



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

User Manual

Bureau of Energy Efficiency DCRM User Manual

Version 2.0





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1. Purpose

The purpose of this document is to describe how **BEE** users can use the DCRM application for PAT related activities.

2. BEE DCRM Users

This document is intended for the following list of BEE DCRM users:

- **Sector Project Engineer**
- **Sector Expert**
- **Sector In-charge**
- **ESCerts In-charge**
- **Director-General**
- **Ministry of Power**

3. Login Process

This section explains the login process for all BEE DCRM users.

1. Access BEE DCRM application by clicking the link (<https://dcrm.escerts.gov.in/>).
2. The BEE DCRM Sign in page appears. Enter the **Username**, enter the **Password** and then click **Sign-in**.



Figure 1: BEE DCRM Login Page

3. On successful login, user navigates to their respective Dashboards.



4. Sector Project Engineer (SPE)

This section explains the below activities performed by **Sector Project Engineer** in BEE DCRM.

- **DC registration Verification**
- **Verification of Form 1**
- **Verification of Form A**
- **Verification of Form B**

4.1. DC Registration Verification Process

This section explains the DC registration verification process by **Sector Project Engineer**. Whenever Designated Consumer submits DC registration form for verification, SPE will be notified by email and SMS.

1. Login to BEE DCRM with **Sector Project Engineer (SPE)** login credentials.
2. Refer to section [3](#) for the login steps.
3. On successful login, user navigates to the 'Dashboard' page which displays list of tasks to be performed by the Sector Project Engineer.
 - a. **Regarding:** Activity to be performed by the Sector project Engineer.
 - b. **Subject:** Information regarding the activity to be performed.
 - c. **Date Created:** Activity created date.

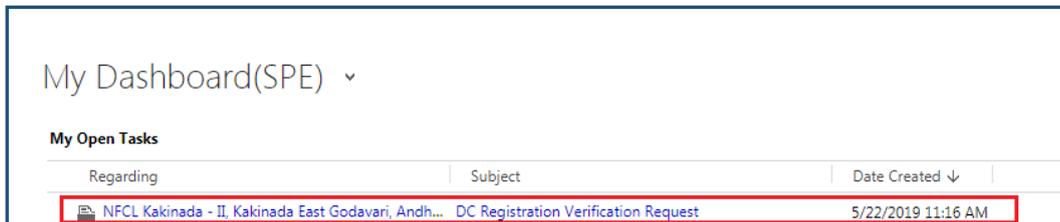


Figure 2: Sector Project Engineer Dashboard

Note: Click on 'Regarding' to open activity to be performed by Sector Project Engineer.

4. On click of 'Regarding', DC Registration page opens where Sector Project Engineer can verify the details submitted by Designated Consumers.

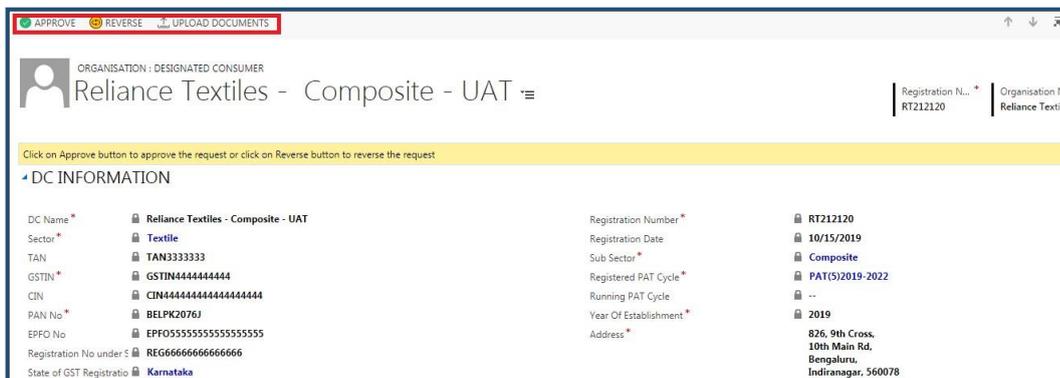


Figure 3: DC Registration Information page



5. After verifying the DC Registration form details, Sector Project Engineer can perform the following actions:
 - a. **Approve: If SPE is satisfied by the details submitted by Designated Consumers, SPE can approve the DC Registration Form.**
 - b. **Reverse: If SPE is not satisfied by the details submitted by Designated Consumers, SPE can Reverse the DC Registration Form.**
6. To approve the DC Registration Form click the **Approve** button on the top left menu.

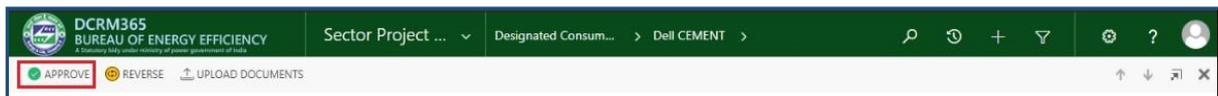


Figure 4: Click Approve button

7. The confirmation pop-up window appears, enter comments for approving the DC record and click on **Approve** button.

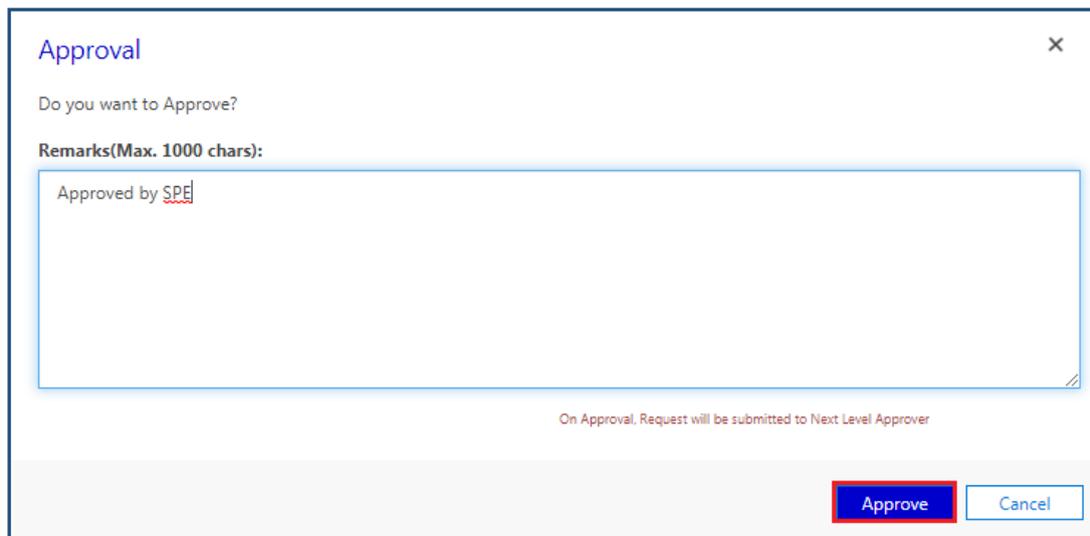


Figure 5: Approve DC Registration Record

Notes:

- 1) *On approval of DC registration by SPE, record will be assigned to Sector Expert (SE) for further verification approval.*
 - 2) *In case if there is no Sector Expert (SE) available for the particular sector then registration will get approved on approval of SPE.*
 - 3) *In case if there is no SPE available for the sector then the application will directly come to SE for approval.*
8. To Reverse DC registration form click the **Reverse** button on the top left menu.

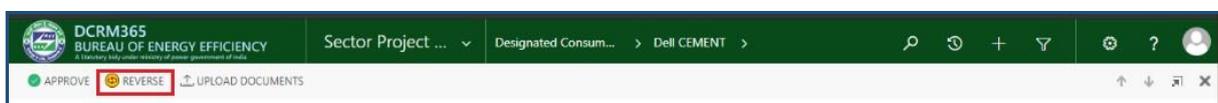


Figure 6: Click Reverse button



9. The confirmation pop-up window appears, select the **Stage** by selecting the check box and enter the **Remarks** for reversing a DC registration, then click on **Reverse** button.
Note: Entering Remarks is mandatory to reverse the application.

#	Stage Name	Status	Remarks
<input checked="" type="checkbox"/>	Requested for DC Registration Approval	Submitted	

Figure 7: Reverse DC Registration Record

Notes:

- 1) On click of Reverse button, EM and PH will receive the email notification regarding reversal of registration with the reason for reversing the application.



Figure 8: Reverse Email Notification

- 2) In case SPE wants to upload documents related to DC Registration Record, SPE can upload documents by using Upload Documents option.



Figure 9: Upload Documents

- **Upload Document** window pops-up, click the **Choose file** button to browse the file from your system and click on **Upload** button to upload a file.

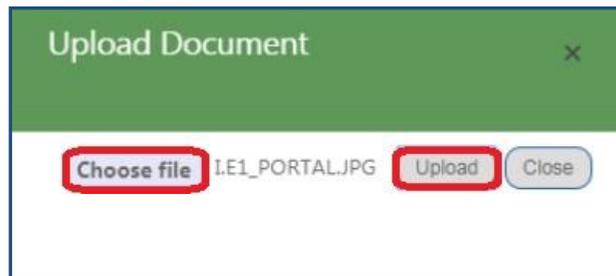


Figure 10: Upload Document

- On successful document upload success pop-up message appears, click **Ok**.



Figure 11: Success Message

- The uploaded files will be available in the **Documents** section as shown in below image.
- Click **Download** icon to download and view the uploaded file.

Document Name	Document Type	Uploaded By	Uploaded On	Designation	Action
I.E1_PORTAL.JPG	Form 1	Khusaboo D	16-09-2019	Sector Project Engineer	Download
Bharathi CEMENT 2179_PAT(5)2019-2022_Lighthouse.jpg	Form1Third	test54	10-09-2019	Nodal Officer	Download
Bharathi CEMENT 2179_PAT(5)2019-2022_Hydrangeas.jpg	Form1Third	TES703	06-09-2019	Plant Head	Download

Figure 12: Documents Section

4.2. Form 1 Verification Process

This section explains Form 1 verification process by **Sector Project Engineer**. Whenever Designated Consumer submits Form 1 for verification, SPE will be notified by email and SMS.

1. Login to BEE DCRM with **Sector Project Engineer (SPE)** login credentials.
2. Refer to section **3** for the login steps.
3. On successful login, user navigates to the 'Dashboard' page which displays list of tasks to be performed by the Sector Project Engineer.



- a. **Regarding:** Activity to be performed by the Sector Project Engineer.
- b. **Subject:** Information regarding the activity to be performed.
- c. **Date Created:** Activity created date.

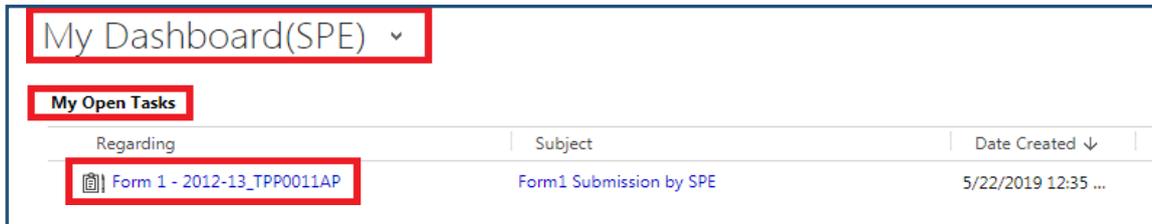


Figure 13: SPE Dashboard

Note: Click on 'Regarding' to open activity to be performed by Sector Project Engineer.

4. On click of 'Regarding', Form 1 page opens where Sector Project Engineer can verify the details submitted by Designated Consumer.

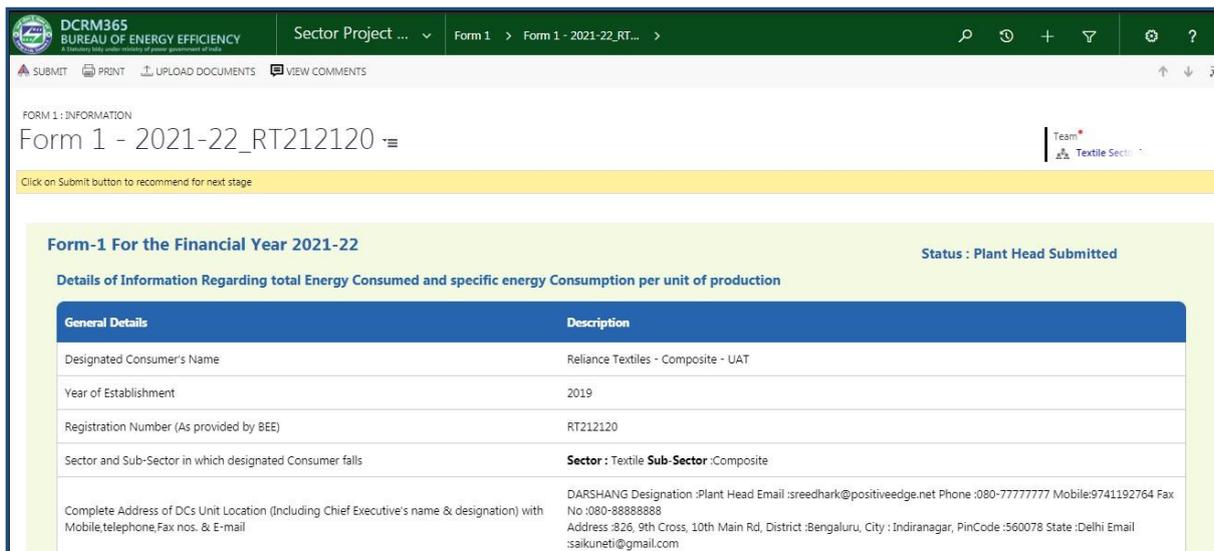


Figure 14: Form 1 Information page

5. After verifying the Form 1 details SPE can perform the following action:
 - **Submit:** If SPE is satisfied by the details submitted by PH and EM, SPE can Submit the Form 1.
6. To submit Form 1 click the **Submit** button on the top left menu.

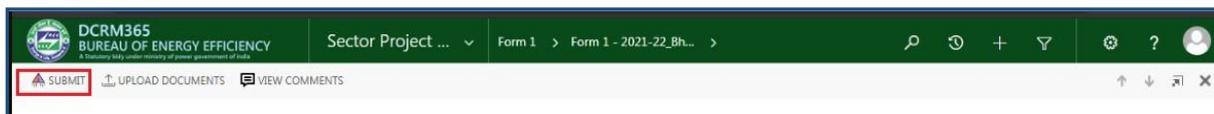


Figure 15: Click Submit button

7. The pop-up window to enter **Comments** appears. Select the check box to acknowledge, enter the comment and then click on **Submit** button



Submit [X]

Do you want to submit the request?

I hereby, acknowledge the submission of the report in Form 1 on the status of energy consumption of the financial year 2021-22 for this Designated Consumer and accept the report based on the modifications made to the data submitted by the Designated Consumer.

Remarks(Max. 1000 chars):*

Comments

[Submit] [Cancel]

Figure 16: Submit Form 1

Notes:

- 1) *On submit of Form 1 by SPE, Form 1 will be assigned to Sector Expert (SE) for verification.*
- 2) *If the SPE wants to view comments entered by him/her for submitting Form 1, click on View Comments option as shown below.*
 - Click the **View Comments** button on the top **left menu** to view the comments entered by the SPE.

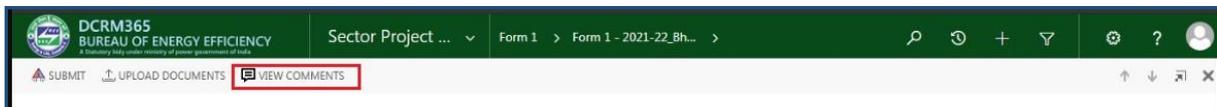


Figure 17: Click View Comments

- The comments given by users who worked on Form 1 can be seen in the comments window as shown below

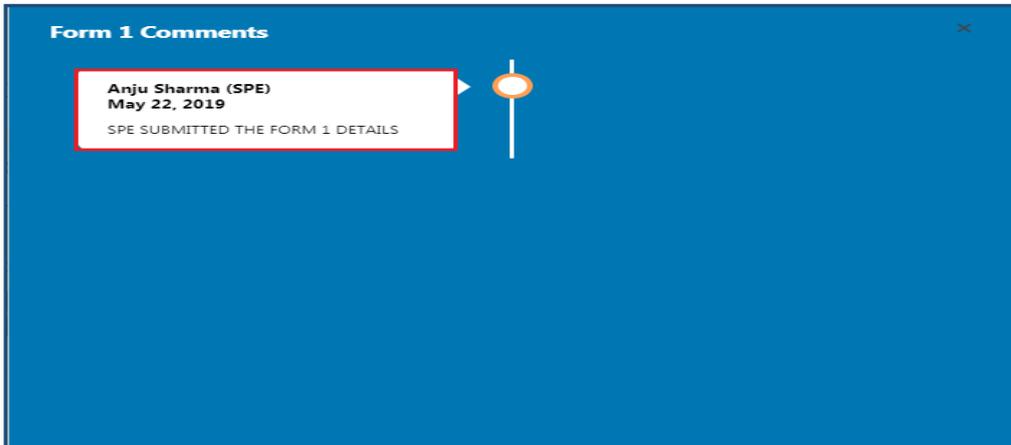


Figure 18: View Comments

3) *If the SPE wants to upload any documents related to Form 1 then click on Upload Document option as shown below.*

- Click **Upload Documents**, then **Upload Document** window pops-up as shown in below image.

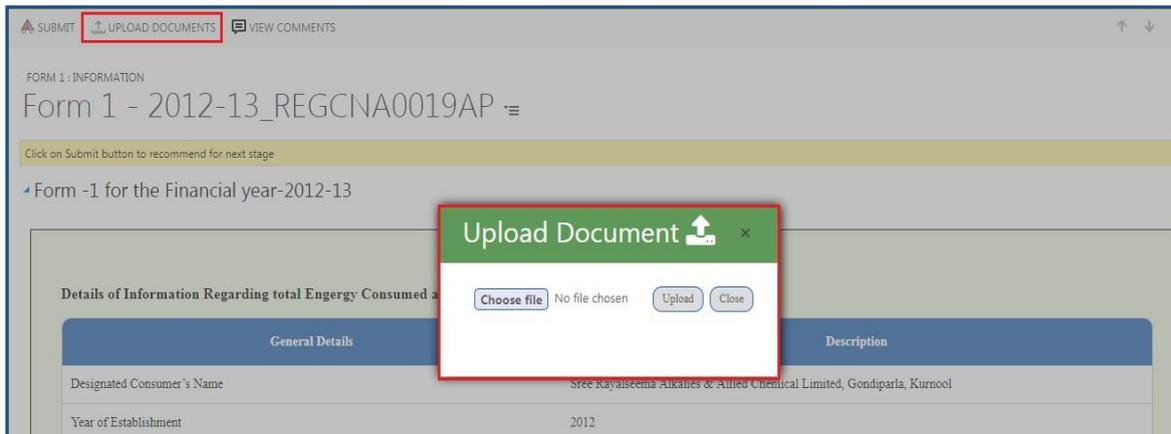


Figure 19: Upload Documents

- Click on the **Choose file** button to browse a file from your system and click on **Upload** button.

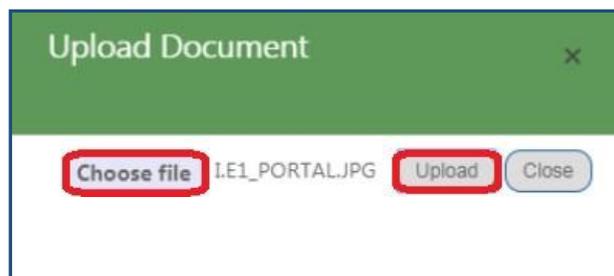


Figure 20: Upload Document

- On successful document upload success pop-up message appears, click **Ok**.



Figure 21: Success Message

- The uploaded files will be available in the **Documents** section as shown in below image.
- Click **Download** icon to download and view the uploaded file.

DOCUMENTS

Document Name	Document Type	Uploaded By	Uploaded On	Designation	Action
IE1_PORTAL.JPG	Form 1	Khusaboo D	16-09-2019	Sector Project Engineer	Download
Bharathi CEMENT 2179_PAT(5)2019-2022_Lighthouse.jpg	Form1Third	test54	10-09-2019	Nodal Officer	Download
Bharathi CEMENT 2179_PAT(5)2019-2022_Hydrangeas.jpg	Form1Third	TES703	06-09-2019	Plant Head	Download

Figure 22: Documents Section

4) All the Form 1 verified by SPE will be available in the Form section.

- Click Sector Project Engineer drop-down menu, under Forms section click Form 1.

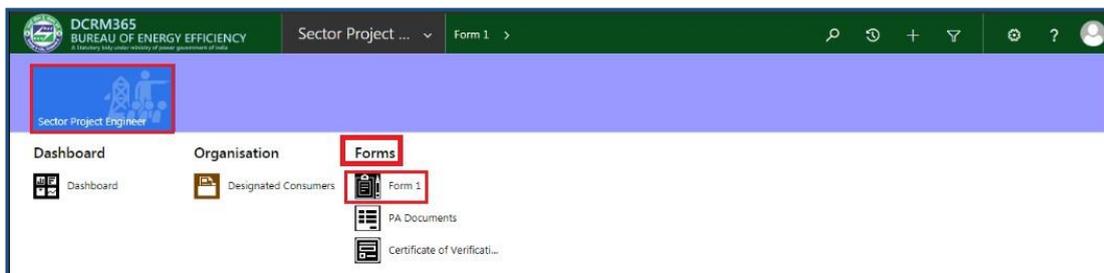


Figure 23: Verified Forms

- Under **System Views**, select **Verified Pending Form 1 SPE** to view the list of Form 1 verified by SPE.

