



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

User Manual *for* Online Filling of the Energy Returns forms



Bureau of Energy Efficiency
Version 1.0

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1. About this Document

The aim of this document is to provide instructions on how end users can initiate the online submission of Energy Returns forms.

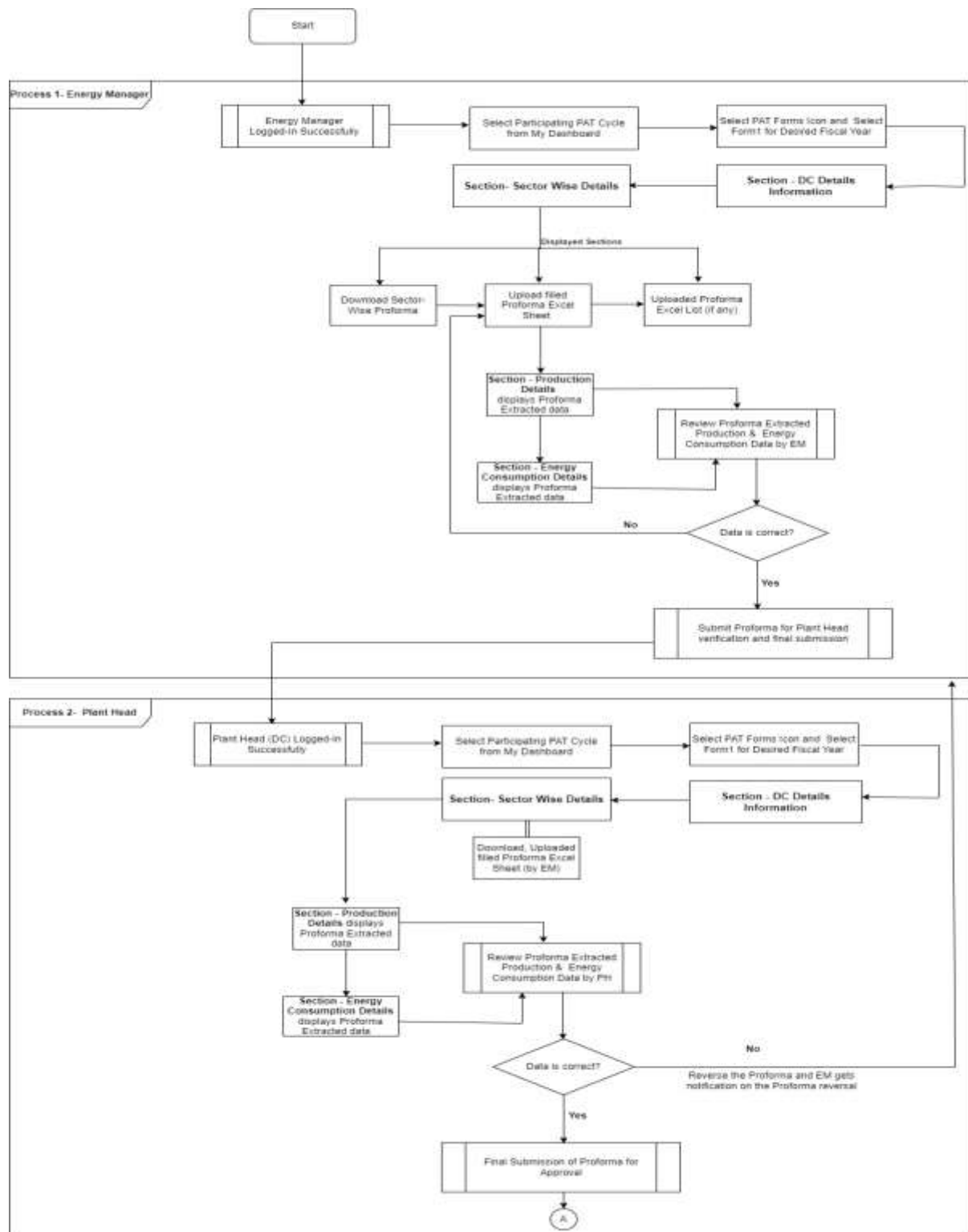
Intended Audience

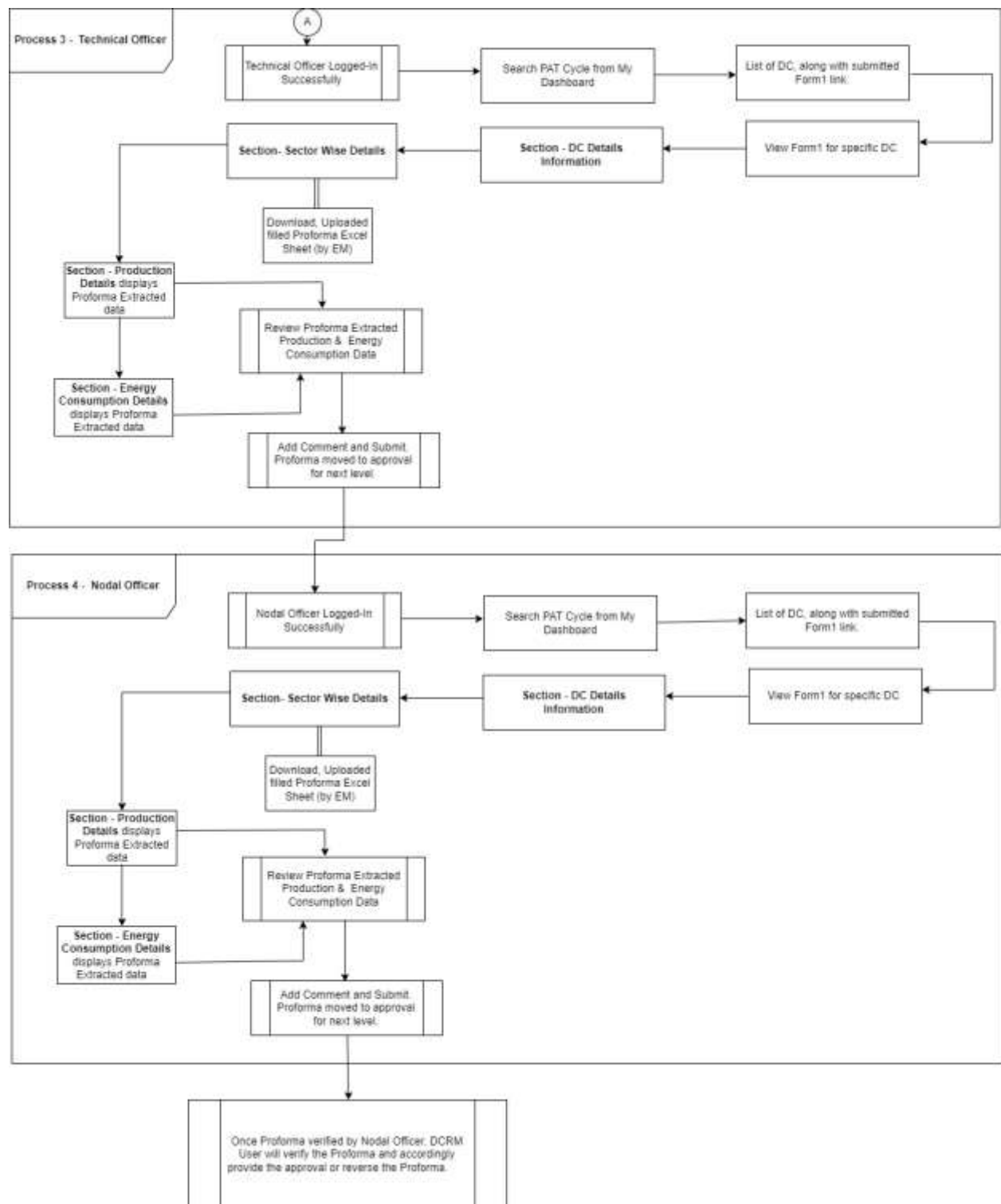
This document is intended for the following list of users.

- **Energy Manager**
- **Plant Head**
- **Technical Officer**
- **Nodal Officer**



2. Proforma Progression (Process-flow)







3. Proforma Process

Process 1: Proforma Submission by Energy Manager

1. Upon successful login as an 'Energy Manager,' proceed to access 'My Dashboard.'
2. Select the 'Dashboard' option > The 'PAT Cycles' page will appear.



3. The PAT Cycle in which the DC is currently participating will be highlighted as depicted below. To access the PAT Cycle Dashboard for that specific cycle, simply click on the corresponding PAT Cycle image.





4. Click on the PAT Forms icon, and then, for the relevant fiscal year, select 'Form 1.' Click the 'Submit' link to input the Form 1 details. On the 'DC Details Information' page, review the DC details, and proceed by clicking the 'Next' button.

