Implemented								
S.No Description of energy efficient improvement measure	ncy Category	Investment (Rupees)	Verified savings (Rupees)	Verified energy savings	Units	Fuel	Remarks	Dele
								T
Add Row								
Under Implementation								
. Under Implementation 5.No Description of energy efficient improvement measure	ncy Category	Investment (Rupees) estimated	Verified savings (Rupees) estimated	Verified energy savings estimat	ed Units	Fuel	Status of Implementation	Dele
Description of energy efficie	ncy Category			Verified energy savings estimat	ed Units	Fuel		Dele
Description of energy efficie	ncy Category			Verified energy savings estimat	ed Units	Fuel		

### 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



positiveedge

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

FOI	RM-3										
Forn	n has been submitted succes	sfully!									
Detai	ls of energy conservation measures	implement	ed, investment made and sa	vings in energy achieved and pro	gress made in implementation o	fother	recon	nmendatio	ons.		
A. Implemented											
S.No	Description of energy efficiency improvement measure	Catego	ry Investment (Rupees)	Verified savings (Rupees)	Verified energy savings		Units	Fuel	Remarks		
1	test1	cement	12.0000	13.0000	14		15	16	testd		
B. Un	der 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 Implemen	tation		
1	test2	cemnt	14.0000	15.0000	161	18	19	testd			
					Car	ncel		P	rint		

### **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.

A.I	molemented:								
SI. No	Description of energy efficiency improvement measure	Category	Investmen t(Rupees)	Verified Savings( Rupees)	Verified Energy Savings	Units	Fuel	Remarks	
1	test1	cement	12.00	13.00	14.00	15	16	testd	
8. U	Inder Implementa	ation:							
	Description of energy efficiency improvement measure	Category	Investmen t(Rupees) estimated	Verified Savings( Rupees) estimate d	Verified Energy Savings estimat ed	Units Fuel		Status of Implementatio	
					161.00		19	testd	

#### **Figure 132: Print Preview**

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

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