Verified Form 1

Registration Number (Orga...)	Name	Sector (Organization No.)	Sub Sector (Organization ...)	Financial Year	Proforma	Status	Created On	M
DIS0018DL	Form 1 - 2018-19-DIS0018...	DISCOM	DISCOM	2018-19	SJ	Sector In-charge Accepted	29/07/2020 14:56	30/07/202
DIS0018DL	Form 1 for 2016-17 By DIS...	DISCOM	DISCOM	2016-17	SJ	Sector Project Engineer Submitted	18/11/2019 14:58	30/07/202
DIS0018DL	Form 1 - 2017-18-DIS0018...	DISCOM	DISCOM	2017-18	SJ	Sector Project Engineer Submitted	29/07/2020 13:14	30/07/202
DIS0033MP	Form 1 - 2016-17-DIS0033...	DISCOM	DISCOM	2016-17	SJ	Sector Project Engineer Submitted	13/05/2020 13:44	27/07/202
DIS0033MP	Form 1 - 2017-18-DIS0033...	DISCOM	DISCOM	2017-18	SJ	Sector Project Engineer Submitted	06/07/2020 11:09	27/07/202

Figure 24: Verified Form 1 SPE

5) All the Form 1 reversed by SI will be available in the view as shown below



☰ Sector In-charge Reversed (SPE) Search for records

Registration Number (Orga...)	Name	Sector (Organization No.)	Sub Sector (Organization ...)	Financial Year	Proforma	Status	Created On	M	🔍
DIS0016DL	Form 1 for 2016-17 By DIS...	DISCOM	DISCOM	2016-17	SJ	Sector Project Engineer Submitted	18/11/2019 14:58	30/07/2020 14	
DIS0025HR	Form 1 - 2016-17-DIS0025...	DISCOM	DISCOM	2016-17	SJ	Sector Project Engineer Submitted	29/04/2020 13:01	21/07/2020 11	
DIS0040OD	Form 1 - 2018-19-DIS0040...	DISCOM	DISCOM	2018-19	SJ	Sector Project Engineer Submitted	24/04/2020 11:27	21/07/2020 11	
DIS0043BR	Form 1 - 2018-19-DIS0043...	DISCOM	DISCOM	2018-19	SJ	Sector Project Engineer Submitted	18/06/2020 12:05	21/07/2020 11	
DIS0041BR	Form 1 - 2016-17-DIS0041...	DISCOM	DISCOM	2016-17	SJ	Sector Project Engineer Submitted	15/04/2020 17:48	21/07/2020 11	

Figure 25: SI Reversed View

4.3. Form A Verification Process

This section explains the Form A verification process by **Sector Project Engineer**. Whenever Designated Consumer submits Form A for verification, Sector Project Engineer will be notified by email and SMS.

1. Login to BEE DCRM with **Sector Project Engineer (SPE)** login credentials.
2. Refer to section 3 for the login steps.
3. On successful login, user navigates to the 'Dashboard' page which displays list of tasks to be performed by the Sector Project Engineer.
 - a. **Regarding:** Activity to be performed by the Sector Project Engineer.
 - b. **Subject:** Information regarding the activity to be performed.
 - c. **Date Created:** Activity created date.

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A Statutory body under ministry of power government of India

Sector Project ... ▼ Dashboard >

SAVE AS NEW ▼ SET AS DEFAULT REFRESH ALL

My Dashboard(SPE) ▼

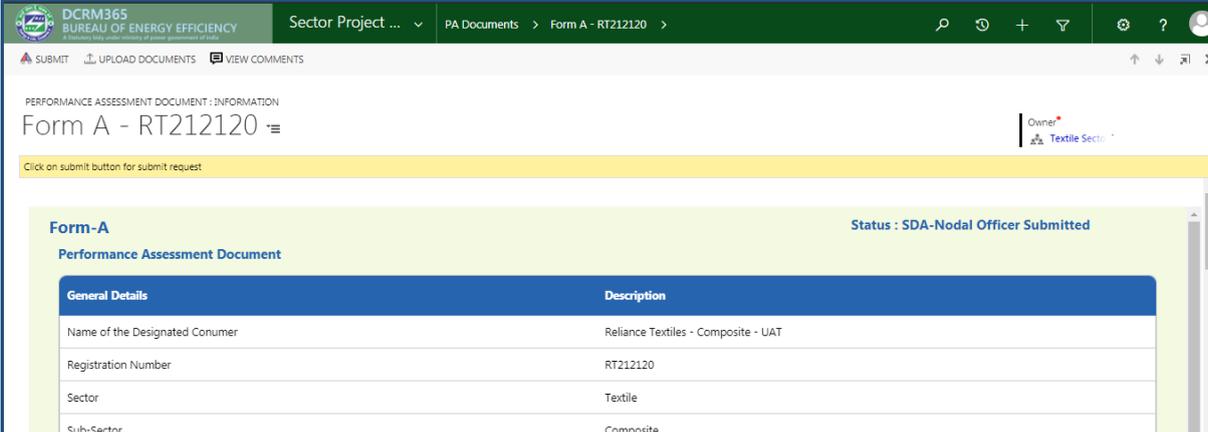
My Open Tasks

Regarding	Subject	Date Created ↓
Form A - UT123	Form B - UT123	Form A Submission For SPE
		8/29/2019 1:17 PM

Figure 26: SPE Dashboard

Note: Click on 'Regarding' to open activity to be performed by Sector Project Engineer.

4. On click of 'Regarding', Form A page opens where Sector Project Engineer can verify the details submitted by Designated Consumers.



PERFORMANCE ASSESSMENT DOCUMENT : INFORMATION
Form A - RT212120

Click on submit button for submit request

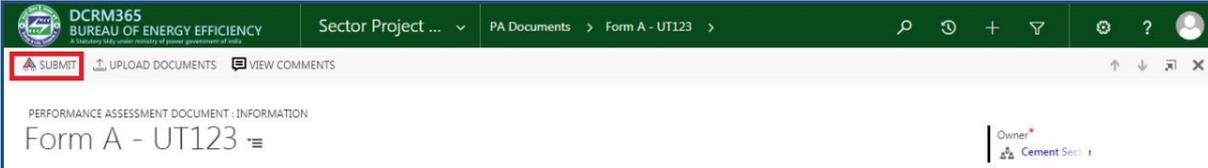
Form-A Status : SDA-Nodal Officer Submitted

Performance Assessment Document

General Details	Description
Name of the Designated Consumer	Reliance Textiles - Composite - UAT
Registration Number	RT212120
Sector	Textile
Sub-Sector	Composite

Figure 27: Form A Information page

5. After verifying the Form A details Sector Project Engineer can perform the following action:
 - **Submit:** If SPE is satisfied by the details submitted by Designated Consumer, SPE can Submit the Form A.
6. To submit Form A click the **Submit** button on the top **left menu**.



PERFORMANCE ASSESSMENT DOCUMENT : INFORMATION
Form A - UT123

Figure28: Click Submit button

7. The pop-up window to enter **Comments** appears. Select the check box to acknowledge, enter the comment and then click on **Submit** button to submit Form A.



Submit ✕

Do you want to submit the request?

I hereby, acknowledge the submission of this verification report, and accept the forms for this Designated Consumer and forward it to Sector Expert for the process of energy savings certificate, based on the claim raised by the designated consumer in PA Documents by the Designated Consumer in 'PA Document'.

Remarks(Max. 1000 chars):*

Comments

Figure 29: Submit Form A

8. On Successful Verification their verified records will move to the view as shown below

→ Verified Form A Search for records

Registration Number (Desi...	Name	E-Filing Date	Edit Option	EmAEA	E-Filing	Financial Year	Status
DIS0026MP	Form A - DIS0026MP	07/07/2020	SPE	DR P. P. MITTAL	DIS0026MP-PAT(2)2016-20...	2016-2019	Sector Project Engine...
DIS0039OD	Form A - DIS0039OD	29/05/2020	SPE	Mr Bibhu Charan Swain	DIS0039OD-PAT(2)2016-20...	2016-19	Sector Project Engine...
DIS0030UP	Form A - DIS0030UP	09/07/2020	SPE	Mr. Shri Bali Singh	DIS0030UP-PAT(2)2016-20...	2016-2019	Sector Project Engine...
DIS0022MP	Form A - DIS0022MP	08/05/2020	SPE	Prabodh Kala	DIS0022MP-PAT(2)2016-20...	2016-19	Sector Project Engine...
DIS0004KR	Form A By DIS0004KR For the PAT 2	30/09/2019	SPE	Gandepalli Srinivasa Rao	EI Document (PAT-2) - DIS0...	2016-19	Sector Project Engine...
DIS0027AS	Form A By DIS0027AS For the PAT 2	15/11/2019	SPE	G R Narsimha Rao	EI Document (PAT-2) - DIS...	2016-19	Sector Project Engine...

Figure 30: Verified Form A

9. SPE can view the SI reversed FORM A in a view as shown below

→ Sector In-charge Reversed (SPE) Search for records

Registration Number (Desi...	Name	E-Filing Date	Edit Option	EmAEA	E-Filing	Financial Year	Status
DIS0018DL	Form A By DIS0018DL For the PAT 2	23/09/2019	SPE	Rajendra Kumar Jain	EI Document (PAT-2) - DIS...	2016-19	Plant Head Submitted
DIS0012KR	Form A - DIS0012KR	12/05/2020	SPE	G R Narsimha Rao	DIS0012KR-PAT(2)2016-20...	2016-19	SDA-Technical Officer...
DIS0039OD	Form A - DIS0039OD	29/05/2020	SPE	Mr Bibhu Charan Swain	DIS0039OD-PAT(2)2016-20...	2016-19	Sector Project Engine...
DIS0043BR	Form A - DIS0043BR	18/06/2020	SPE	M N Girish	DIS0043BR-PAT(2)2016-20...	2016-19	Plant Head Submitted
DIS0016KR	Form A - DIS0016KR	27/04/2020	SPE	G R Narsimha Rao	DIS0016KR-PAT(2)2016-20...	2016-19	Energy Manager Sub...
DIS0009KR	Form A - DIS0009KR	07/05/2020	SPE	G R Narsimha Rao	DIS0009KR-PAT(2)2016-20...	2016-19	Energy Manager Sub...
DIS0022MP	Form A - DIS0022MP	08/05/2020	SPE	Prabodh Kala	DIS0022MP-PAT(2)2016-20...	2016-19	Sector Project Engine...
DIS0015UK	Form A By DIS0015UK For the PAT 2	05/09/2019	SPE	G SUBRAMANYAM	EI Document (PAT-2) - DIS...	2016-19	Energy Manager Sub...

Figure 31: Reversed Form A



Notes:

- 1) *On submit of Form A by SPE, Form A will be assigned to Sector Expert (SE) for verification.*
- 2) *If the SPE wants to view comments entered by him/her for submitting Form A, click on View Comments option as shown below.*
 - Click the **View Comments** button on the top left menu to view the comments entered by the SPE.

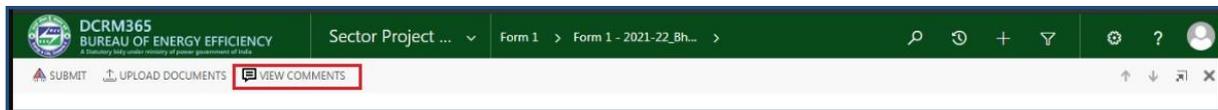


Figure 32: Click View Comments

- The Form A comments window appears which displays the comments entered by SPE.

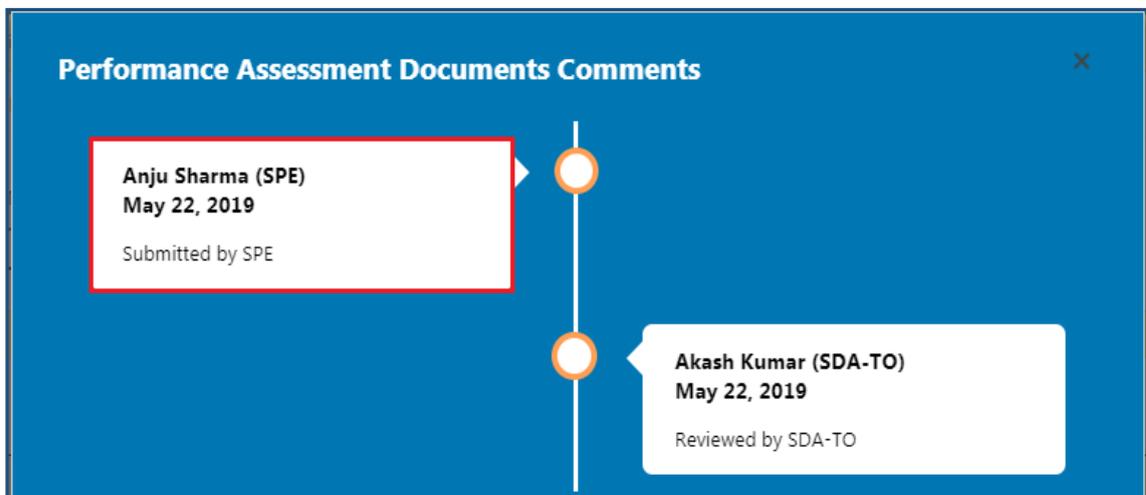


Figure 33: View Comments page

- 3) *If the SPE wants to upload any documents related to Form A then click on Upload Document option as shown below.*
 - To upload required documents, click **Upload Documents**, then **Upload Document** window pops-up as shown in below image.
 - Click on the **Choose file** button to browse the file from your system and click on **Upload** button.

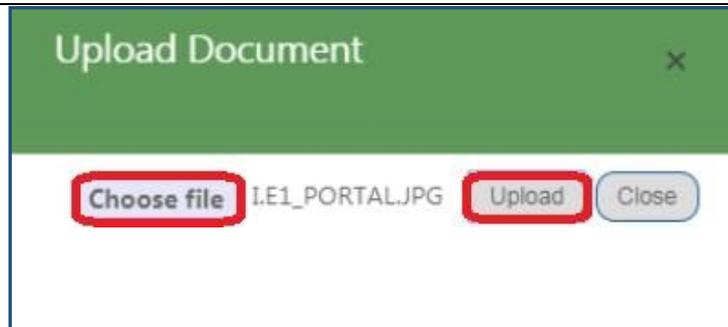


Figure 34: Upload Document

- On successful document upload success pop-up message appears, click **Ok**.



Figure 35: Success Message

- The Uploaded file will be available in the **Documents** section as shown in below image.
- Click **Download** icon to download and view the uploaded file.

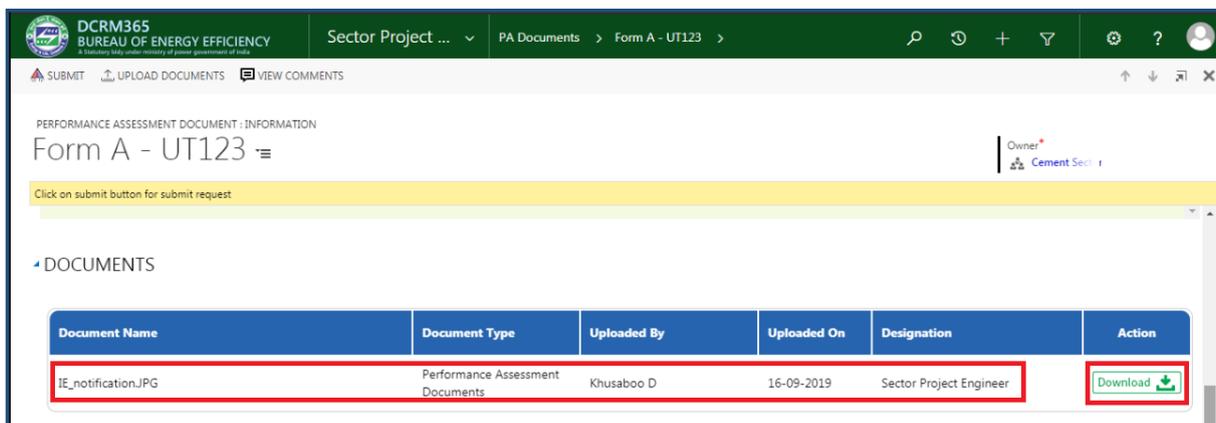


Figure 36: Documents Section

4.4. Form B Verification Process

This section explains the Form B verification process by **Sector Project Engineer**. Whenever Designated Consumer submits Form B for verification, SPE will be notified by email and SMS.

1. Login to BEE DCRM with **Sector Project Engineer (SPE)** login credentials.
2. Refer to section [3](#) for the login steps.
3. On successful login, user navigates to the 'Dashboard' page which displays list of tasks to be performed by the Sector Project Engineer.
 - a. **Regarding**: Activity to be performed by the Sector Project Engineer.



- b. **Subject:** Information regarding the activity to be performed.
- c. **Date Created:** Activity created date.

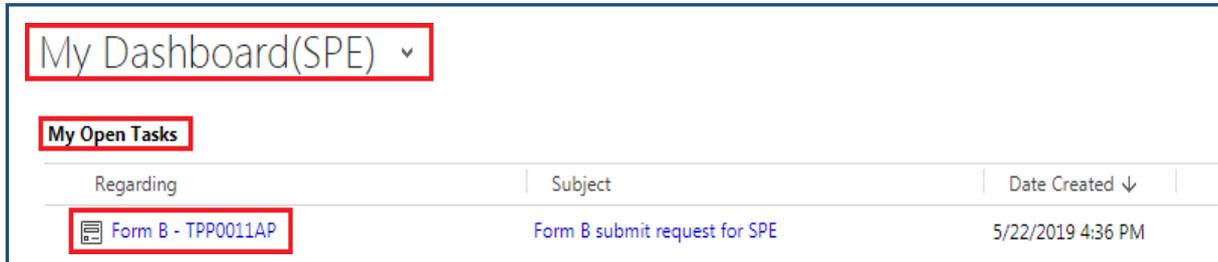


Figure 37: SPE Dashboard

Note: Click on 'Regarding' to open activity to be performed by Sector Project Engineer.

- 4. On click of 'Regarding', Form B page opens where Sector Project Engineer can verify the details submitted by Designated Consumers.

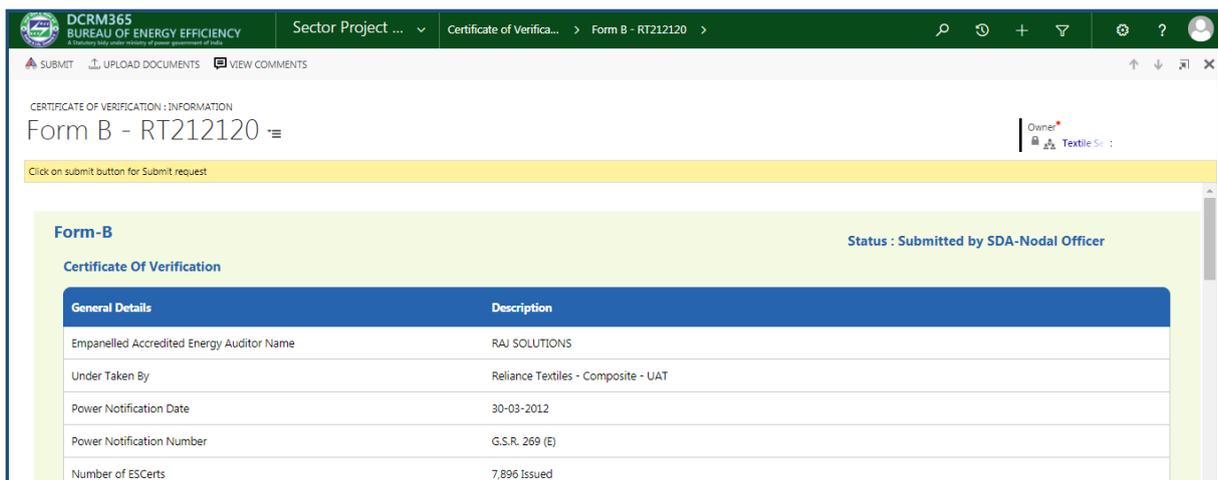


Figure 38: Form B Information page

- 5. After verifying the Form B details Sector Project Engineer can perform the following action:
 - **Submit:** If SPE is satisfied by the details submitted by Designated Consumer, SPE can Submit the Form B.
- 6. To submit Form B click the **Submit** button on the top **left menu**.