RLY0010UP - Locomotive Works ,Varanasi
PAT Cycle: PAT(2)2016-2019

PAT Forms ESCerts Issuance Check Verification Trading

FORM 1		FORM A		FORM B		FORM 2		FORM 3		Attachments
2016-17	2017-18	2018-19					Initial	Final		
Submit	Submit	Submit	Submit	View	Submit	Submit	Submit	Submit	20	

FORM-1
Financial Year- 2016-17

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

Sector - Wise Details
Production Details
Energy Consumption Details Of Manufacturing Industries Specified As Designated Consumers
Declaration

General Details	Description
Name of the Unit	Jayshree Neco Industries Limited, Sitara, Raipur, Chhattisgarh
Year of Establishment	1964
Registration Number (As provided by BEE)	IN50046CG
Sector and Sub-Sector in which Designated Consumer falls	Sector: Iron & Steel Sub-Sector: Integrated Steel
Complete Address of DC's Unit Location (including Chief Executive's name & designation) with Mobile, Telephone, Fax No. & E-mail	Regional Singh Designation: Plant Head Email: hp@jayshreeneco.com Phone: 07721-294261 Mobile: 9806000023 Fax No: - Address: Sitara, RAIPUR, City: Raipur District: State: Chhattisgarh Pincode: 491011
Registered Office Address with Telephone, Fax No. & E-mail	Address: Sitara, RAIPUR, City: Raipur District: State: Chhattisgarh Pincode: 491011 Telephone: 07721-294261 Fax No: - Email: hp@jayshreeneco.com

[Cancel](#) [Next](#)

5. In the 'Sector Wise Details' section, Energy Managers have access to the following options:
 - Download the pro-forma format
 - Upload the Pro-forma sheet
 - View history of all attachment with download availability



FORM-1
Financial Year- 2019-20

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

Sector - Wise Details

Production Details

Energy Consumption Details Of Manufacturing Industries Specified As Designated Consumers

Declaration

Sector - Wise Details

Name of The Sector	Sub-Sector	Pro-forma in which the details to be furnished
Railway	Railway Production Unit	Sk2

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 *

Download Template

Uploaded Documents

Document Name	Document For	Format	Size	Creation Date	Actions
Railway Sector-Sk2_04052023130127.xlsx	Proforma	.xlsx	434690	04/05/2023 13:01:27	

6. Afterward, click on the 'Next' button to proceed. Review the information provided in the uploaded Proforma Excel sheet, including production details, energy consumption details, and more.

FORM-1
Financial Year- 2019-20

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

Sector - Wise Details

Production Details

Energy Consumption Details Of Manufacturing Industries Specified As Designated Consumers

Declaration

Manufacturing Industries Notified as Designated Consumers

Product	Product Name	Unit	Previous Year	Current Year
Product 1	sponge iron	tonne	0.00	253005.00
Product 2	pig iron	tonne	0.00	574003.00
Product 3	cast steel scrap	tonne	0.00	300004.00
Product 4	rolling mill	tonne	0.00	585478.00

Cancel Prev Next



FORM-1
Financial Year- 2016-17

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

Sector - Wise Details

Production Details

Energy Consumption Details Of Manufacturing Industries Specified As Designated Consumers

Declaration

Energy Consumption Details Of Manufacturing Industries Specified As Designated Consumers
How: All fields are marked with * are mandatory

Item	Unit	Previous Year	Current Year
a) Energy Consumption Details4			
1) Total Electricity Purchased from Grid/Other Source	Million kWh	0.0000	41.9500
2) Total Electricity Generated	Million kWh	0.0000	379.7300
3) Total Electricity Exported	Million kWh	0.0000	20.9300
4) Total Electrical Energy Consumption	Million kWh	0.0000	400.7400
5) Total Solid Fuel Consumption	Million kcal	0.0000	4856557.5700
6) Total Liquid Fuel Consumption	Million kcal	0.0000	120907.4500
7) Total Gaseous Fuel Consumption	Million kcal	0.0000	33500.5700

Cancel Prev Next

7. If encounter incorrect data or find missing information under any label, DCs have the option to correct the Proforma and re-upload it on the portal.
Please note that there is no option to edit values within the form itself.
8. After reviewing the information, click 'Next' to proceed to the declaration form.

FORM-1
Financial Year- 2017-18

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

Sector - Wise Details

Production Details

Energy Consumption Details Of Manufacturing Industries Specified As Designated Consumers

Declaration

☒ 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 Submit

9. A confirmation pop-up window will appear. Click 'OK' to proceed with the submission. After the final submission, DCs will see the filled data, as described in point 6.

Note: The Petroleum Refinery sector comprises 20 Designated Consumers (DCs), and the system was specifically designed to accommodate sector-wise proforma requirements for these DCs.