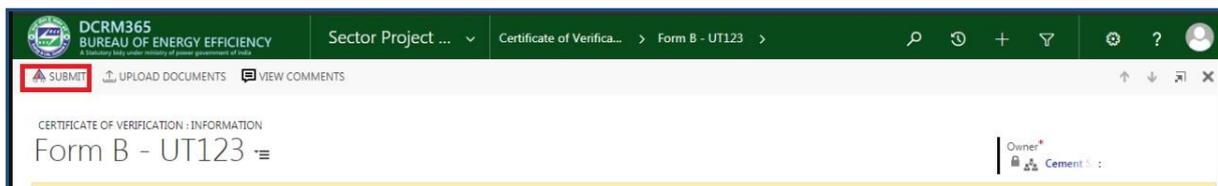


Figure 39: Click Submit button

- 7. The pop-up window to enter **Comments** appears. Select the check box to acknowledge, enter the comment and then click on **Submit** button.



Submit

Do you want to submit?

I hereby, acknowledge the submission of this verification report, and accept the forms for this Designated Consumer and forward it to Sector Expert for the process of issuance of energy savings certificate, based on the claim raised by the designated consumer in Form 'B'. By the Designated Consumer in Form 'B'.

Remarks(Max. 1000 chars):*

Enter Remarks

Figure 40: Submit Form B

8. On Successful Verification their verified records will move to the view as shown below

Verified - Form B Search for records

Registration Number (DC)	Name	Form B Filing da...	Status	Number of Escerts	Power Notification Date	Modified No. of ESCerts	Power Notification No.	
DIS0016DL	Form B - DIS0016DL	11/04/2020	Submitted by Se...	34,775	30/03/2012		G.S.R. 269 (E)	Iss
DIS0012KR	Form B - DIS0012KR	12/05/2020	Submitted by Se...	3,715	30/03/2012		G.S.R. 269 (E)	Iss
DIS0039OD	Form B - DIS0039OD	01/06/2020	Submitted by Se...	15,413	30/03/2012		G.S.R. 269 (E)	Pu
DIS0032UP	Form B - DIS0032UP	08/07/2020	Submitted by Se...	87,125	30/03/2012		G.S.R. 269 (E)	Pu
DIS0030UP	Form B - DIS0030UP	10/07/2020	Submitted by Se...	61,012	30/03/2012		G.S.R. 269 (E)	Pu
DIS0011GJ	Form B - DIS0011GJ	15/04/2020	Submitted by Se...	15,531	30/03/2012		G.S.R. 269 (E)	Iss
DIS001728	Form B - DIS001728	12/04/2020	Submitted by Se...	3,224	30/03/2012		G.S.R. 269 (E)	Iss

Figure 41: Verified Form B

9. SI reversed Form B will be visible in the below view as shown below.

Sector In-charge Reversed (SPE) Search for records

Registration Number (DC)	Name	Form B Filing da...	Status	Number of Escerts	Power Notification Date	Modified No. of ESCerts	Power Notification No.	
DIS0027AS	Form B - DIS0027AS	13/04/2020	Submitted by E...	26,477	30/03/2012		G.S.R. 269 (E)	
DIS0043BR	Form B - DIS0043BR	25/06/2020	Rejected to EMA...	97,656	30/03/2012		G.S.R. 269 (E)	

Figure 42: SI Reversed Form B



Notes:

- 1) After submit the Form B by SPE, Form B will be assigned to Sector Expert (SE) for verification.
- 2) If the SPE wants to view comments entered by him/her for submitting Form B, click on View Comments option as shown below.
 - Click the **View Comments** button on the top left menu to view the comments entered by the SPE.

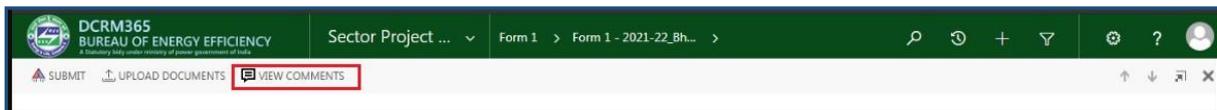


Figure 43: Click View Comments

- The Form B comments window appears which displays the comments entered by SPE.

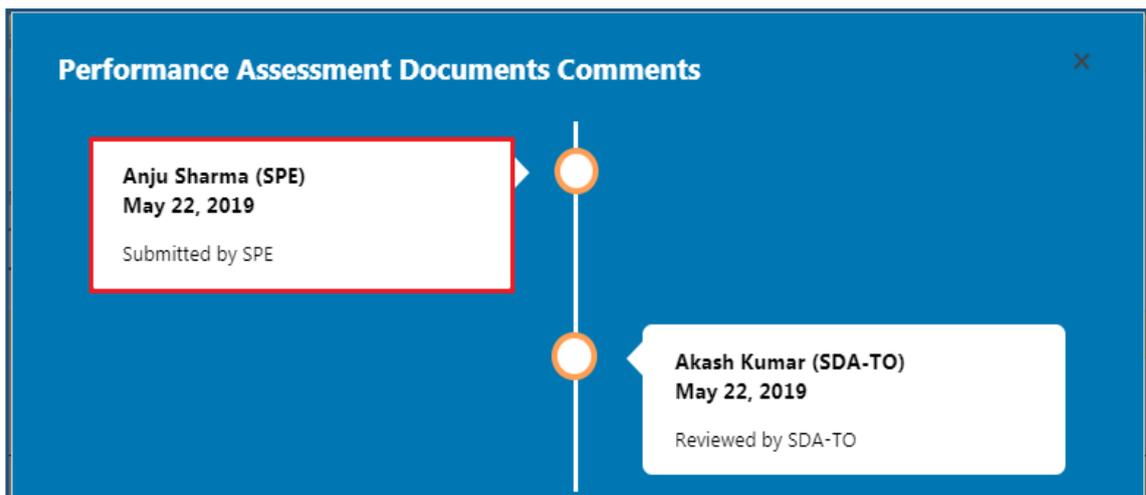


Figure 44: View Comments Page

- 3) If the SPE wants to upload any documents related to Form B then click on Upload Documents option as shown below.
 - **Upload Document** window pops-up

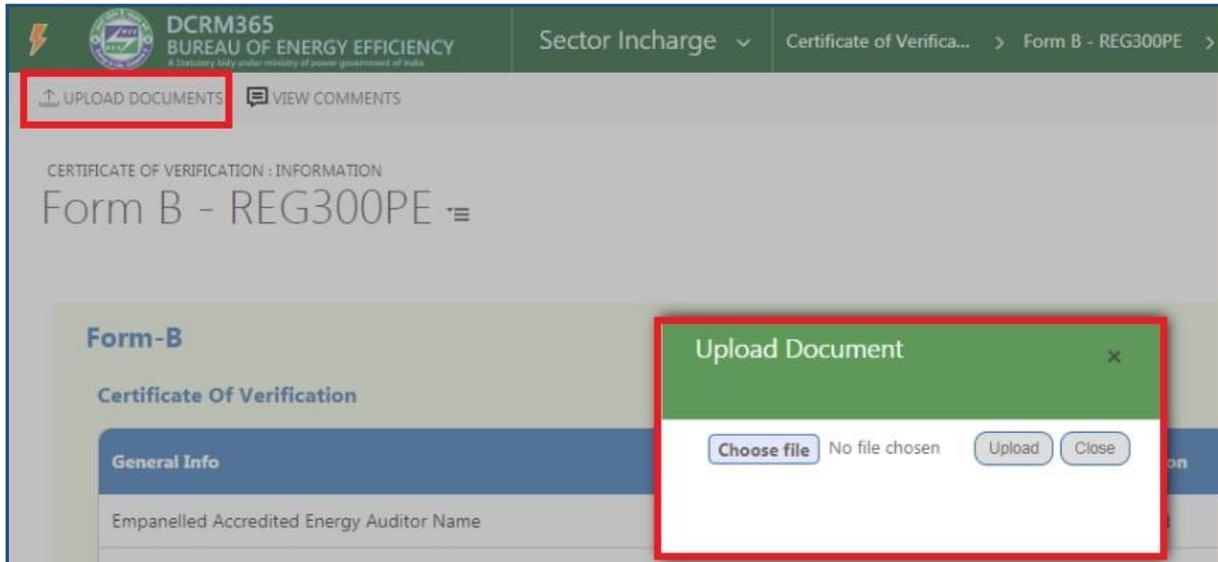


Figure 45: Upload Documents

- Click the **Choose file** button to browse the file from your system and click on **Upload** button.

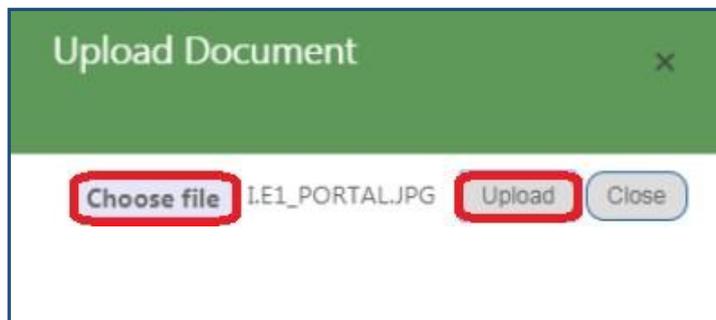


Figure 46: Upload Document

- On successful document upload success pop-up message appears, click **Ok**.

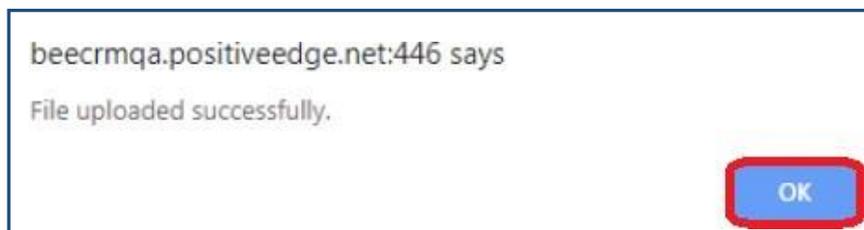


Figure 47: Success Message

- The uploaded document will be available in the **Document** section as shown in below image.
- Click **Download** icon to view the uploaded file.



Figure 48: Documents Section

Document Name	Document Type	Uploaded By	Uploaded On	Designation	Action
IE_notification.JPG	Certificate of Verification	Khusaboo D	16-09-2019	Sector Project Engineer	Download

5. Sector Expert (SE)

This section explains the below activities performed by **Sector Expert** in BEE DCRM.

- **DC Registration Verification**
- **Verification of Form 1**
- **Verification of Form A**
- **Verification of Form B**

5.1. DC Registration Verification Process

This section explains the DC registration verification process by **Sector Expert**. Whenever Designated Consumer submits DC registration form for verification, Sector Expert will be notified by email and SMS.

1. Login to BEE DCRM with **Sector Expert (SE)** login credentials.
2. Refer to section **3** for the login steps.
3. On successful login, user navigates to the 'Dashboard' page which displays list of tasks to be performed by the Sector Expert.
 - a. **Regarding:** Activity to be performed by the Sector Expert.
 - b. **Subject:** Information regarding the activity to be performed.
 - c. **Date Created:** Activity created date.

Regarding	Subject	Date Created
KPR INDUSTRIES - CHLOR ALKALI - UAT	DC Registration request for SE Approval	10/17/2019 9:44 AM

Figure 49: Sector Expert Dashboard

Note: Click on 'Regarding' to open activity to be performed by Sector Expert.

4. On click of 'Regarding', DC Registration page opens where Sector Expert can verify the details submitted by the Designated Consumers.

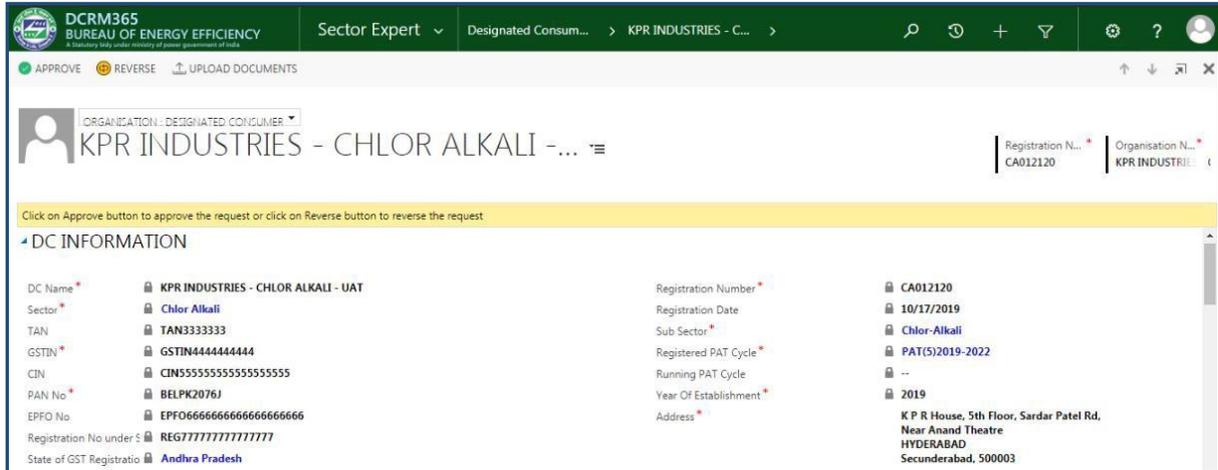


Figure 50: Sector Expert Dashboard

5. After verifying the DC Registration form details, Sector Expert can perform the following actions:
 - a. **Approve:** If SE is satisfied by the details submitted by Designated Consumers, SE can approve the DC Registration Form.
 - b. **Reverse:** If SE is not satisfied by the details submitted by Designated Consumers, SE can Reverse the DC Registration Form.
6. To approve the DC Registration Form click the **Approve** button on the top left menu.

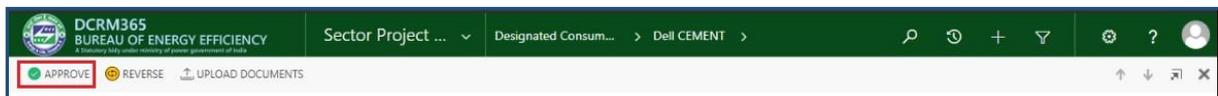


Figure 51: Click Approve button

7. The confirmation pop-up appears, enter the **Comments** and click on **Approve** button.

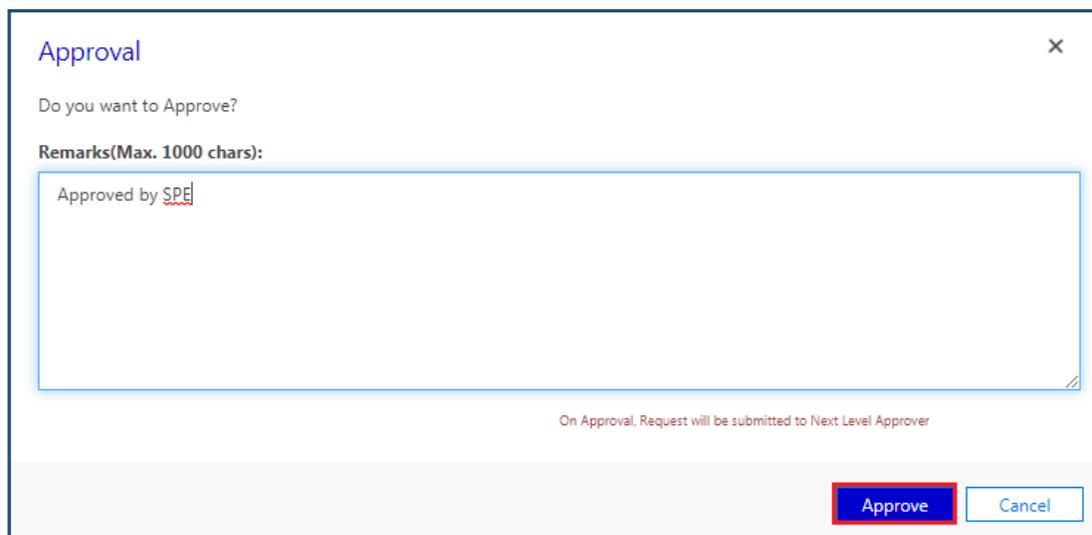


Figure 52: Approve DC Registration Form

Note:



- 1) On approval of DC registration by Sector Expert (SE), record will be assigned to Sector In-charge (SI) for further verification approval.
Note: Only if the Sector Expert is associated to the DC, then only will be assigned to SE.

8. To Reverse the DC Registration Form click the **Reverse** button on the top left menu.

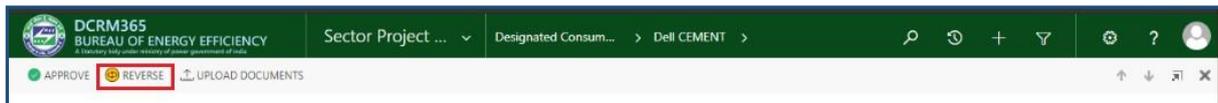


Figure 53: Click Reverse button

9. The confirmation pop-up window appears, select the **Stage** by selecting the check box, enter the **Remarks** then click on **Reverse** button.

Note: Entering Remarks is mandatory to reverse the application.

#	Stage Name	Status	Remarks
<input checked="" type="checkbox"/>	Requested for DC Registration Approval	Submitted	

Figure 54: Reverse DC Registration Form

Notes:

- 1) On click of Reverse button, EM and PH will receive an email notification regarding reversal of registration with the reason for reverse the application.



Figure 55: Reverse Email Notification

- 2) In case SPE wants to upload documents related to DC Registration Record, SPE can upload documents by using 'Upload Documents' option.



Figure 56: Upload Documents

- **Upload Document** window pops-up, click on the **Choose file** button to browse the file from your system and click on **Upload** button to upload a file.

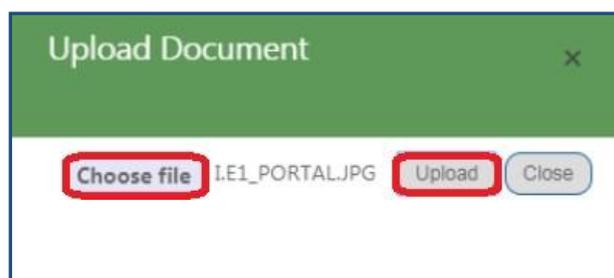


Figure 57: Upload Document

- On successful document upload success pop-up message appears, click **Ok**.



Figure 57: Success Message



- The uploaded files will be available in the **Documents** section as shown in below image.
- Click **Download** icon to download and view the uploaded file.

Document Name	Document Type	Uploaded By	Uploaded On	Designation	Action
I.E1_PORTAL.JPG	Form 1	Khusaboo D	16-09-2019	Sector Project Engineer	Download
Bharathi CEMENT 2179_PAT(5)2019-2022_Lighthouse.jpg	Form1Third	test54	10-09-2019	Nodal Officer	Download
Bharathi CEMENT 2179_PAT(5)2019-2022_Hydrangeas.jpg	Form1Third	TES703	06-09-2019	Plant Head	Download

Figure 58: Documents Section

5.2. Form 1 Verification Process

This section explains the Form 1 verification process by Sector expert. Whenever Designated Consumer submits Form 1 for verification, Sector Expert will be notified by email and SMS.

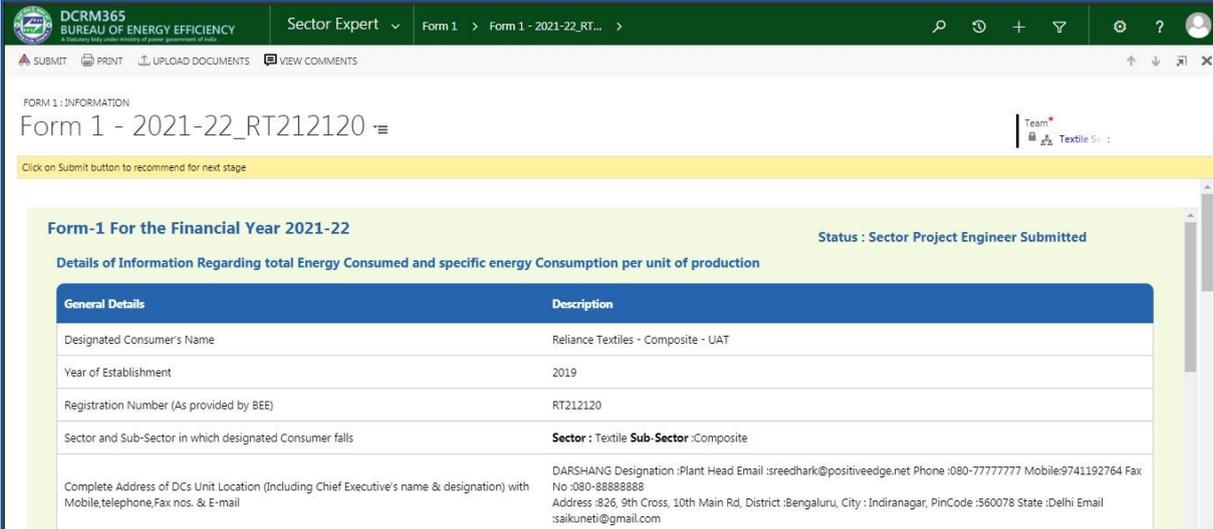
1. Login to BEE DCRM with **Sector Expert (SE)** login credentials.
2. Refer to section 3 for the login steps.
3. On successful login, user navigates to the 'Dashboard' page which displays list of tasks to be performed by the Sector Expert.
 - a. **Regarding:** Activity to be performed by the Sector Expert.
 - b. **Subject:** Information regarding the activity to be performed.
 - c. **Date Created:** Activity created date.

Regarding	Subject	Date Created
Form 1 - 2019-20 REGDIS119PBS	Form1 Submission by SE	7/11/2019 4:55 PM

Figure 59: Sector Expert Dashboard

Note: Click on 'Regarding' to open activity to be performed by Sector Expert.

4. On click of 'Regarding', Form 1 page opens where Sector Expert can verify the details submitted by the Designated Consumer.



FORM 1 : INFORMATION
Form 1 - 2021-22_RT212120

Click on Submit button to recommend for next stage

Form-1 For the Financial Year 2021-22 Status : Sector Project Engineer Submitted

Details of Information Regarding total Energy Consumed and specific energy Consumption per unit of production

General Details	Description
Designated Consumer's Name	Reliance Textiles - Composite - UAT
Year of Establishment	2019
Registration Number (As provided by BEE)	RT212120
Sector and Sub-Sector in which designated Consumer falls	Sector : Textile Sub-Sector : Composite
Complete Address of DCs Unit Location (Including Chief Executive's name & designation) with Mobile, telephone, Fax nos. & E-mail	DARSHANG Designation : Plant Head Email :sreedhark@positiveedge.net Phone :080-77777777 Mobile:9741192764 Fax No :080-88888888 Address :826, 9th Cross, 10th Main Rd, District :Bengaluru, City : Indiranagar, PinCode :560078 State :Delhi Email :saikuneti@gmail.com

Figure 60: Form 1 Information Page

5. After verifying the Form 1 details Sector Expert can perform the following action:
 - **Submit:** If SE is satisfied by the details submitted by PH and EM, SE can Submit the Form 1.
6. To submit Form 1 click the **Submit** button on the top **left menu**.



Figure 61: Click Submit button

7. The pop-up window to enter **Comments** appears. Select the check box to acknowledge, enter the **Comment** and then click on **Submit** button.



Submit [X]

Do you want to submit the request?

I hereby, acknowledge the submission of the report in Form 1 on the status of energy consumption of the financial year 2021-22 for this Designated Consumer and accept the report based on the modifications made to the data submitted by the Designated Consumer.

Remarks(Max. 1000 chars):*

Comments

Submit **Cancel**

Figure 62: Submit Form 1

8. On Successful verification record will move to the verified View as shown below.

Verified Form 1 [Search for records]

Registration Number (Orga...)	Name	Sector (Organization No.)	Sub Sector (Organization ...)	Financial Year	Proforma	Status	Created On	M
DIS0018DL	Form 1 - 2016-19-DIS0018...	DISCOM	DISCOM	2016-19	SJ	Sector In-charge Accepted	29/07/2020 14:56	30/07/202
DIS0018DL	Form 1 for 2016-17 By DIS...	DISCOM	DISCOM	2016-17	SJ	Sector Project Engineer Submitted	18/11/2019 14:58	30/07/202
DIS0018DL	Form 1 - 2017-18-DIS0018...	DISCOM	DISCOM	2017-18	SJ	Sector Project Engineer Submitted	29/07/2020 13:14	30/07/202
DIS0033MP	Form 1 - 2016-17-DIS0033...	DISCOM	DISCOM	2016-17	SJ	Sector Project Engineer Submitted	13/05/2020 13:44	27/07/202
DIS0033MP	Form 1 - 2017-18-DIS0033...	DISCOM	DISCOM	2017-18	SJ	Sector Project Engineer Submitted	06/07/2020 11:09	27/07/202

Figure 63: Verified Form 1

9. SI Reversed Records will show in a different view as shown below.

Sector In-charge Reversed (SE) [Search for records]

Registration Number (Orga...)	Name	Sector (Organization No.)	Sub Sector (Organization ...)	Financial Year	Proforma	Status	Created On	M
-------------------------------	------	---------------------------	-------------------------------	----------------	----------	--------	------------	---

Figure 64: SI Reversed Form 1

Notes:

1) On submit of Form 1 by SE, Form 1 will be assigned to Sector In-charge (SI) for



verification.

If the SE wants to view comments entered by him/her for submitting Form 1, click on View Comments option as shown below.



Figure 65: Click View Comments

- The Form 1 comments window appears which displays the comments entered by SE.



Figure 66: View Comments

2) If the SE wants to upload any documents related to Form 1 then click on 'Upload Documents' option as shown below.

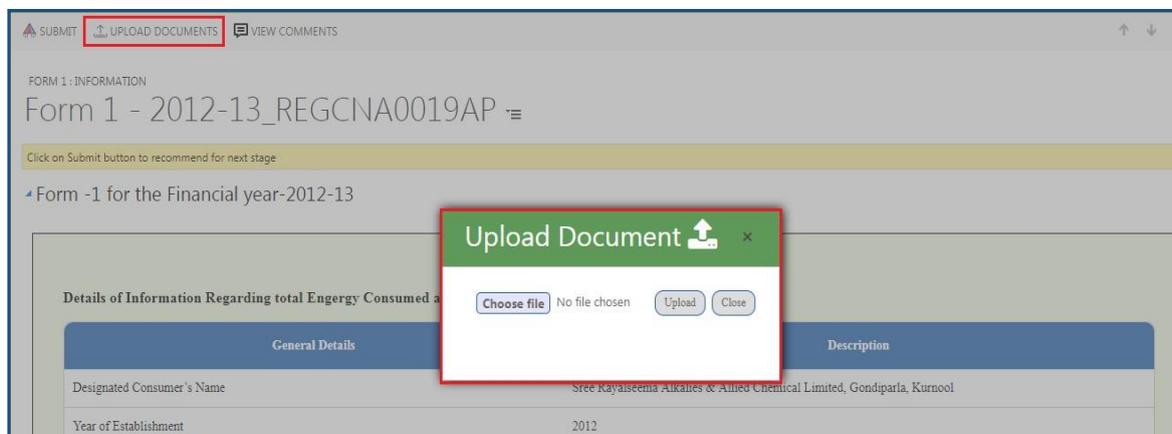


Figure 67: Upload Documents

- **Upload Document** window pops-up, click on the **Choose file** button to browse the



file from your system and click on **Upload** button.

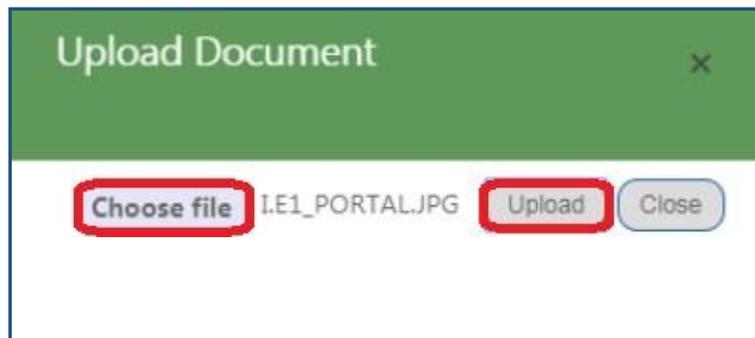


Figure 68: Upload Document

- On successful document upload success pop-up message appears, click **Ok**.



Figure 69: Success Message

- The Uploaded file will be available in the **Documents** section as shown in below image.
- Click **Download** icon to view the uploaded file.

FORM 1 - INFORMATION					
Form 1 - 2019-20_REGDIS119PBS					Team Building
DOCUMENTS					
Document Name	Document Type	Uploaded By	Uploaded On	Designation	Action
I.E1_PORTAL.JPG	Form 1	Nishant Mehra	16-09-2019	Sector Expert	Download

Figure 70: Documents Section

5.3. Form A Verification Process

This section explains the Form A verification process by Sector Expert. Whenever Designated Consumer submits Form A for verification, Sector Expert will be notified by email and SMS.

1. Login to BEE DCRM with **Sector Expert (SE)** login credentials.
2. Refer to section [3](#) for the login steps.
3. On successful login, user navigates to the 'Dashboard' page which displays list of tasks to be performed by the Sector Expert.
 - a. **Regarding:** Activity to be performed by the Sector Expert.
 - b. **Subject:** Information regarding the activity to be performed.
 - c. **Date Created:** Activity created date.

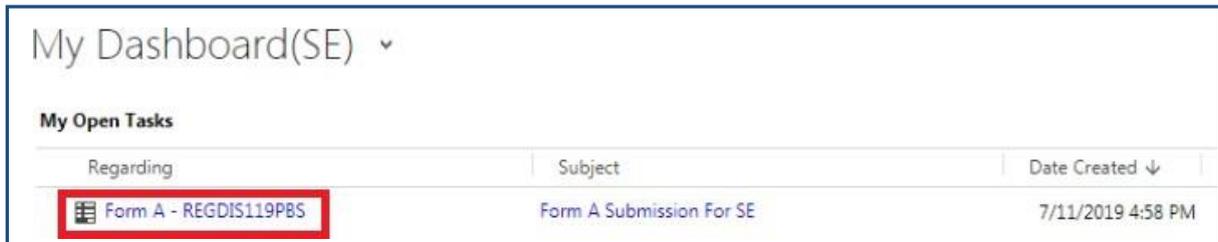


Figure 71: Sector Expert Dashboard

Note: Click on 'Regarding' to open activity to be performed by Sector Expert.

4. On click of 'Regarding', Form A page opens where Sector Expert can verify the details submitted by Designated Consumers.

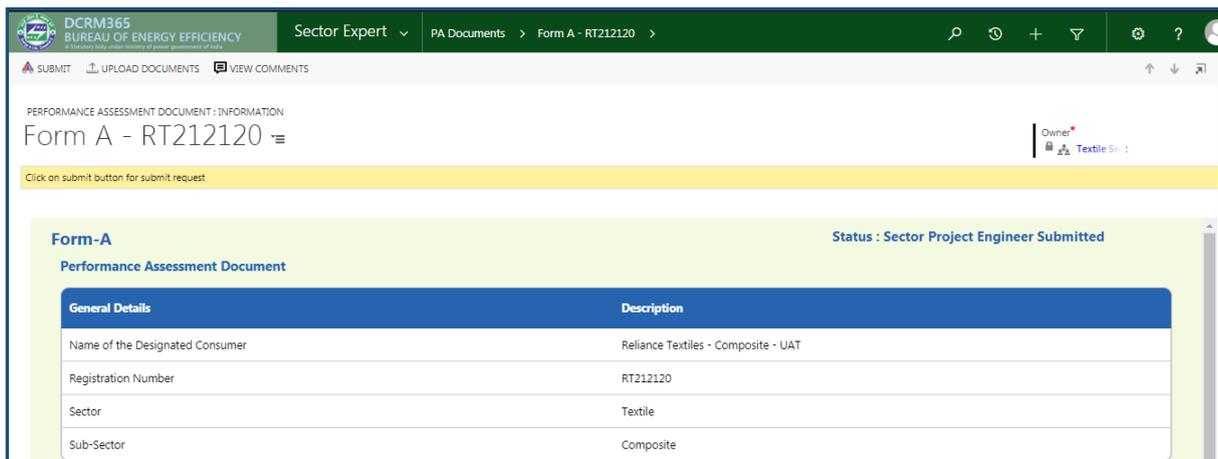


Figure 72: Form A Information page

5. After verifying the Form A details Sector Expert can perform the following action:
 - **Submit:** If SE is satisfied by the details submitted by Designated Consumer, then SE can Submit the Form A.
6. To submit Form A click the **Submit** button on the top left menu.

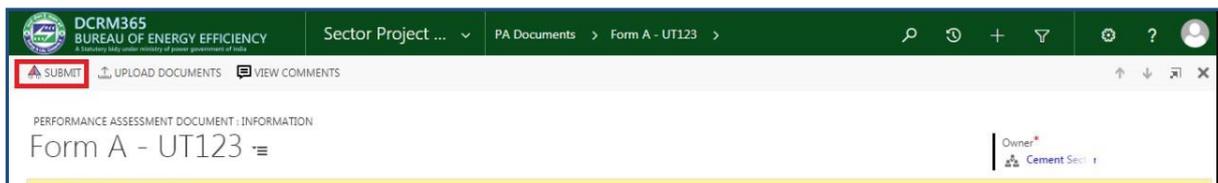


Figure 73: Click Submit button

7. The pop-up window to enter **Comments** appears. Select the check box to acknowledge, enter the comment and then click on **Submit** button.



Submit [X]

Do you want to submit the request?

I hereby, acknowledge the submission of this verification report, and accept the forms for this Designated Consumer and forward it to Sector Incharge for the process of energy savings certificate, based on the claim raised by the designated consumer in PA Documents.By the Designated Consumer in PA Documents.

Remarks(Max. 1000 chars):*

Comments

Submit Cancel

Figure 74: Submit Form A

Notes:

- 1) *On submit of Form A by SE, Form A will be assigned to Sector In-charge (SI) for verification.*
- 2) *If the SE wants to view comments entered by him/her for submitting Form A, click on View Comments option as shown below.*

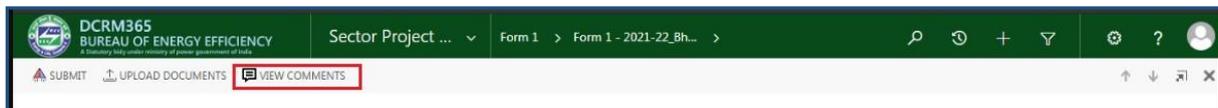


Figure 75: Click View Comments button

- The Form A comments window appears which displays the comments entered by SE.

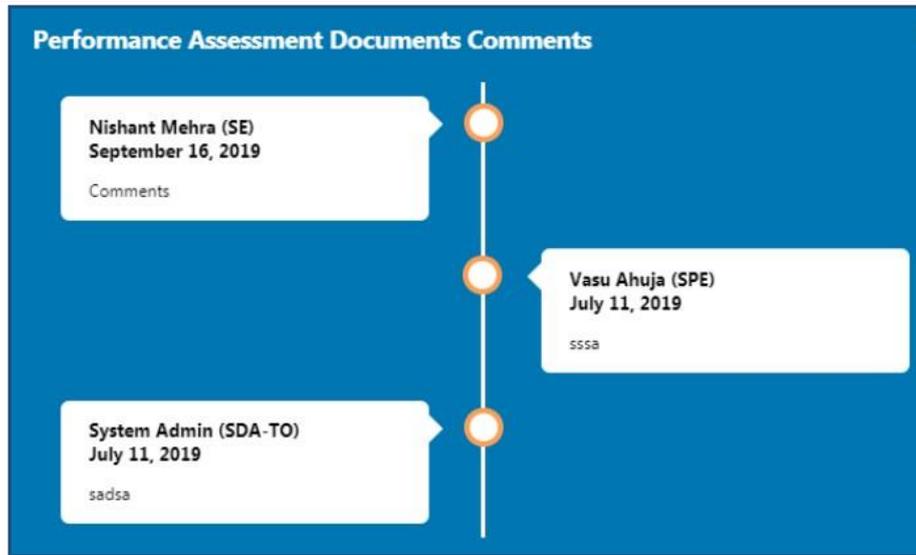


Figure 76: View Comments Page

3) If the SPE wants to upload any documents related to Form A then click on 'Upload Documents' option as shown below.



Figure 25: Upload Documents

- The **Upload Document** window pops-up, click the **Choose file** button to browse a file from your system and click on **Upload** button.

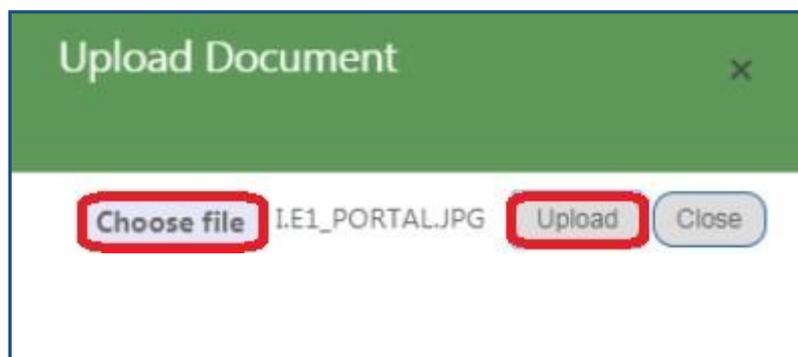


Figure 77: Upload Document

- On successful document upload success pop-up message appears, click **Ok**.



beecrmqa.positiveedge.net:446 says

File uploaded successfully.

OK

Figure 78: Success Message

- The uploaded document will be available in the **Documents** section as shown in below image.
- Click **Download** icon to view the uploaded document.

PERFORMANCE ASSESSMENT DOCUMENT : INFORMATION
Form A - REGDIS119PBS

Waiting for approval form SI

Owner Building

DOCUMENTS

Document Name	Document Type	Uploaded By	Uploaded On	Designation	Action
IE2_MIGRATION.JPG	Performance Assessment Documents	Nishant Mehra	16-09-2019	Sector Expert	Download

Figure 79: Documents Section

5.4. Form B Verification Process

This section explains the Form B verification process by Sector Expert. Whenever Designated Consumer submits Form B for verification, Sector Expert will be notified by email and SMS.

1. Login to BEE DCRM with **Sector Expert (SE)** login credentials.
2. Refer to section 3 for the login steps.
3. On successful login, user navigates to the 'Dashboard' page which displays list of tasks to be performed by the Sector Expert.
 - a. **Regarding:** Activity to be performed by the Sector Expert.
 - b. **Subject:** Information regarding the activity to be performed.
 - c. **Date Created:** Activity created date.

My Dashboard(SE)

My Open Tasks

Regarding	Subject	Date Created
Form B - TPP0011AP	Form B submit request for SPE	5/22/2019 4:36 PM

Figure 80: Sector Expert Dashboard

Note: Click on 'Regarding' to open activity to be performed by Sector Expert.

4. On click of 'Regarding', Form B page opens where Sector Expert can verify the details



submitted by the Designated Consumers.

General Details	Description
Empanelled Accredited Energy Auditor Name	RAJ SOLUTIONS
Under Taken By	Reliance Textiles - Composite - UAT
Power Notification Date	30-03-2012
Power Notification Number	G.S.R. 269 (E)
Number of ESCerts	7,896 Issued

Figure 81: Form B Information Page

5. After verifying the Form B details Sector Expert can perform the following action:
 - **Submit:** If SE is satisfied by the details submitted by Designated Consumer, SE can Submit the Form B.
6. To submit Form B click the **Submit** button on the top **left menu**.

Figure 82: Click Submit button

7. The pop-up window to enter **Comments** appears. Select the check box to acknowledge, enter the comment and then click on **Submit** button.



Submit ✕

Do you want to submit?

I hereby, acknowledge the submission of this verification report, and accept the forms for this Designated Consumer and forward it to Sector Incharge for the process of issuance of energy savings certificate, based on the claim raised by the Designated Consumer in Form 'B'.

Remarks(Max. 1000 chars):*

Comments

Figure 83: Submit Form B

8. On Successful verification record will move to the verified View as shown below.

→ Verified Form A Search for records

✓	Registration Number (Desi...	Name	E-Filing Date	Edit Option	EmAEA	E-Filing	Financial Year	Status
	TPP0165UP	Form A - TPP0165UP	21/04/2020	SPE	moolchand.jain	TPP0165UP-PAT(2)2016-20...	2016-19	Sector Expert Submitt...
	TPP0163UP	Form A - TPP0163UP	21/04/2020	SPE	moolchand.jain	TPP0163UP-PAT(2)2016-20...	2016-19	Sector Expert Submitt...
	TPP0164UP	Form A - TPP0164UP	16/04/2020	SPE	moolchand.jain	TPP0164UP-PAT(2)2016-20...	2016-19	Sector Expert Submitt...
	TPP0162UP	Form A - TPP0162UP	21/04/2020	SPE	moolchand.jain	TPP0162UP-PAT(2)2016-20...	2016-19	Sector Expert Submitt...
	TPP0161UP	Form A - TPP0161UP	18/04/2020	SPE	moolchand.jain	TPP0161UP-PAT(2)2016-20...	2016-19	Sector Expert Submitt...

Figure 84: Submit Form B

9. SI Reversed Records will show in a different view as shown below.

→ Sector In-charge Reversed (SE) Search for records

✓	Registration Number (Desi...	Name	E-Filing Date	Edit Option	EmAEA	E-Filing	Financial Year	Status
	TPP0092RJ	Form A By TPP0092RJ For the PAT 2	28/08/2019	SPE	B Senthikumar	EI Document (PAT-2) - TPP...	2016-19	SDA-Technical Officer...
	TPP0037GJ	Form A By TPP0037GJ For the PAT 2	07/09/2019	SPE	BHAVESH VASIYANI	EI Document (PAT-2) - TPP...	2016-19	Energy Manager Sub...

Figure 85: Submit Form B



Notes:

- 1) On the submit of Form B by Sector Expert, Form B will be assigned to Sector In-charge (SI) for verification.
- 2) If the SE wants to view comments entered by him/her for submitting Form B, click on View Comments option as shown below.

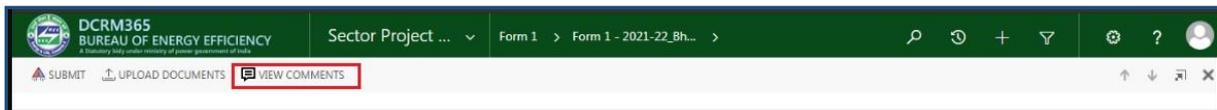


Figure 86: Click View Comments button

- The Form B comments window appears which displays the comments entered by Sector Expert.