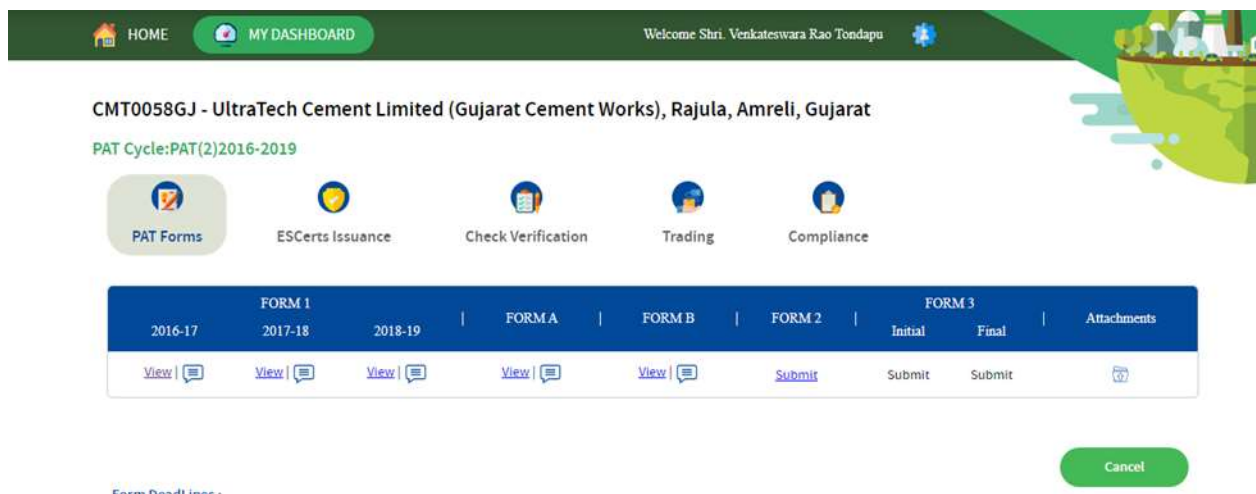


Process 2: Proforma Review and Final Submission by Plant Head

1. Upon successful login as a 'Plant Head', proceed to access 'My Dashboard.'
2. Select the 'Dashboard' option > The 'PAT Cycles' page will appear.



3. The currently active PAT Cycle in which the DC is participating will be highlighted, as depicted below. To access the dashboard for that specific PAT Cycle, simply click on the corresponding PAT Cycle image.
4. Click on the 'PAT Forms' icon, and then, for the relevant fiscal year, select 'Form 1.' Click the 'Submit' link to enter the Form 1 details. On the 'DC Details Information' page, verify the DC details, and then proceed by clicking the 'Next' button.





HOME MY DASHBOARD Welcome Shri. Venkateswara Rao Tondapu

FORM-1

Financial Year- 2016-17

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

Sector - Wise Details

Production Details

Energy Consumption Details Of Manufacturing Industries Specified As Designated Consumers

Declaration

General Details	Description
Name of the Unit	UltraTech Cement Limited (Gujarat Cement Works), Rajula, Amreli, Gujarat
Year of Establishment	1995
Registration Number (As provided by BEE)	CMT00686J
Sector and Sub-Sector in which Designated Consumer falls	Sector :Cement Sub-Sector :Cement
Complete Address of DC's Unit Location (Including Chief Executive's name & designation) with Mobile, Telephone, Fax No. & E-mail	Shri. Venkateswara Rao Tondapu Designation: Plant Head Email: tnp@amitysoftware.com Phone: 92794-38882 Mobile: 989606623, Fax No: - Address: GUJARAT CEMENT WORKS, (ULTRATECH CEMENT LIMITED) City: KODARA VILLAGE, TO-RAJULA District: AMRELI State: Gujarat Pincode: 365542
Registered Office Address with Telephone, Fax No. & E-mail	Address: GUJARAT CEMENT WORKS, ULTRATECH CEMENT LIMITED City: KODARA VILLAGE, TO-RAJULA District: AMRELI State: Gujarat Pincode: 365542 Telephone: 92794-38882 Fax No: - Email: tnp@amitysoftware.com

Cancel Next

5. In the 'Sector Wise Details' section, Energy Managers have access to the following options:
- Download the filled Proforma (by Energy Manager)
 - View history of all attachment with download availability.



[HOME](#) [MY DASHBOARD](#) Welcome Shri. Venkateswara Rao Tondapu

FORM-1
Financial Year- 2016-17

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

Sector - Wise Details

Production Details

Energy Consumption Details Of Manufacturing Industries Specified As Designated Consumers

Declaration

Sector - Wise Details

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

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

Uploaded Documents

Document Name	Document For	Format	Sizes	Creation Date	Actions
CMT0058GJ_6ec8286f-a95b-ee11-b879-001dd8b71f95_Proforma-Cement-Sb_25092023191235.xlsx	Proforma	XLSX	264495	25/09/2023 13:43:01	

[Cancel](#) [Prev](#) [Next](#)

- Afterward, click on the 'Next' button to proceed. Review the information provided in the uploaded Proforma Excel sheet, including production details, energy consumption details, and more.

[HOME](#) [MY DASHBOARD](#) Welcome Shri. Venkateswara Rao Tondapu

FORM-1
Financial Year- 2016-17

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

Sector - Wise Details

Production Details

Energy Consumption Details Of Manufacturing Industries Specified As Designated Consumers

Declaration

Manufacturing Industries Notified as Designated Consumers

Product	Product Name	Unit	Previous Year	Current Year
Product 1	Product 1: OPC Production	Tonne	248604.23	318695.97
Product 2	Product 2: PPC Production	Tonne	875685.37	959897.19
Product 3	Product 3: PSC/Others Produc	Tonne	0.00	0.00
Product 4	Product (Please add extra row	Tonne	0.00	0.00
Product 5	Total Equivalent Product	Tonne	12.28	14.62

[Cancel](#) [Prev](#) [Next](#)



FORM-1

Financial Year- 2016-17

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

Sector - Wise Details

Production Details

Energy Consumption Details Of
Manufacturing Industries
Specified As Designated
Consumers

Declaration

Energy Consumption Details Of Manufacturing Industries Specified As Designated Consumers

Note: All fields are marked with * are mandatory

Item	Unit	Previous Year	Current Year
a) Energy Consumption details			
1) Total Electricity Purchased from Grid/Other Source	Million kWh	36.0400	41.3200
2) Total Electricity Generated	Million kWh	0.0000	0.0000
3) Total Electricity Exported	Million kWh	0.0000	0.0000
4) Total Electrical Energy Consumption	Million kWh	36.0400	41.3200
5) Total Solid Fuel Consumption	Million kcal	62632.3300	76277.3200
6) Total Liquid Fuel Consumption	Million kcal	1184.7300	2933.6900
7) Total Gaseous Fuel Consumption	Million kcal	0.0000	0.0000

Cancel Prev Next

- Once you have reviewed the information, click 'Next.' This will take you to the declaration form.
- On the declaration form, the Plant Head has the option to either submit the Proforma for approval or, if any inaccuracies are found, reverse it to the Energy Manager for correction.

FORM-1

Financial Year- 2016-17

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

Sector - Wise Details

Production Details

Energy Consumption Details Of
Manufacturing Industries
Specified As Designated
Consumers

Declaration

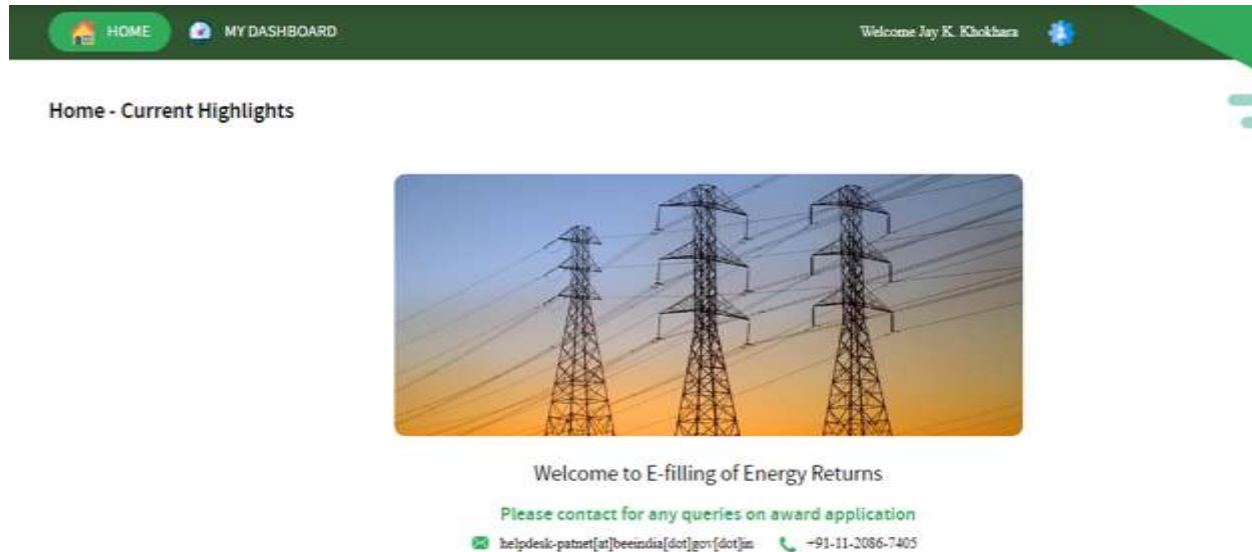
Declaration

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.