Figure 87: View Comments Page

- 3) If the SPE wants to upload any documents related to Form B then click on 'Upload Documents option' as shown below.



Figure 88: Upload Documents

- The **Upload Document** window pops-up, click the **Choose file** button to browse a file from your system and click on **Upload** button.

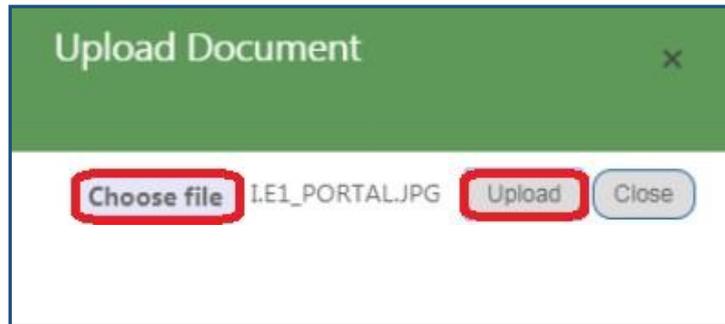


Figure 89: Upload Document

- On successful document upload success pop-up message appears, click **Ok**.

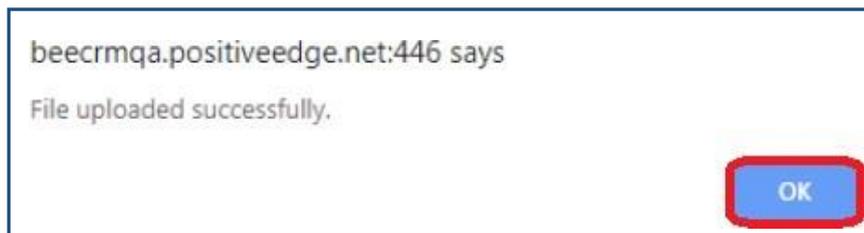


Figure 90: Success Message

- The Uploaded document will be available in the **Documents** section as shown in below image.
- Click **Download** icon to view the uploaded document.

CERTIFICATE OF VERIFICATION : INFORMATION

Form B - REGDIS119PBS

Waiting for Approval

Owner Building

DOCUMENTS

Document Name	Document Type	Uploaded By	Uploaded On	Designation	Action
IE_notification.JPG	Certificate of Verification	Nishant Mehra	16-09-2019	Sector Expert	Download

Figure 91: Documents Section



6. Sector In-charge (SI)

This section explains the below activities performed by **Sector In-charge** in BEE DCRM.

- **Verification of Form 1**
- **Verification of Form A**
- **Verification of Form B**
- **Verification of Form 2**
- **Verification of Form 3**
- **Verification of Compliance Verification Certificate**

6.1. Form 1 Verification Process

This section explains the Form 1 verification process by Sector In-charge. Whenever Designated Consumer submits Form 1 for verification, Sector In-charge will be notified by email and SMS.

1. Login to BEE DCRM with **Sector In-charge (SI)** login credentials.
2. Refer to section [3](#) for the login steps.
3. On successful login, user navigates to the 'Dashboard' page which displays list of tasks to be performed by the Sector In-charge.
 - a. **Regarding:** Activity to be performed by the Sector In-charge.
 - b. **Subject:** Information regarding the activity to be performed.
 - c. **Date Created:** Activity created date.



Figure 92: Sector In-charge Dashboard

Note: Click on 'Regarding' to open activity to be performed by Sector In-charge.

4. On click of 'Regarding', Form 1 page opens where Sector In-charge can verify the details submitted by the Designated Consumer.



DCRM365 BUREAU OF ENERGY EFFICIENCY
Sector Incharge Form 1 > Form 1 - 2021-22_RT... >

APPROVE REVERSE PRINT UPLOAD DOCUMENTS VIEW COMMENTS

FORM 1: INFORMATION
Form 1 - 2021-22_RT212120 Team Textile S...

Click on Approve button to Approve the request.

Form-1 For the Financial Year 2021-22 Status : Sector Expert Submitted

Details of Information Regarding total Energy Consumed and specific energy Consumption per unit of production

General Details	Description
Designated Consumer's Name	Reliance Textiles - Composite - UAT
Year of Establishment	2019
Registration Number (As provided by BEE)	RT212120
Sector and Sub-Sector in which designated Consumer falls	Sector : Textile Sub-Sector : Composite
Complete Address of DCs Unit Location (Including Chief Executive's name & designation) with Mobile, telephone, Fax nos. & E-mail	DARSHANG Designation : Plant Head Email :sreedhark@positiveedge.net Phone :080-77777777 Mobile:9741192764 Fax No :080-88888888 Address :826, 9th Cross, 10th Main Rd, District :Bengaluru, City : Indiranagar, PinCode :560078 State :Delhi Email :saikuneti@gmail.com

Figure 93: Form 1 Information page

5. After verifying the Form 1 details **Sector In-charge** can perform the following actions:
 - a. **Approve:** If SI is satisfied by the details submitted by Designated Consumers, SI can approve the Form 1.
 - b. **Reverse:** If SI is not satisfied by the details submitted by Designated Consumers, SI can Reverse the Form 1.
6. To Approve the Form 1 click the **Approve** button on the top left menu.

DCRM365 BUREAU OF ENERGY EFFICIENCY
Sector Incharge Form 1 > Form 1 - 2021-22_RE... >

APPROVE REVERSE UPLOAD DOCUMENTS VIEW COMMENTS

FORM 1: INFORMATION
Form 1 - 2021-22_REGDIS980PETR... Team Petroleum I

Click on Approve button to Approve the request.

Form-1 For the Financial Year 2021-22 Status : SE Submitted

Figure 94: Click Approve button

7. The pop-up window to enter **Comments** appears. Select the check box to acknowledge, enter the **Comment** and then click on **Approve** button.



Approve

Do you want to approve this request ?

I hereby, acknowledge the acceptance of the report in Form 1 on the status of energy consumption of the financial year 2021-22 for the above Designated Consumer.

Remarks(Max. 1000 chars):

Approved

On Approval, Request will be submitted to Next Level Approver

Approve Cancel

Figure 95: Approve Form 1

- To Reverse Form 1 click **Reverse** button on the top left menu.

DCRM365 BUREAU OF ENERGY EFFICIENCY

Sector Incharge Form 1 > Form 1 - 2020-21_RE...

APPROVE REVERSE UPLOAD DOCUMENTS VIEW COMMENTS

FORM 1 : INFORMATION

Form 1 - 2020-21_REGDIS980PETR...

Click on Approve button to Approve the request.

Form-1 For the Financial Year 2020-21 Status : SE Submitted

Figure 96: Click Reverse button

- The confirmation pop-up window appears, select the **Stage** by selecting the check box and enter the **Remarks**, then click on **Reverse** button to reverse Form 1.
Note: Entering Remarks is mandatory to reverse the application.



#	Stage Name	Status	Remarks
<input checked="" type="checkbox"/>	Form 1 Submittal request by EM	Submitted	
<input type="checkbox"/>	Form1 Submission by SPE	Submitted	
<input type="checkbox"/>	Form1 Submission by SE	Submitted	

Figure 97: Reverse Form 1

10. On click of **Reverse** button, based on the user selected above, the user will receive the **email notification** regarding reversal of Form 1 with the reason for reversing.



Figure 98: Reverse Email Notification

Notes:

- 1) On submit of Form 1 by Sector In-charge, the Status of Form 1 updates as 'Approved'.
- 2) If the Sector In-charge wants to view comments entered by him/her for submitting Form 1, click on View Comments option as shown below.

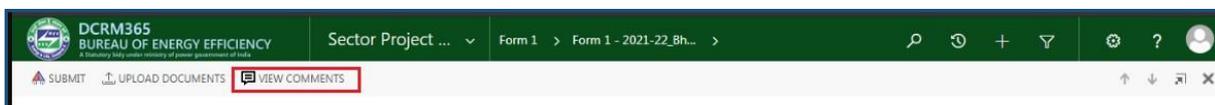




Figure 99: Click View Comments button

- The Form 1 comments window appears which displays the comments entered by **Sector In-charge**.

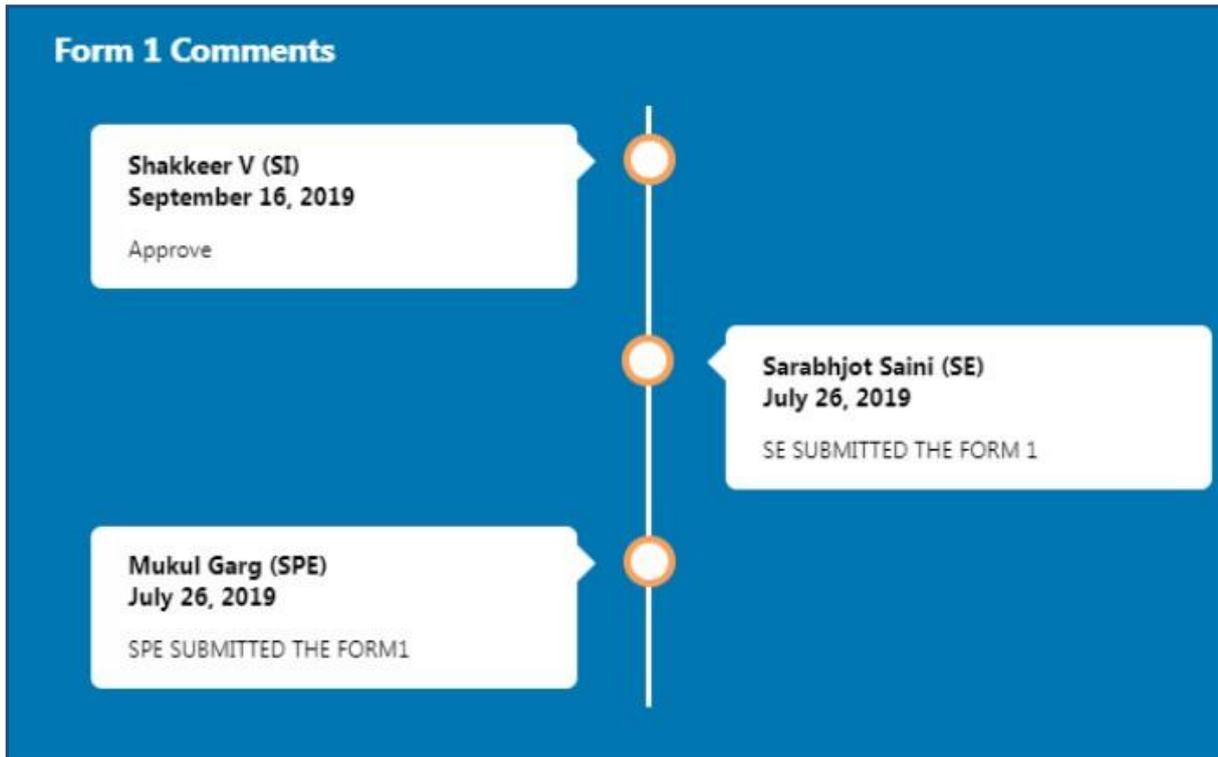


Figure 100: View Comments

3) *If the Sector In-charge wants to upload any documents related to Form 1 then click on Upload Document option as shown below.*

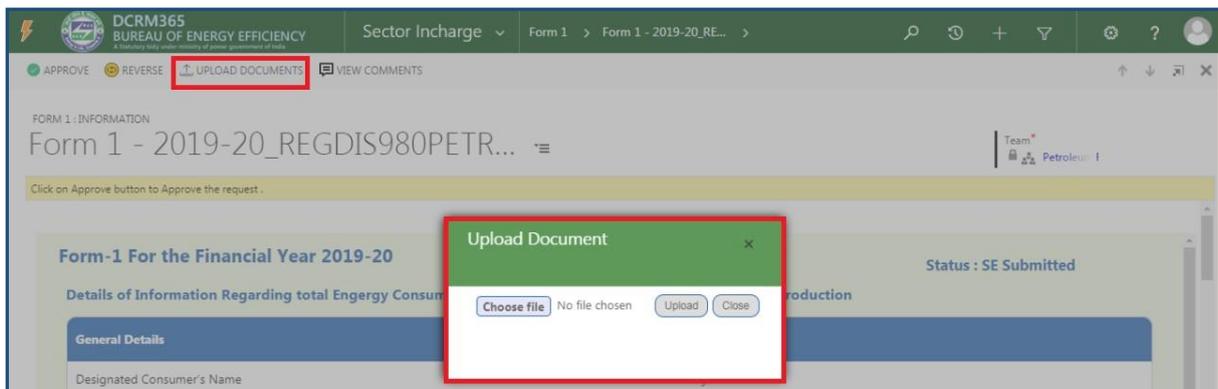


Figure 101: Upload Documents

- The **Upload Document** window appears, click on the **Choose file** button to browse the file from your system and then click on **Upload** button.

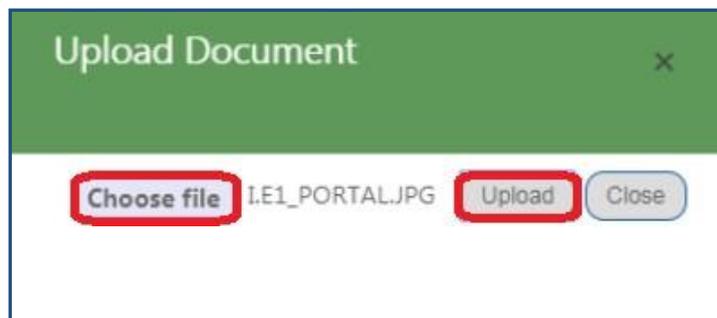


Figure 102: Upload Document

- On successful document upload success pop-up message appears, click **Ok**.



Figure 103: Success Message

- The Uploaded document will be visible in the **Documents** section as shown in below image.
- Click **Download** icon to download the uploaded file.

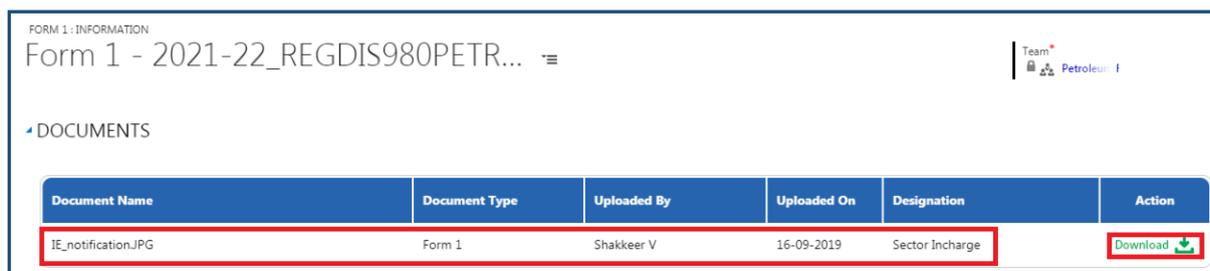


Figure 104: Documents Section

6.2. Form A Verification Process

This section explains the Form A verification process by Sector In-charge. Whenever Designated Consumer submits Form A for verification, Sector In-charge will be notified by email and SMS.

1. Login to BEE DCRM with **Sector In-charge (SI)** login credentials.
2. Refer to section [3](#) for the login steps.
3. On successful login, user navigates to the 'Dashboard' page which displays list of tasks to be performed by the Sector In-charge.
 - a. **Regarding:** Activity to be performed by the Sector In-charge.
 - b. **Subject:** Information regarding the activity to be performed.
 - c. **Date Created:** Activity created date.



Figure 105: Sector In-charge Dashboard

Note: Click on 'Regarding' to open activity to be performed by Sector In-charge.

4. On click of 'Regarding', Form A page opens where Sector In-charge can verify the details submitted by the Designated Consumer.

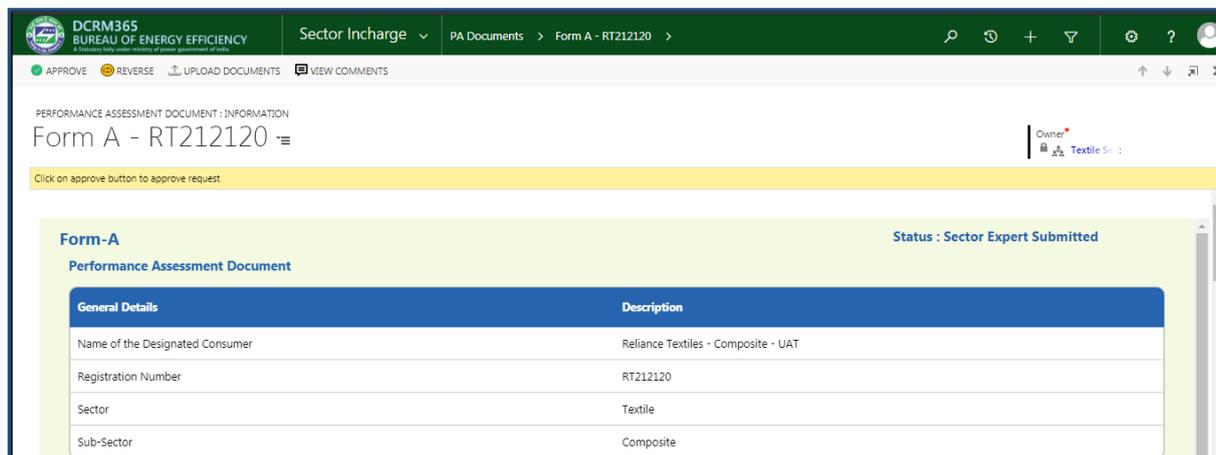


Figure 106: Form A Information Page

5. After verifying the Form A details Sector In-charge can perform the following actions:
 - a. **Approve:** If SI is satisfied by the details submitted by Designated Consumers, SI can approve the Form A.
 - b. **Reverse:** If SI is not satisfied by the details submitted by Designated Consumers, SI can Reverse the Form A.
6. To approve the Form A click the **Approve** button on the top left menu.

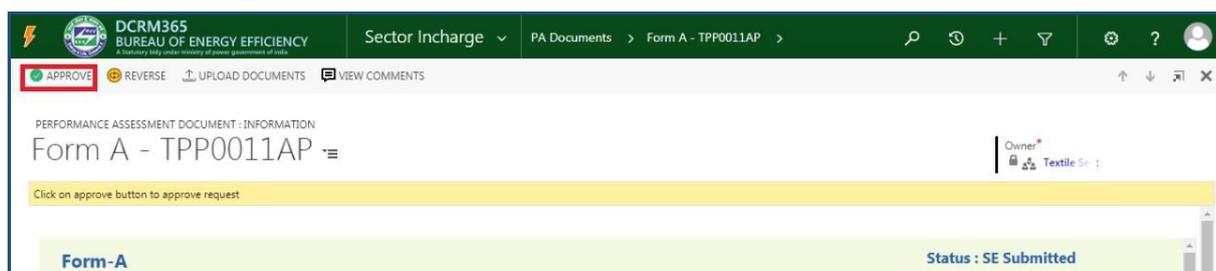


Figure 107: Click Approve button

7. The pop-up window to enter **Comments** appears. Select the check box to acknowledge, enter the **Comment** and then click on **Approve** button.



Approve

Do you want to approve the request?

I hereby, acknowledge the acceptance of this verification report, and accept the forms for this Designated Consumer for the process of energy savings certificate, based on the claim raised by the Designated Consumer in PA Document.

Remarks(Max. 1000 chars):

Approve

On Approval, Request will be submitted to Next Level Approver

Approve Cancel

Figure 108: Approve Form A

8. To reverse Form A click **Reverse** button on the top left menu.

Figure 109: Click Reverse Button

9. The confirmation pop-up window appears, select the **Stage** by selecting the check box and enter the **Remarks** then click on **Reverse** button to reverse to the selected user.

Reverse

Select a stage for reversal!

#	Stage Name	Status	Remarks
<input checked="" type="checkbox"/>	Form 1 Submittal request by EM	Submitted	
<input type="checkbox"/>	Form1 Submission by SPE	Submitted	
<input type="checkbox"/>	Form1 Submission by SE	Submitted	

Please select the necessary stage.

Reverse Cancel

Note: Entering Remarks is mandatory to reverse the application.



Figure 110: Reverse Form A

10. On click of **Reverse** button, based on the user selected above, the user will receive the **email notification** regarding reversal of Form A with the reason for reversing.

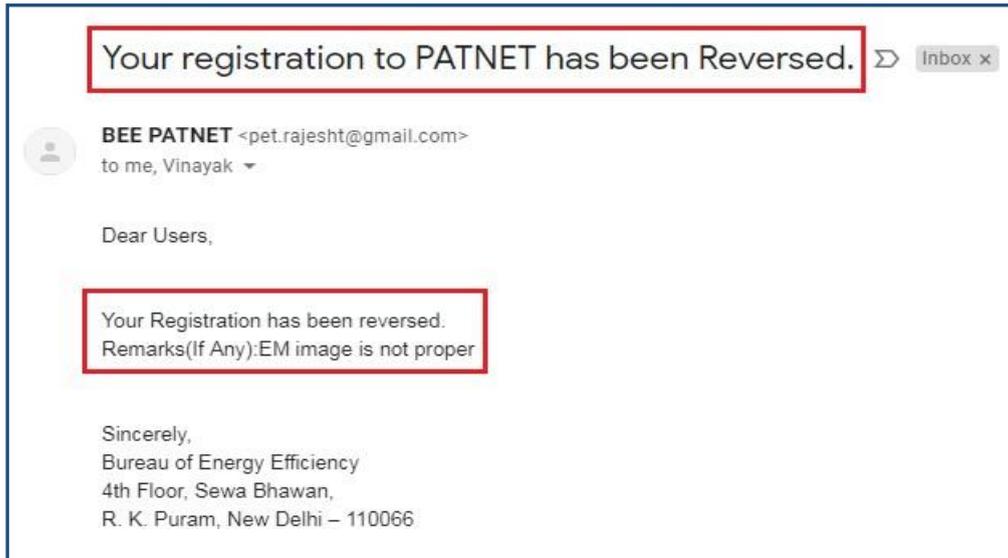


Figure 111: Reverse Email Notification

Notes:

- 1) *On Approval of Form A by Sector In-charge, the Status of Form A updates as 'Approved'.*
- 2) *If the Sector In-charge wants to view comments entered by him/her for submitting Form A, click on View Comments option as shown below.*

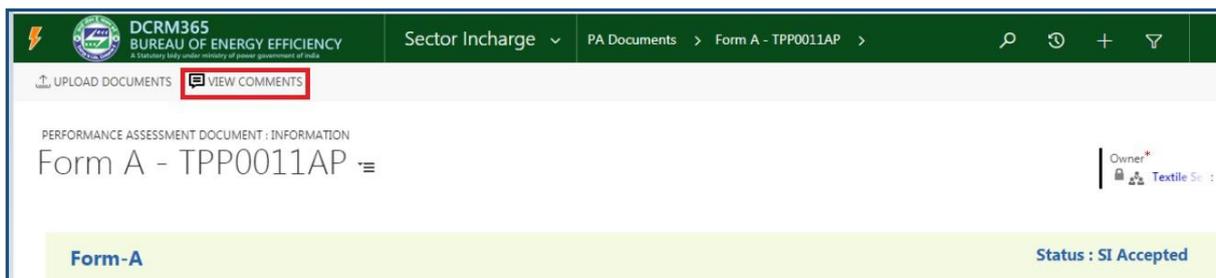


Figure 112: Click View Comments

- The Form A comments window appears which displays the comments entered by



Sector In-charge.

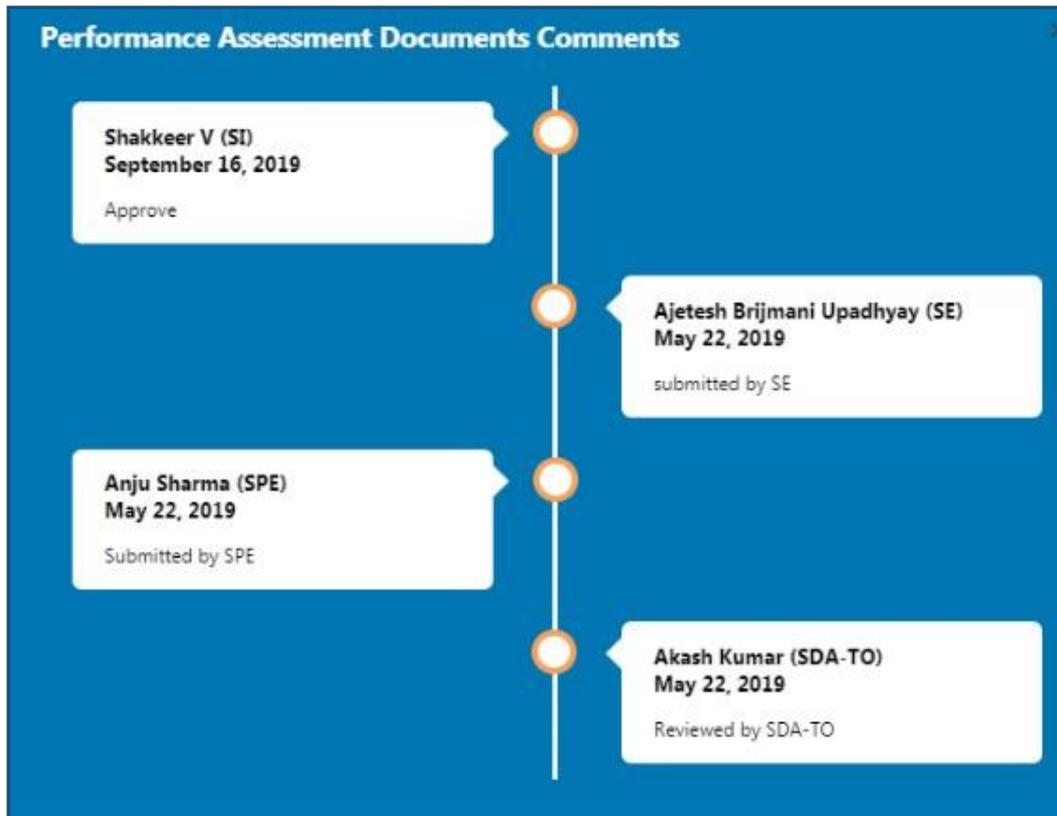


Figure 113: View Comments

3) If the SPE wants to upload any documents related to Form 1 then click on Upload Document option as shown below.

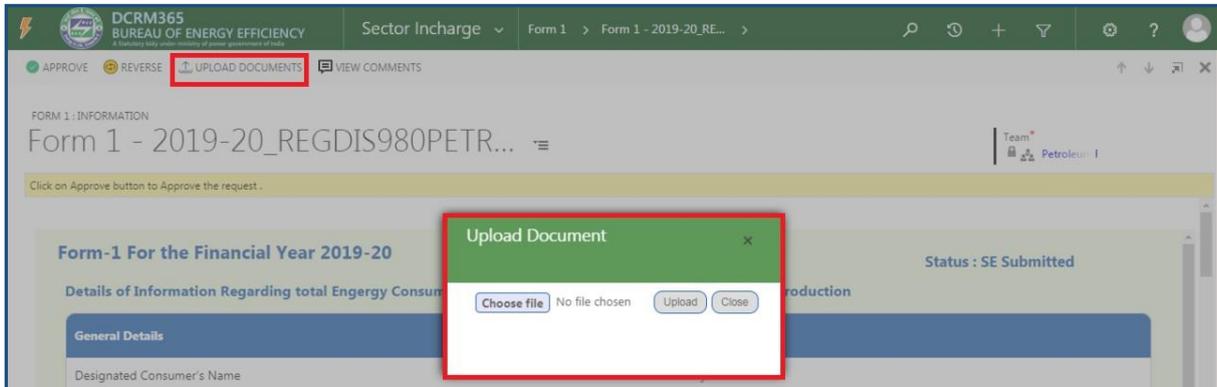


Figure 114: Upload Documents

- The **Upload Document** window appears, click on the **Choose file** button to browse the file from your system and then click on **Upload** button.

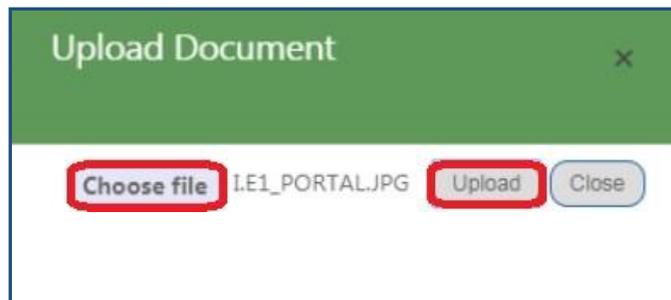


Figure 115: Upload Document

- On successful document upload success pop-up message appears, click **Ok**.



Figure 116: Success Message

- The uploaded document will be visible in the **Documents** section as shown in below image.
- Click **Download** icon to download the uploaded document.



PERFORMANCE ASSESSMENT DOCUMENT : INFORMATION
Form A - TPP0011AP

Owner: Textile S...

DOCUMENTS

Document Name	Document Type	Uploaded By	Uploaded On	Designation	Action
IE_notification.JPG	Performance Assessment Documents	Shakkeer V	16-09-2019	Sector Incharge	Download

Figure 117: Documents Section

6.3. Form B Acceptance Process

This section explains the Form B verification process by Sector In-charge. Whenever Designated Consumer submits Form B for verification, Sector In-charge will be notified by email and SMS.

1. Login to BEE DCRM with **Sector In-charge (SI)** login credentials.
2. Refer to section 3 for the login steps.
3. On successful login, user navigates to the 'Dashboard' page which displays list of tasks to be performed by the Sector In-charge.
 - a. **Regarding:** Activity to be performed by the Sector In-charge.
 - b. **Subject:** Information regarding the activity to be performed.
 - c. **Date Created:** Activity created date.

My Dashboard(SI)

My Open Tasks

Regarding	Subject	Date Created
Form B - REGTPP0065KL	Form B submit request for SI	4/17/2019 6:30 PM

Figure 118: Sector In-charge Dashboard page

Note: Click on 'Regarding' to open activity to be performed by Sector In-charge.

4. On click of 'Regarding', Form B page opens where SI can verify the details submitted by the Designated Consumer.
5. Form B will have reference value from Form A which will help the SI to compare the ESCerts value of Form B with the Form A.



FORM B : INFORMATION

Form B - TPP0076MH

Owner Thermal P

Waiting for Submit

Certificate Of Verification

General Details	Description
Empanelled Accredited Energy Auditor Name	Zenith Energy Services Pvt. Ltd.
Under Taken By	Nasik Thermal Power Station, MAHAGENCO Eklahare, Nasik, Maharashtra
Power Notification Date	30-03-2012
Power Notification Number	G.S.R. 269 (E)
Number of ESCerts (Recommended by EmAEA)	724 Purchased
Form A Ref.Value	-724
Modified Number of ESCert	<input type="text"/>

Activate Windows

Figure 119: Form B Information page

5. After verifying the Form B details Sector In-charge can perform the following actions:
 - a. **Approve: If SI is satisfied by the details submitted by Designated Consumers, SI can approve the Form B.**
 - b. **Reverse: If SI is not satisfied by the details submitted by Designated Consumers, SI can Reverse the Form B.**
6. To approve the Form B click the **Approve** button on the top left menu.

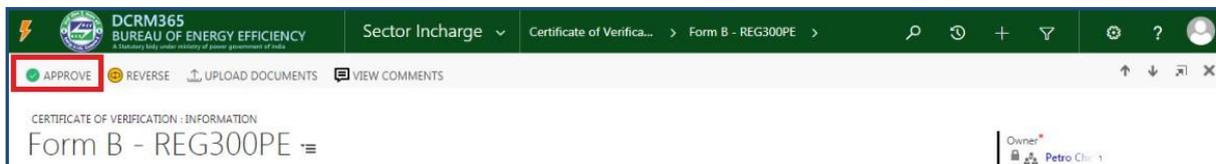


Figure 120: Click Approve button

7. The pop-up window to enter **Comments** appears. Select the check box to acknowledge, enter the **Comment** and then click on **Approve** button.



Approve

Do you want to approve the request?

I hereby, acknowledge the acceptance of this verification report, and accept the forms for this Designated Consumer for the process of energy savings certificate, based on the claim raised by the Designated Consumer in PA Document.

Remarks(Max. 1000 chars):

Approve

On Approval, Request will be submitted to Next Level Approver

Approve Cancel

Figure 121: Approve Form B

5. On Successful Approval of Form B SI Recommended ESCsert which is mentioned in the Form B will be submitting to DG for further Recommendation.
6. In case SI want to review the already submitted Form B user can request for modification by clicking the button as shown below.

DCRM365
BUREAU OF ENERGY EFFICIENCY
A Statutory body under ministry of power government of India

Sector Incharge ▾ Form B >

PRINT UPLOAD DOCUMENTS VIEW COMMENTS REQUEST FOR MODIFICAT...

FORM B : INFORMATION

Figure 122: Approve Form B

6. On click of Request for Modification button, a pop up message displays as shown below

Do you want request modification?

OK Cancel

Figure 122: Request modification confirmation

7. Click ok to request for modifications.
8. Confirmation popup shows to the Sector In-charge as shown below

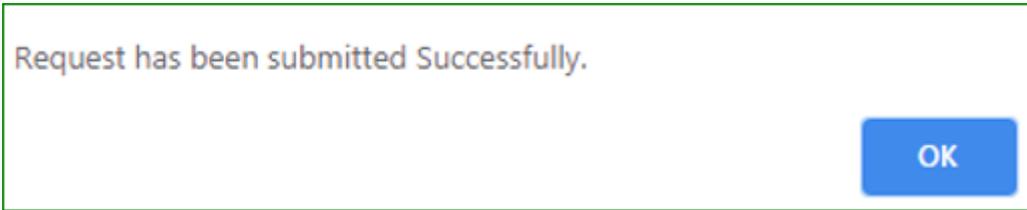


Figure 123: Request for Modification status

- 9. Upon successful request an email goes to DG.
- 10. Modifications Requested form B's will be seen as shown below

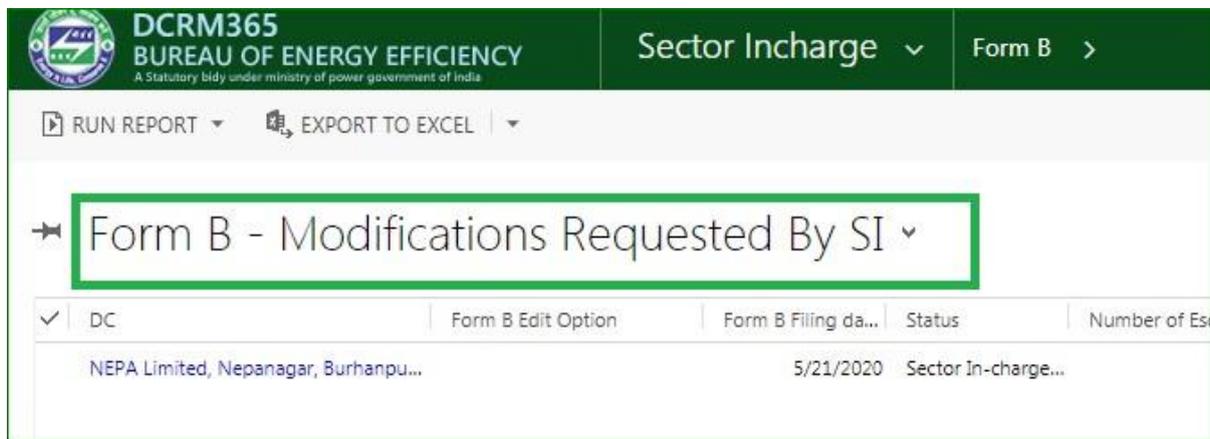


Figure 124: Modification Request by SI

- 11. Sector In-charge will receive either allowed or discarded notification from DG in case of approval or discard.
- 12. If modification is allowed then Sector In-charge edits the form B then submits to Director General.
- 13. Modifications allowed form B's will be seen shown below.

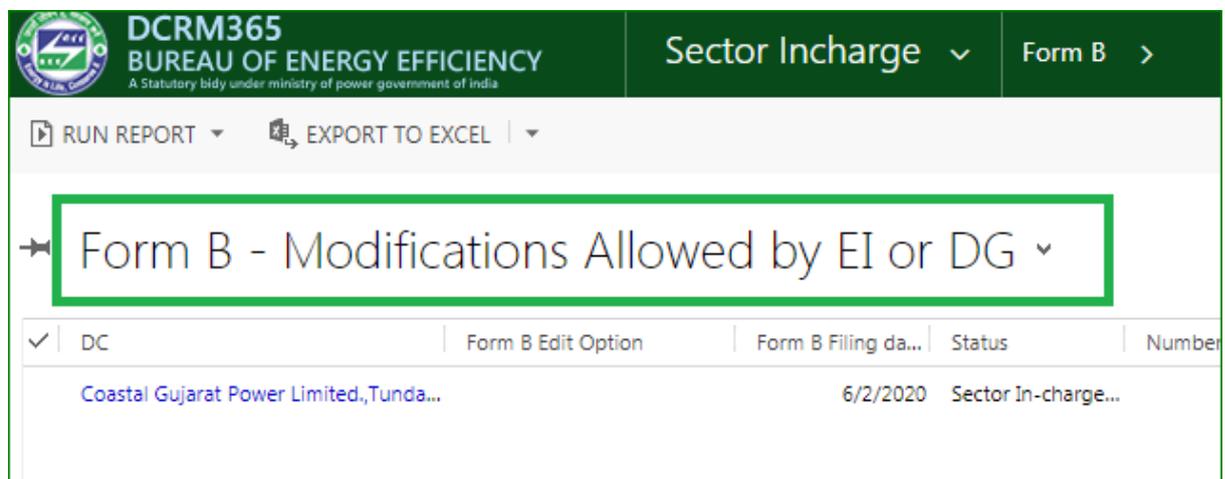


Figure 125: Modification allowed view



14. If modification request is discarded by Director General, then Sector In-charge cannot modify the form B. Discarded details will be seen as shown below.

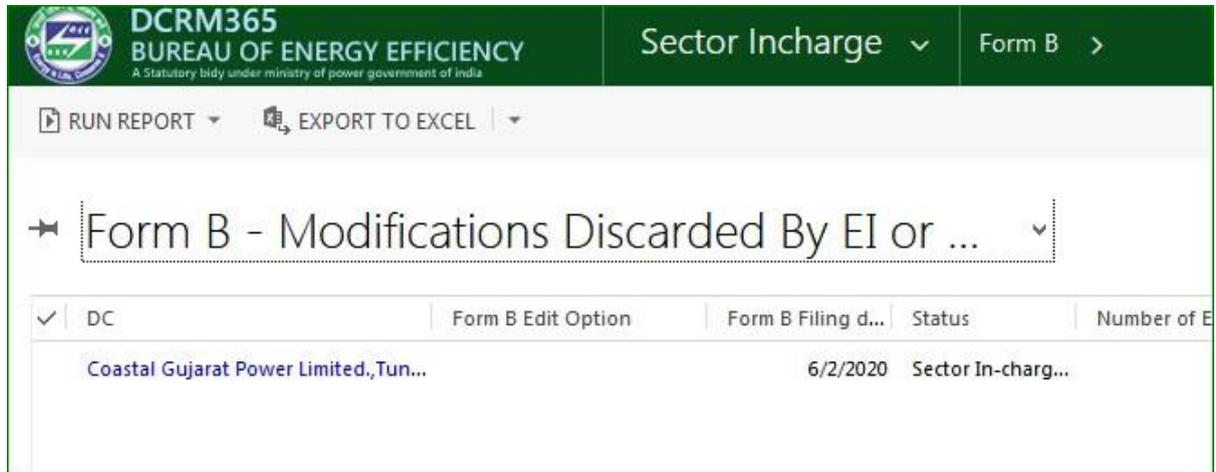


Figure 126: Modification Discarded

15. Detailed modifications will be seen on form B as shown below

Modification Trackers

Requested By	Requested On	Status	Allowed/Discarded By	Allowed/Discarded On
Ashok Kumar	3-6-2020	Allowed	Vineeta Kanwal	3-6-2020

Figure 126: Modification tracker details

- On Click of this a request will be sent to DG to modify the already submitted Form B.
- On Approval of DG SI can modify the Form B
- To reverse Form B click **Reverse** button on the top **left menu**

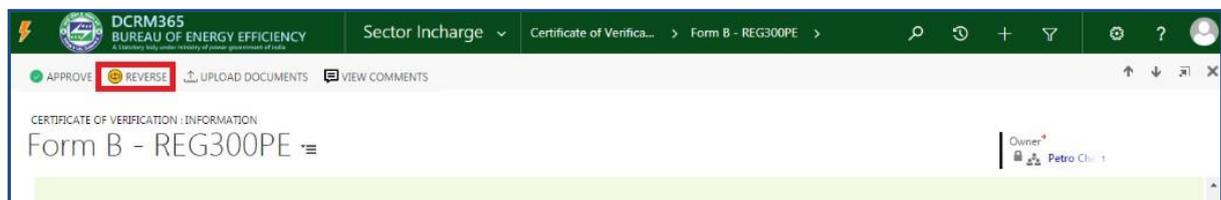


Figure 127: Click Reverse Button

- The confirmation pop-up window appears, select the **Stage** by selecting the check box and enter the **Remarks**, then click on **Reverse** button to reverse to the selected user.
Note: Entering Remarks is mandatory to reverse the application.



#	Stage Name	Status	Remarks
<input checked="" type="checkbox"/>	Form 1 Submittal request by EM	Submitted	
<input type="checkbox"/>	Form1 Submission by SPE	Submitted	
<input type="checkbox"/>	Form1 Submission by SE	Submitted	

Figure 128: Reverse Form B

11. On click of **Reverse** button, based on the user selected above, the user will receive the **email notification** regarding reversal of Form B with the reason for reversing.

Your registration to PATNET has been Reversed.