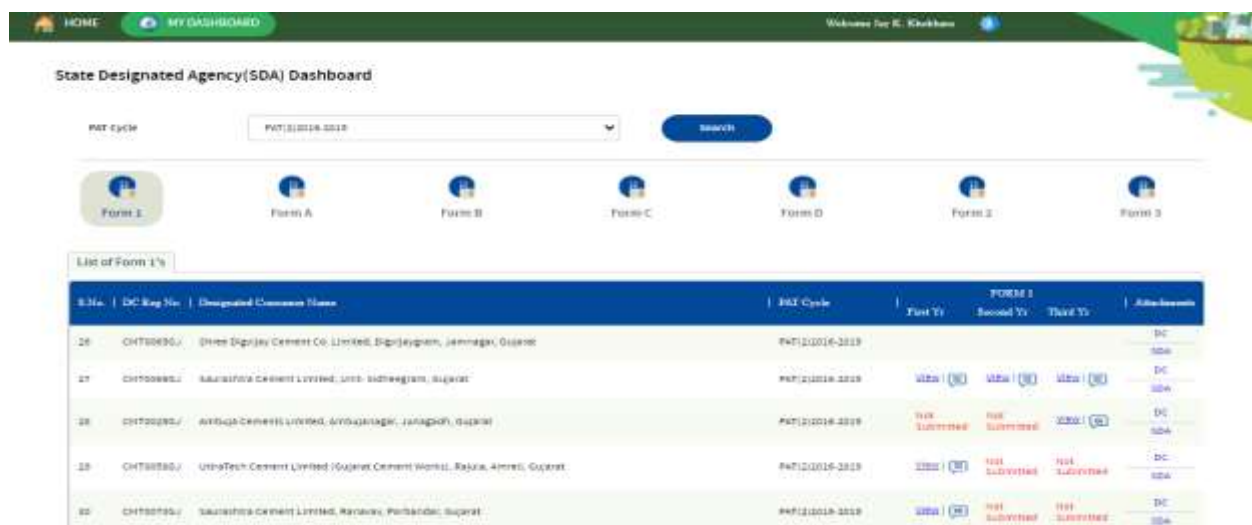
Cancel Prev Print Submit Reverse

Process 3: Proforma Review by Technical Officer (SDA)

1. After successfully logging in as a "Technical Officer," navigate to "My Dashboard."



2. On the "My Dashboard" screen, Technical Officers have the option to search for Form1 by selecting the PAT Cycle.





- Click on the 'View' button for the relevant DC Form1. This action will redirect the Technical Officer to the DC Detail Information Screen, where they can review the DC details and proceed by clicking the 'Next' button.

FORM-1
Financial Year: 2016-17

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

General Details	Description
Name of the Unit	UltraTech Cement Limited (Gujarat Cement Works), Rajula, Amreli, Gujarat
Year of Establishment	1999
Registration Number (As provided by BEE)	CMT00586J
Sector and Sub-Sector in which Designated Consumer falls	Sector :Cement Sub-Sector :Cement
Complete Address of DC's Unit Location (Including Chief Executive's Name & Designation) with Mobile, Telephone, Fax No. & E-mail	Dr. Vemardas Rao Potlugu Designation: Plant Head Email: vpotlugu@ultratech.com Phone: 92794-28382 House: Bhatnagar, Rajula Address: GUJARAT CEMENT WORKS, ULTRATECH CEMENT LIMITED City: KOTVA VILLAGE TO RAJULA SECTOR: AMRELI State: Gujarat Pincode: 365641 Telephone: 92794-28382 Fax No: - Email: -
Registered Office Address with Telephone, Fax No. & E-mail	ADDRESS: GUJARAT CEMENT WORKS, ULTRATECH CEMENT LIMITED City: KOTVA VILLAGE TO RAJULA SECTOR: AMRELI State: Gujarat Pincode: 365641 Telephone: 92794-28382 Fax No: - Email: -

Cancel Next

- In the 'Sector-Wise Details' section, the Technical Officer has the option to download the uploaded and completed Proforma Excel sheet, as well as the list of uploaded Proformas.

FORM-1
Financial Year: 2016-17

Sector - Wise Details

Name of The Sector	Sub-Sector	Pro-forma in which the details to be furnished
Cement	Cement	5b

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

Uploaded documents

Document Name	Document For	Format	Size	Creation Date	Actions
CMT00586J_6ec8266f-a95b-ee11-b679-001dd8b71f95_Proforma-Cement-5b_25092023191235.xlsx	Proforma	XLSX	264495	25/09/2023 13:43:01	

Cancel Prev Next



5. In the 'Production Detail Section,' the extracted values for Production data from the uploaded Proforma will be displayed. The Technical Officer can review these values and proceed by clicking the 'Next' button.

Product	Product Name	Unit	Previous Year	Current Year
Product 1	Product 1:OPC Production	Tonne	248604.23	118695.97
Product 2	Product 2:PPC Production	Tonne	873685.37	958897.19
Product 3	Product 3:PSC/Other Product	Tonne	0.00	0.00
Product 4	Product (Please add extra row)	Tonne	0.00	0.00
Product 5	Total Equivalent Product	Tonne	12.28	14.62

6. In the 'Energy Consumption Detail Section,' the extracted values for Energy Consumption data from the uploaded Proforma will be displayed. The Technical Officer can review these values and proceed by clicking the 'Next' button.

Item	Unit	Previous Year	Current Year
a) Energy Consumption details			
1) Total Electricity Purchased from Grid/Other Source	Million kWh	36.0400	41.3200
2) Total Electricity Generated	Million kWh	0.0000	0.0000
3) Total Electricity Exported	Million kWh	0.0000	0.0000
4) Total Electrical Energy Consumption	Million kWh	36.0400	41.3200
5) Total Solid Fuel Consumption	Million kcal	62632.3300	76277.3200
6) Total Liquid Fuel Consumption	Million kcal	1184.7300	2933.6900
7) Total Gaseous Fuel Consumption	Million kcal	0.0000	0.0000



7. In the 'Declaration Section,' the Technical Officer will have the option to add their comments using the comment feature.

8. Comment and Submit: On this screen, the Technical Officer can add their comment and submit the form for the next level of approval.



Process 4: Proforma Review by Nodal Officer (SDA)