BEE PATNET <pet.rajesh@gmail.com>
to me, Vinayak

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 129: Reverse Email Notification

Notes:

- 1) ***On Approval of Form B by Sector In-charge, the Status of Form B updates as 'Approved'.***
- 2) ***If the Sector In-charge wants to view comments entered by him/her for submitting Form B, click on View Comments option as shown below.***

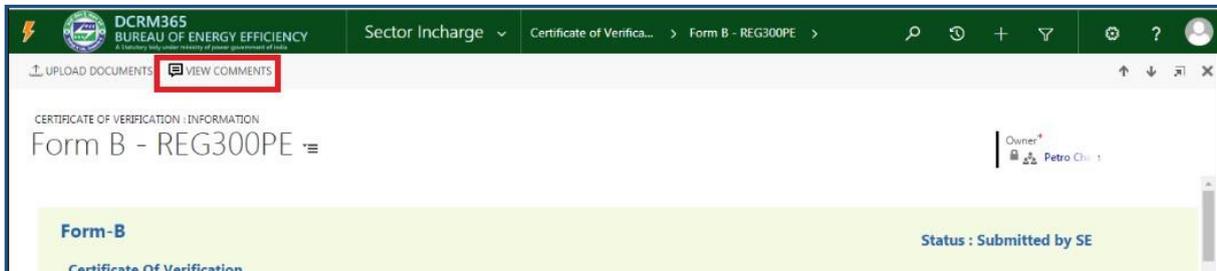


Figure 130: Click View Comments

- The Form B comments window appears which displays the comments entered by Sector In-charge.



Figure 131: View Comments

3) If the SPE wants to upload any documents related to Form B then click on 'Upload Documents' option as shown below.

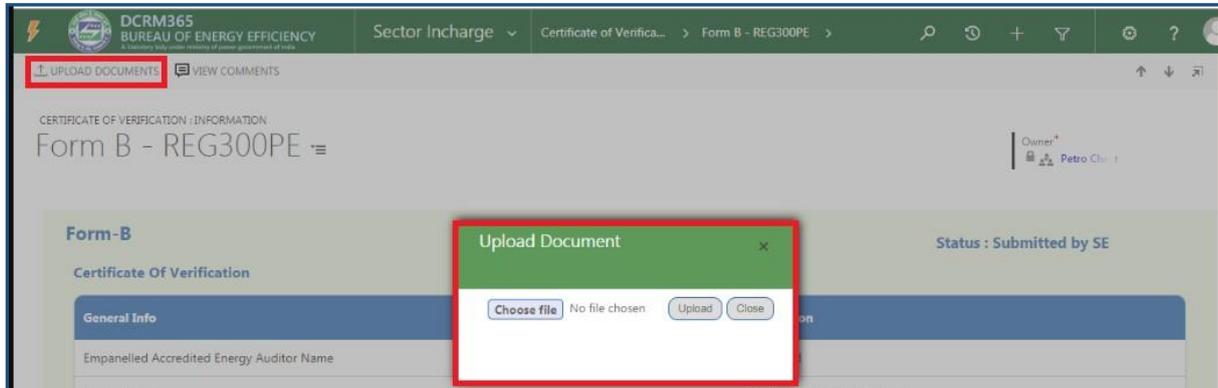


Figure 132: Upload Documents

- The **Upload Document** window appears, click on the **Choose file** button to browse the file from your system and then click on **Upload** button.

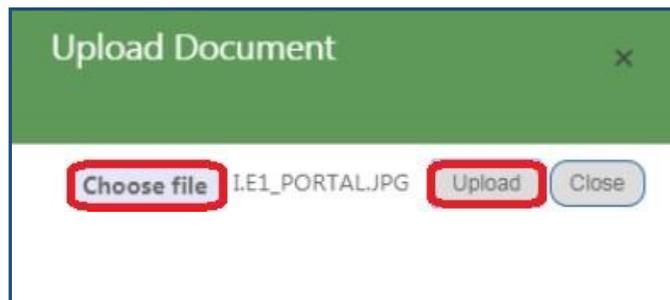


Figure 133: Upload Document

- On successful document upload success pop-up message appears, click **Ok**.

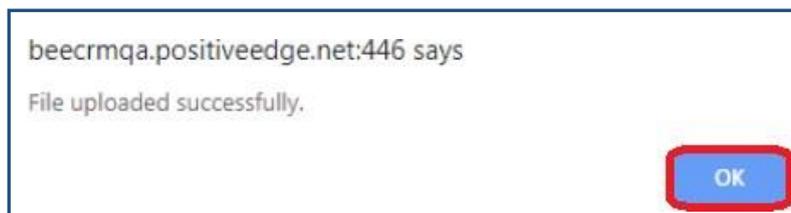


Figure 134: Success Message

- The Uploaded document will be visible in the **Documents** section as shown in below image.
- Click **Download** icon to download the uploaded file.



Figure 135: Documents Section

6.4. Form 2 Verification Process

This section explains the Form 2 verification process by **Sector In-charge**. Whenever **SDA-NO** submits Form 2 for verification, Sector In-charge will be notified by email and SMS.

1. Login to BEE DCRM with **Sector In-charge (SI)** login credentials.
2. Refer to section 3 for the login steps.
3. On successful login, user navigates to the 'Dashboard' page which displays list of tasks to be performed by the Sector In-charge.
 - a. **Regarding:** Activity to be performed by the Sector In-charge.
 - b. **Subject:** Information regarding the activity to be performed.
 - c. **Date Created:** Activity created date.



Figure 136: Sector In-charge Dashboard page

Note: Click on 'Regarding' to open activity to be performed by Sector In-charge.

4. On click of 'Regarding', Form 2 page opens where Sector In-charge can verify the details submitted by the SDA-NO.

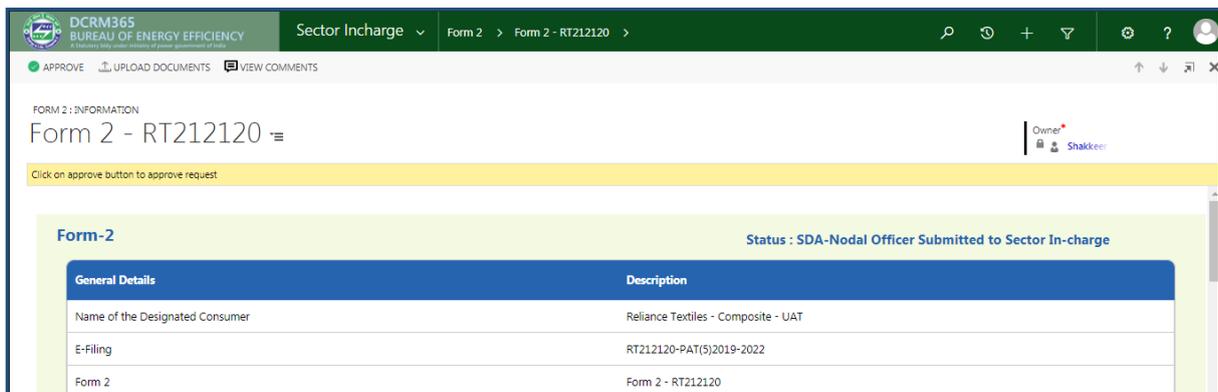


Figure 137: Form 2 Information page



5. After verifying the Form 2 details Sector In-charge can perform the following actions:
 - a. **Approve: If SI is satisfied by the details submitted by SDA-NO, SI can approve the Form 2.**
6. To approve the Form 2 click the **Approve** button on the top left menu.

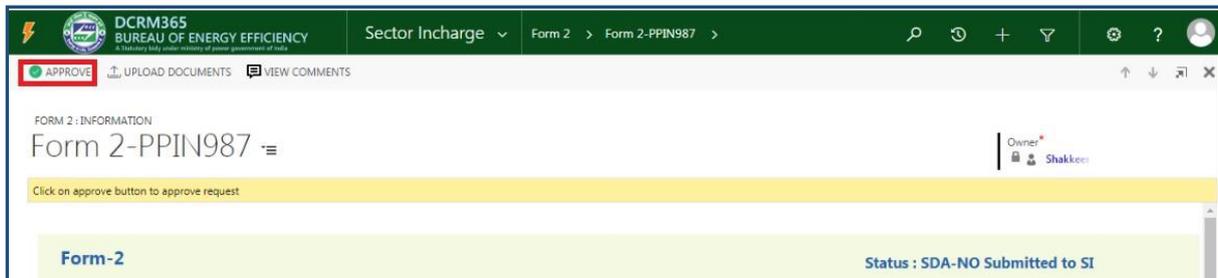


Figure 138: Click Approve button

7. The pop-up window to enter **Comments** appears. Enter the Comment and then click on **Approve** button to approve the Form 2.

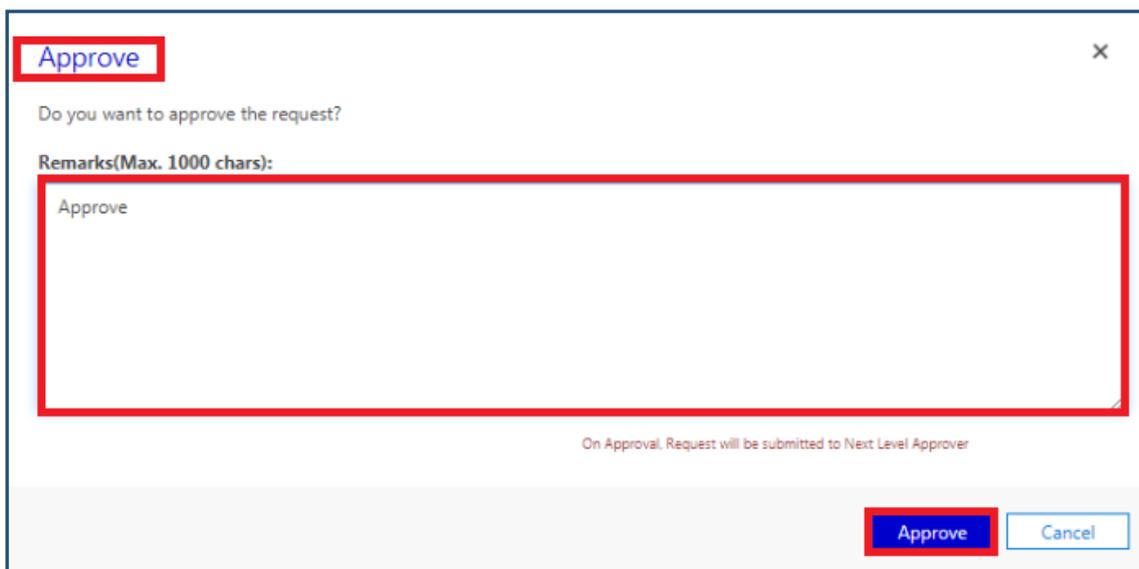


Figure 139: Approve Form 2

Notes:

- 1) ***On Approval of Form 2 by Sector In-charge, the Status of Form 2 updates as 'Approved'.***
- 2) ***If the Sector In-charge wants to view comments entered by him/her for submitting Form 2, click on View Comments option as shown below.***

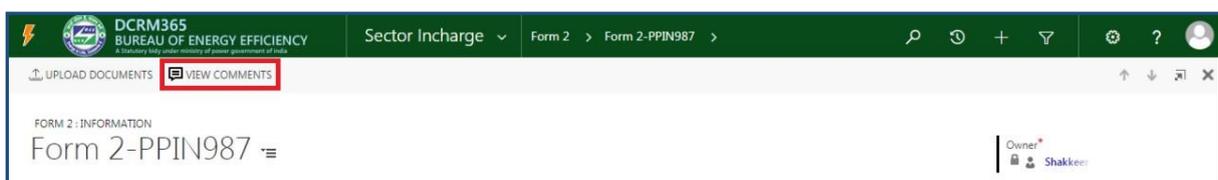


Figure 140: Click View Comments button



- The Form 2 comments window appears which displays the comments entered by Sector In-charge.

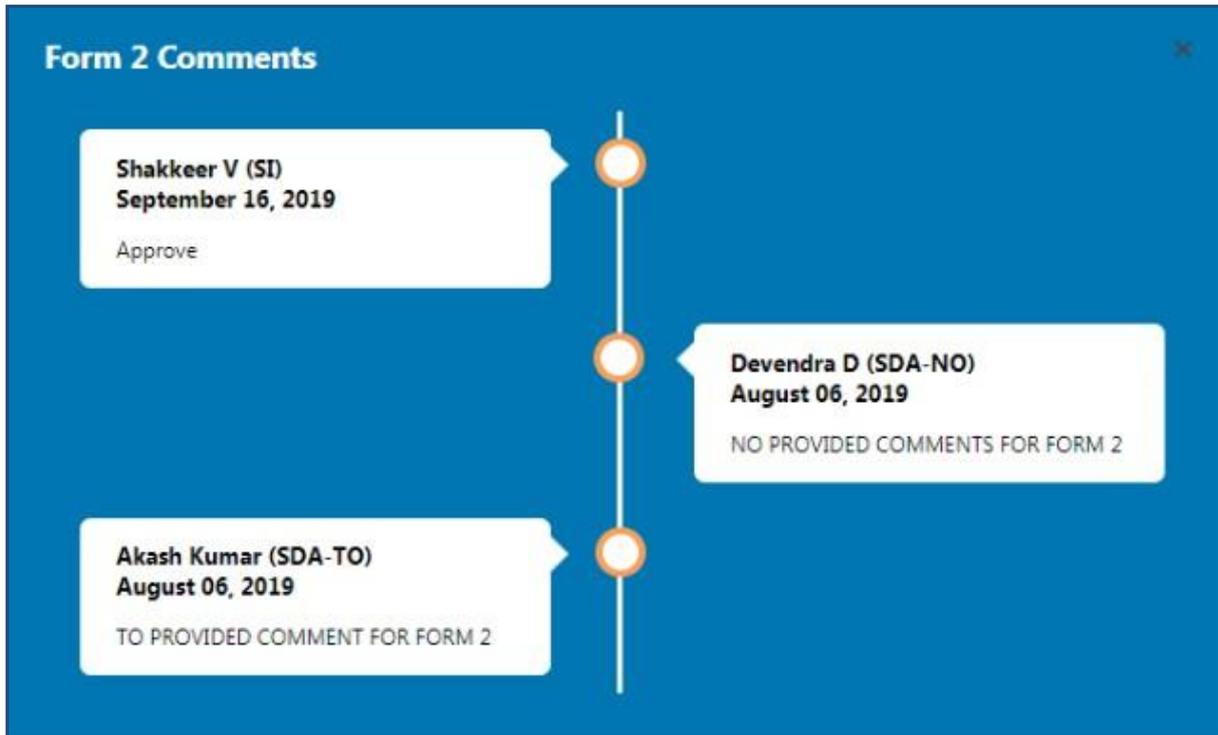


Figure 141: View Comments

3) If the Sector In-charge wants to upload any documents related to Form 2 then click on Upload Document option as shown below.

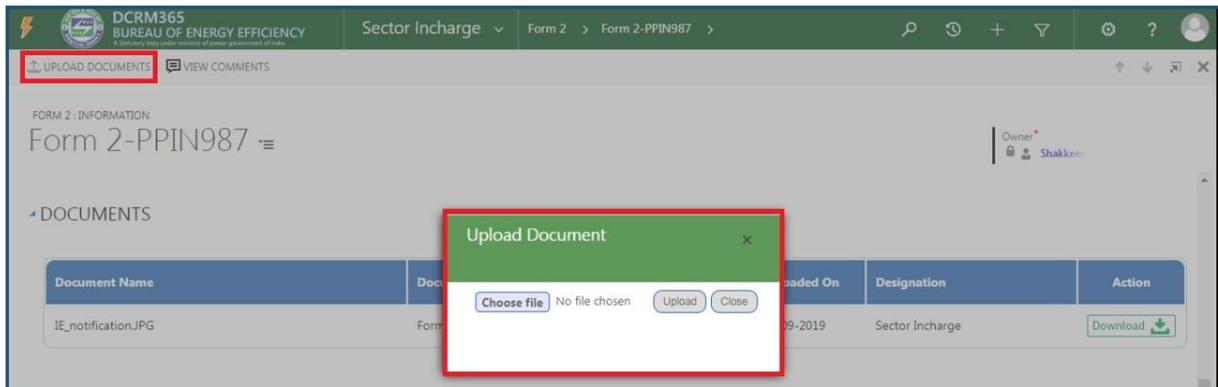


Figure 142: Upload Documents

- The **Upload Document** window appears, click on the **Choose file** button to browse the file from your system and then click **Upload** button.

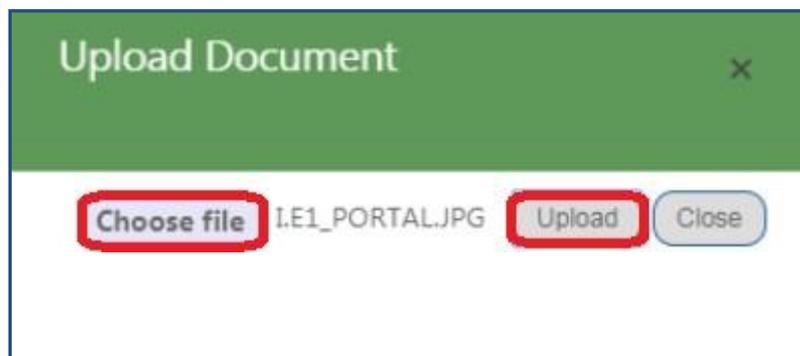


Figure 143: Upload Document

- On successful document upload success pop-up message appears, click **Ok**.



Figure 144: Success Message

- The uploaded document will be visible in the **Documents** section as shown in below image.
- Click **Download** icon to download the uploaded file.



Figure 145 : Documents Section

6.5. Form 3 Verification Process

This section explains the Form 3 verification process by **Sector In-charge**. Whenever SDA-NO submits Form 3 for verification, Sector In-charge will be notified by email and SMS.

1. Login to BEE DCRM with **Sector In-charge (SI)** login credentials.
2. Refer to section **3** for the login steps.
3. On successful login, user navigates to the 'Dashboard' page which displays list of tasks to be performed by the Sector In-charge.
 - a. **Regarding:** Activity to be performed by the Sector In-charge.
 - b. **Subject:** Information regarding the activity to be performed.
 - c. **Date Created:** Activity created date.



Figure 146: Sector In-charge Dashboard page

Note: Click on 'Regarding' to open activity to be performed by Sector In-charge.

- On click of 'Regarding', Form 3 page opens where Sector In-charge can verify the details submitted by the SDA-NO.

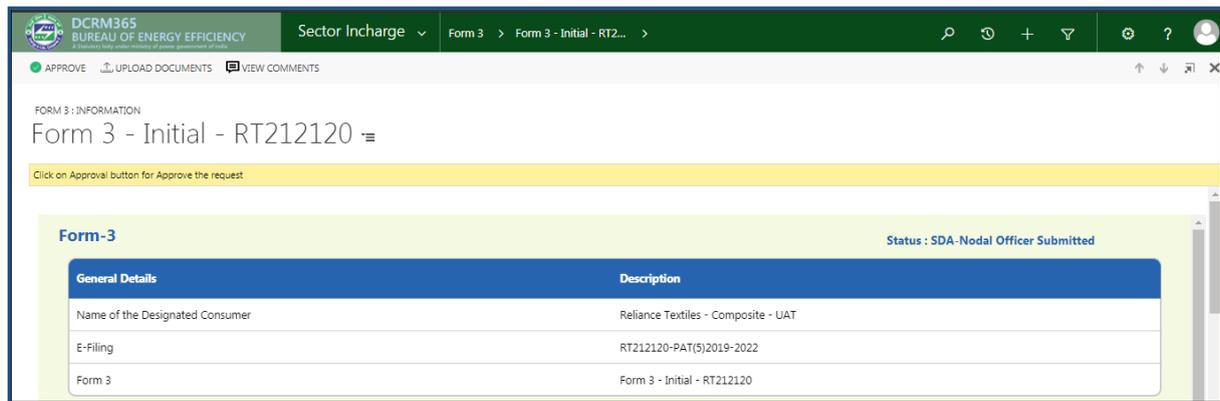


Figure 147: Form 3 Information page

- After verifying the Form 3 details Sector In-charge can perform the following actions:
 - Approve:** If SI is satisfied by the details submitted by SDA-NO, SI can approve the Form 3.
- To approve Form 3 click the **Approve** button on the top left menu.

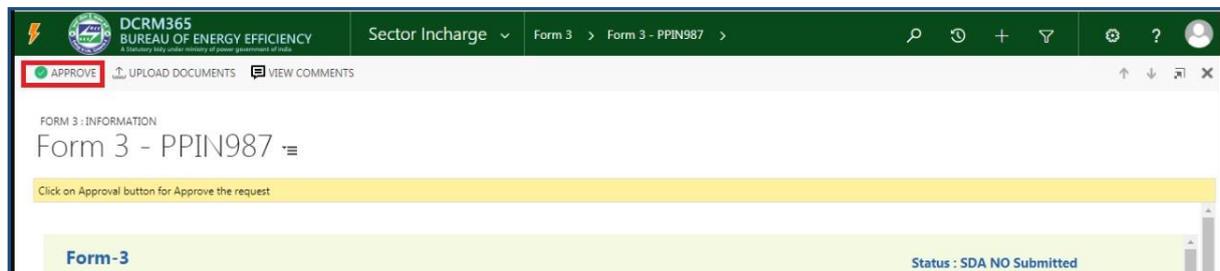


Figure 148: Click Approve button

- The pop-up window to enter **Comments** appears. Enter the **Comment** and then click on **Approve** button to approve the Form 3.