1. After successfully logging in as a 'Nodal Officer,' go to 'My Dashboard.'

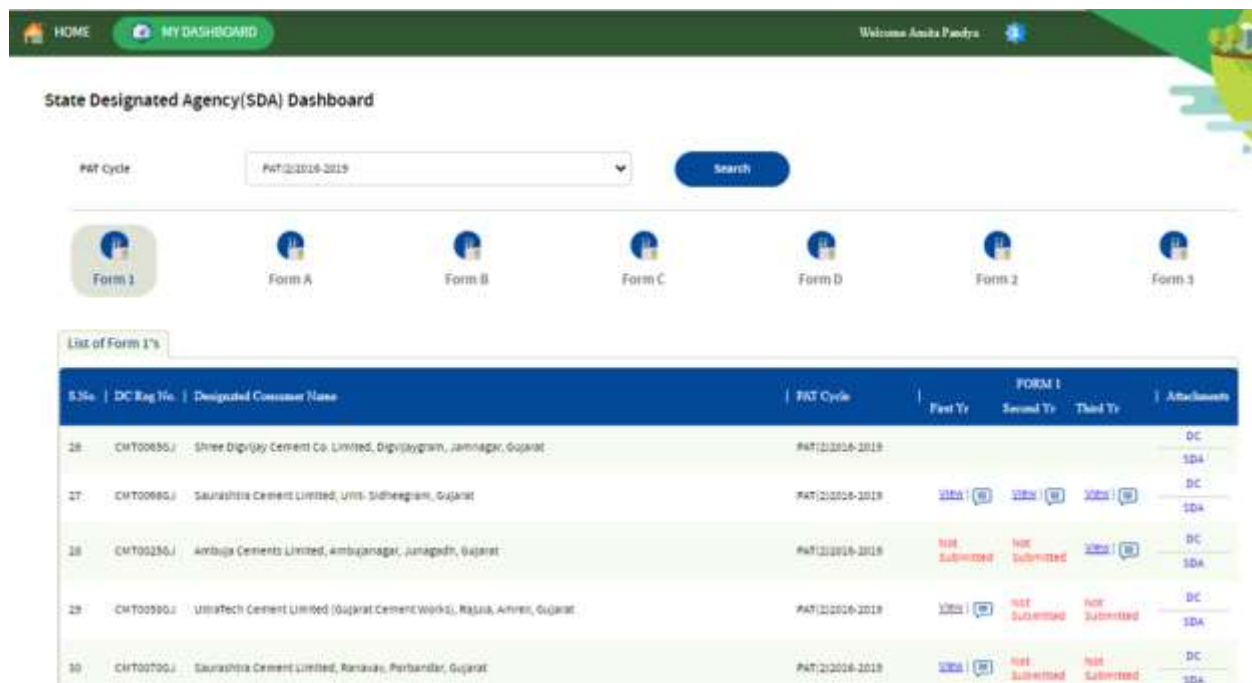


Welcome to E-filing of Energy Returns

Please contact for any queries on award application

helpdesk-patnet[at]beeindia[dot]gov[dot]in +91-11-2086-7405

2. On the 'My Dashboard' screen, the Nodal Officer has the option to search for Form1 by selecting the PAT Cycle.





- Click 'View' for the corresponding DC Form1. This action will redirect the Nodal Officer to the DC Detail Information Screen. The Nodal Officer can then review the DC details and proceed by clicking the 'Next' button.

FORM-1
Financial Year: 2016-17

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

General Details	Descriptive
Name of the Unit	UltraTech Cement Limited (Gujarat Cement Works), Rajula, Amreli, Gujarat
Year of Establishment	1995
Registration Number (As provided by BEE)	CHT00500J
Sector and Sub-Sector in which Designated Consumer Falls	Sector : Cement Sub-Sector : Cement
Complete Address of DC's Unit Location including Chief Executive's name & designation with mobile, Telephone, Fax No. & E-mail	Shri. Venkatesh Rao Tondale Designation: Plant Head Email: hp@ultratech.com Phone: 82794-33000 Mobile: 982508015, Fax No.: Address: GUJARAT CEMENT WORKS, ULTRATECH CEMENT LIMITED City: KODWA VILLAGE TO RAJULA DISTRICT: AMRELI State: Gujarat Pincode: 360045
Registered Office Address with Telephone, Fax No. & E-mail	Address: GUJARAT CEMENT WORKS, ULTRATECH CEMENT LIMITED City: KODWA VILLAGE TO RAJULA DISTRICT: AMRELI State: Gujarat Pincode: 360045 Telephone: 82794-33000 Fax No.: Email: hp@ultratech.com

Cancel Next

- In the 'Sector Wise Details Section,' the Nodal Officer has the option to download the uploaded, completed Proforma Excel sheet as well as the list of uploaded Proformas.

FORM-1
Financial Year: 2016-17

Sector - Wise Details

Name of The Sector	Sub-Sector	Pro-forma in which the details to be furnished
Cement	Cement	10

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

Uploaded Documents

Document Name	Document For	Format	Size	Creation Date	Actions
CHT00500J_46a2208f-a05b-ee11-b879-001d0b71901a_Proforma-Cement-SD_201620171219.xlsx	Proforma	XLSX	284485	25/09/2017 13:43:01	

Cancel Prev Next



5. In the 'Production Detail Section,' the extracted values for Production data from the uploaded Proforma will be displayed. The Nodal Officer can review these values and proceed by clicking the 'Next' button.

Product	Product Name	Unit	Previous Year	Current Year
Product 1	Product 1: OPC Production	Tonne	149604.23	91888.97
Product 2	Product 2: PPC Production	Tonne	875683.37	93497.19
Product 3	Product 3: PSC Others Production	Tonne	0.00	0.00
Product 4	Product 4: Please add extra rows in c	Tonne	0.00	0.00
Product 5	Total Equivalent Product	Tonne	12.33	14.62

6. In the 'Energy Consumption Detail Section,' the extracted values for Energy Consumption data from the uploaded Proforma will be displayed. The Nodal Officer can review these values and proceed by clicking the 'Next' button.

Item	Unit	Previous Year	Current Year
a) Energy Consumption details			
1) Total Electricity Purchased from grid/other source	Million kWh	38.0400	41.3200
2) Total Electricity Generated	Million kWh	0.0000	0.0000
3) Total Electricity Exported	Million kWh	0.0000	0.0000
4) Total Electrical Energy Consumption	Million kWh	38.0400	41.3200
5) Total Solid Fuel Consumption	Million kg	62832.3900	78277.3200
6) Total Liquid Fuel Consumption	Million kg	1264.7300	2333.8900
7) Total Gaseous Fuel Consumption	Million kg	0.0000	0.0000



7. In the 'Declaration Section,' the Nodal Officer can add their comments using the comment option.

8. Comment and Submit: On this screen, the Nodal Officer can add their comment and submit the form for the next level of approval.

****END OF DOCUMENT****