Figure 149: Approve Form 3 Initial

Notes:

- 1) *On Approval of Form 3 by Sector In-charge, the Status of Form 3 updates as 'Approved'.*
- 2) *If the Sector In-charge wants to view comments entered by him/her for submitting Form 3, click on View Comments option as shown below.*

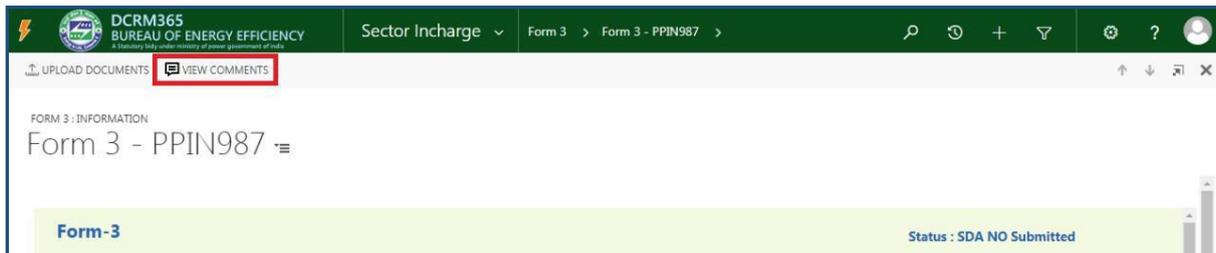


Figure 150: Click View Comments button

- The Form 3 initial comments window appears which displays the comments entered by Sector In-charge.

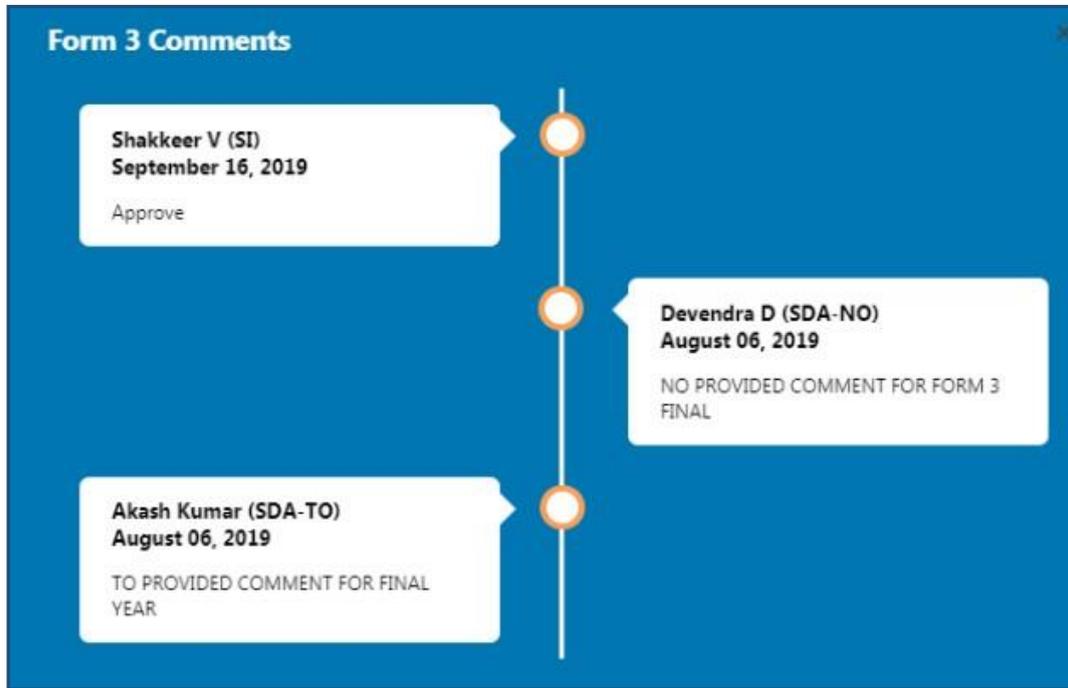


Figure 151: View Comments

3) If the Sector In-charge wants to upload any documents related to Form 3 then click on Upload Documents option as shown below.

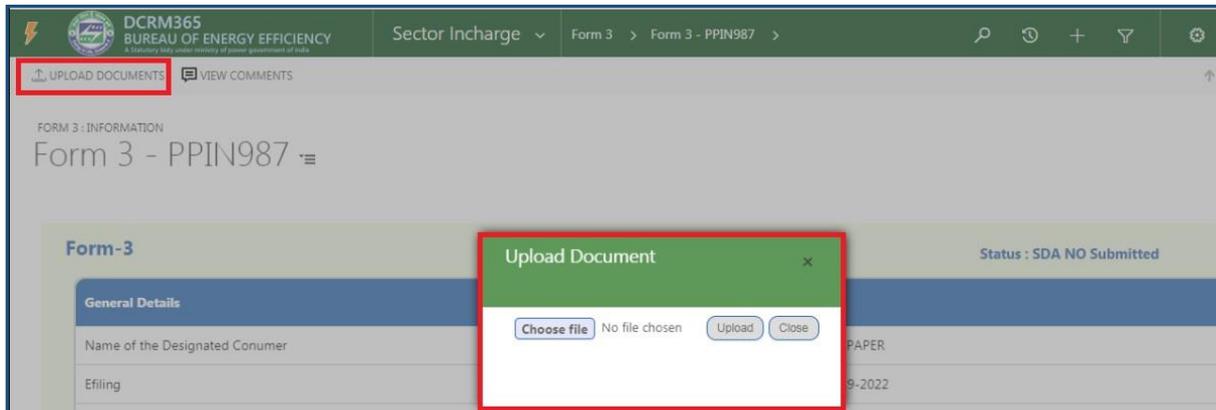


Figure 152: Upload Documents

- The **Upload Document** window appears, click on the **Choose file** button to browse the file from your system and then click on **Upload** button.

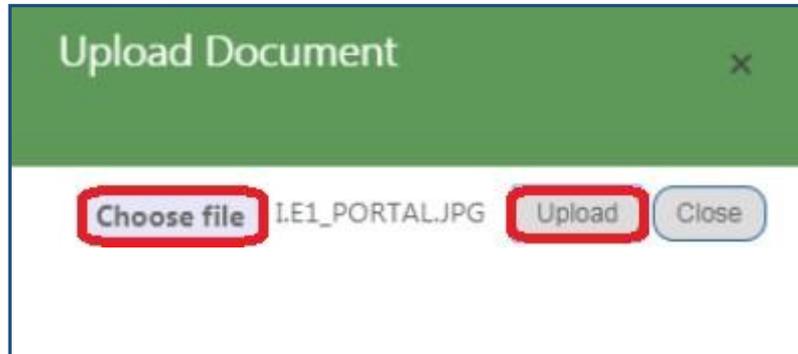


Figure 153: Upload Document

- On successful document upload success pop-up message appears, click **Ok**.



Figure 154: Success Message

- The uploaded document will be visible in the **Documents** section as shown in below image.
- Click **Download** icon to download the uploaded file.

Document Name	Document Type	Uploaded By	Uploaded On	Designation	Action
IE_notification.JPG	Form 3	Shakkeer V	16-09-2019	Sector Incharge	Download

Figure 155: Documents Section

4) Perform the same action to review and approve Form 3 final.

6.6. Compliance Certificate Verification Process

This section explains the Compliance Certificate verification process by **Sector In-charge**. Whenever EmAEA submits Compliance Certificate for verification, Sector In-charge will be notified by email and SMS.

1. Login to BEE DCRM with **Sector In-charge (SI)** login credentials.
2. Refer to section 3 for the login steps.
3. On successful login, user navigates to the 'Dashboard' page which displays list of tasks to be performed by the Sector In-charge.
 - a. **Regarding:** Activity to be performed by the Sector In-charge.
 - b. **Subject:** Information regarding the activity to be performed.
 - c. **Date Created:** Activity created date.



My Dashboard(SI) ▾

My Open Tasks

Regarding	Subject	Date Created ↓
Form C-REGDIS111 CHLOR LE	Form C Approval	9/11/2019 10:45 AM
Form 2-CMT0064AP	Form 2 Approval For SI	7/26/2019 10:48 AM
Form 3 - REGCNA0019AP	Form 3 Approval for SI	4/24/2019 11:30 AM

Figure 156: Sector In-charge Dashboard Page

Note: Click on 'Regarding' to open activity to be performed by Sector In-charge.

4. On click of 'Regarding', Compliance Certificate page opens where Sector In-charge can verify the details submitted by an EmAEA.

DCRM365 BUREAU OF ENERGY EFFICIENCY
Sector Incharge ▾ Verification Certificate > Form C - SEC121212 >

APPROVE | UPLOAD DOCUMENTS | VIEW COMMENTS

CHECK VERIFICATION CERTIFICATE : INFORMATION
Form C - SEC121212

Click Approve to Approve the request

Form-C Status : Pending Approval

Compliance Document

General Info	Details
Empanelled Accredited Energy Auditor Name	RAJ SOLUTIONS
Designated Consumer for Compliance	South East Central Railway - UAT
Power Notification Number	G.S.R. 269 (E)
Power Notification Date	29-03-2012
Number of ESCerts	76,543
Name of EmAEA	SREE101012

Figure 157: Form C Information Page

5. After verifying the Compliance Certificate details Sector In-charge can perform the following actions:
 - a. **Approve:** If SI is satisfied by the details submitted by EmAEA, SI can approve the Compliance Certificate.
6. To approve the Compliance Certificate click the **Approve** button on the top left menu.

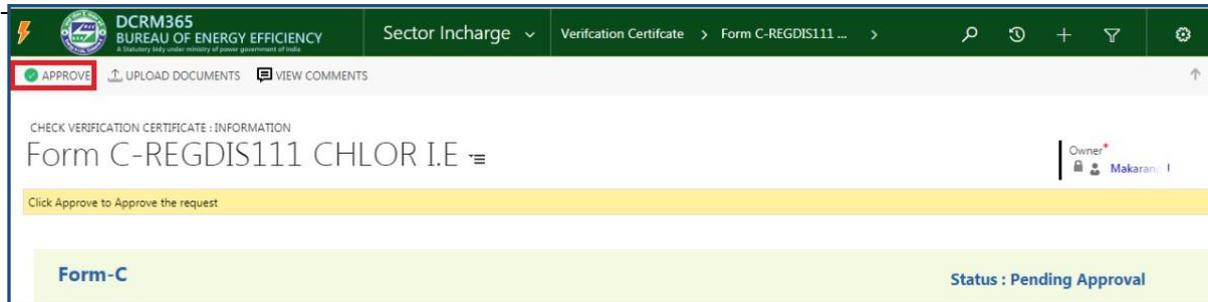


Figure 158: Click Approve button

7. The pop-up window to enter **Comments** appears. Select the check box to acknowledge, enter the **Comment** and then click on **Approve** button to approve the Form C.



Figure 159: Approve Form C

Notes:

- 1) *On Approval of Form C by Sector In-charge, the Status of Form C updates as 'Approved'.*
- 2) *If the Sector In-charge wants to view comments entered by him/her for submitting Form C, click on View Comments option as shown below.*

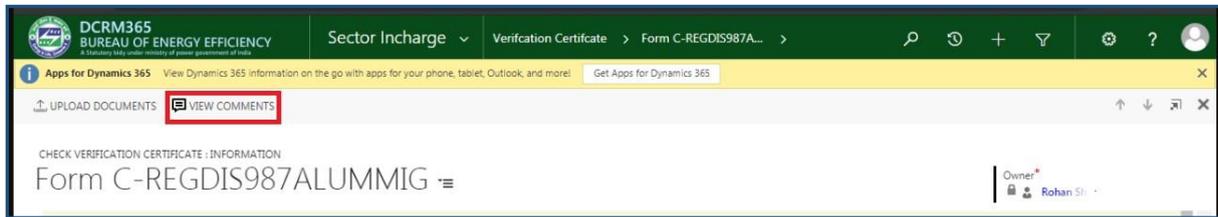


Figure 160: Click View Comments

- The Form C comments window appears which displays the comments entered by Sector In-charge.

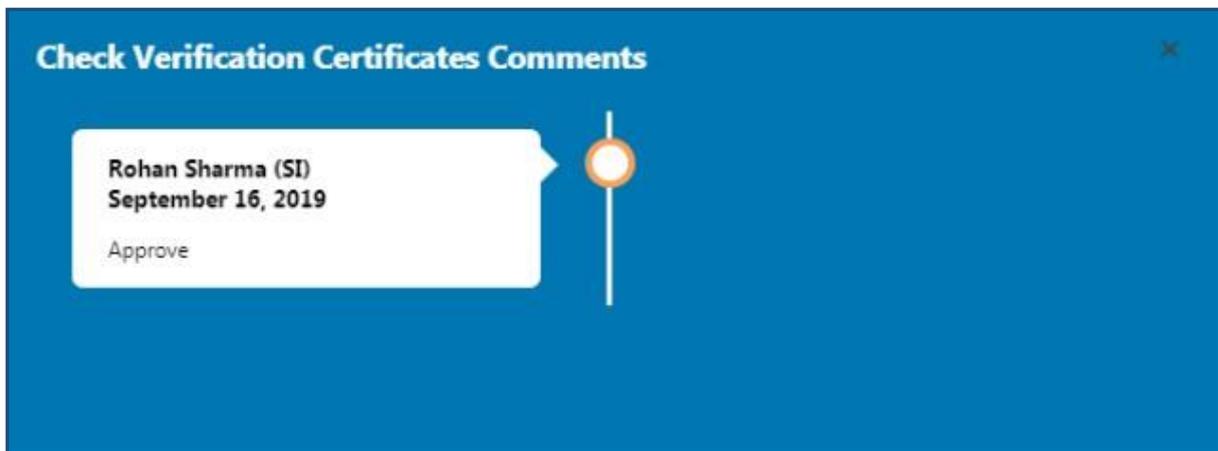


Figure 161: View Comments

3) *If the Sector In-charge wants to upload any documents related to Form C then click on Upload Document option as shown below.*

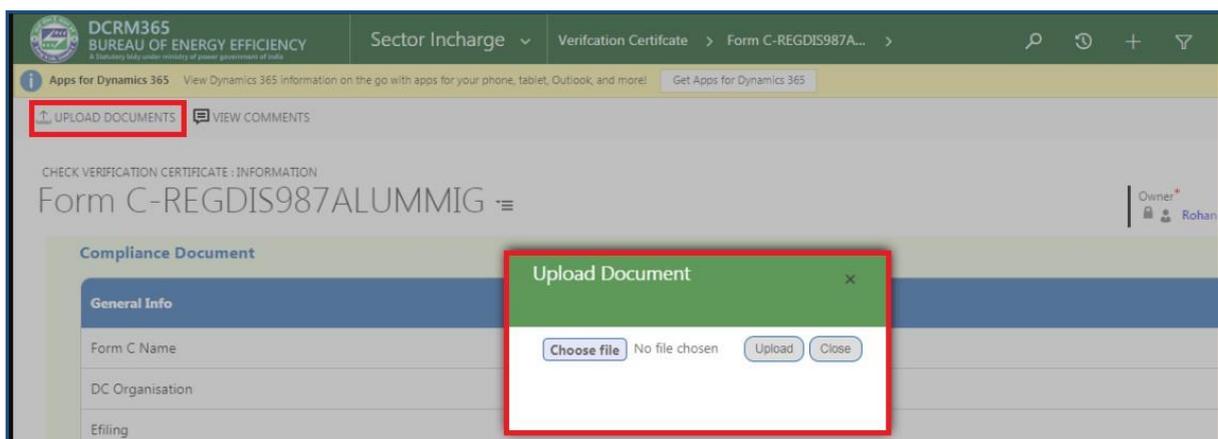
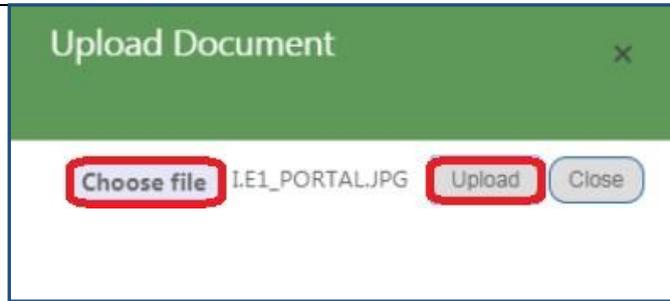


Figure 162: Upload Documents

- The **Upload Document** window appears, click on the **Choose file** button to browse the file from your system and then click **Upload** button.



Figure 163: Upload Document



- On successful document upload success pop-up message appears, click **Ok**.

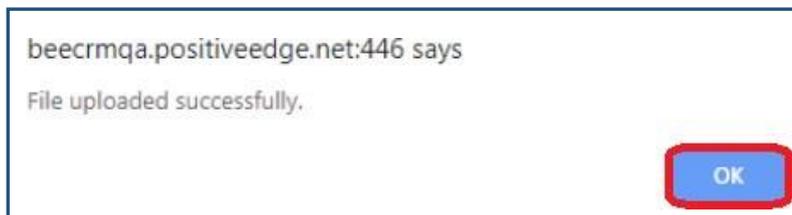


Figure 164: Success Message

- The uploaded document will be visible in the **Documents** section as shown in below image.
- Click **Download** icon to download the uploaded file.



Figure 165: Documents Section

6.7. File Uploads

This section explains how to upload documents to BEE D365

1. Click on the Upload Documents button as shown in below screen shot, then a popup window opens.

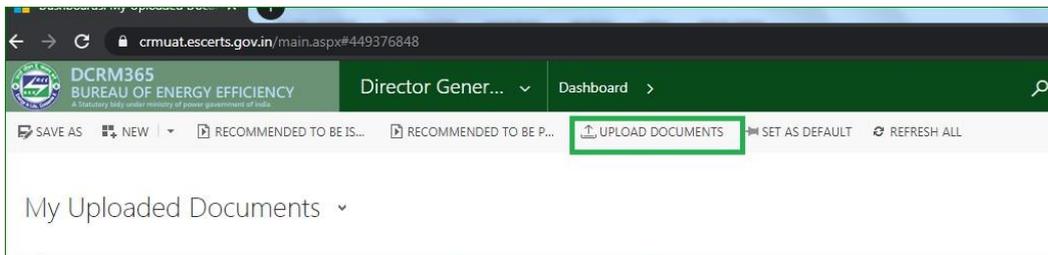


Figure 166: Upload Documents

2. Click on choose file

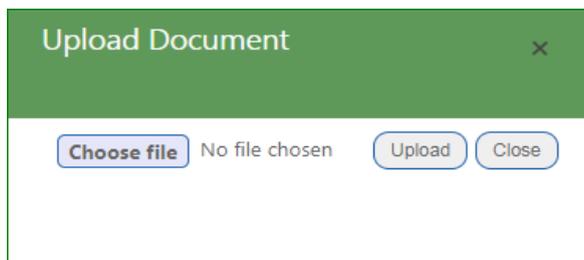
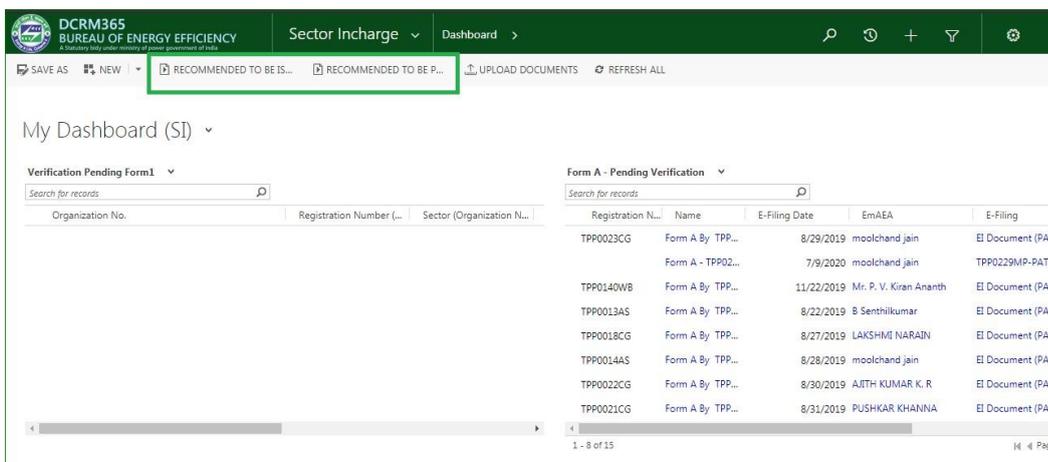


Figure 167: Upload Document Pop up

Select the document to be uploaded

3. Click on upload button, it takes a few seconds based on the file size to save the document to the database.
4. Click on either close button or cross symbol to close the popup.
5. If any of the uploaded document has to be downloaded then click on download button
6. SI can generate the report for the recommend Form B records as shown below.



Registration No.	Name	E-Filing Date	EmAEA	E-Filing
TPP0023CG	Form A By TPP...	8/29/2019	moolchand jain	EI Document (PAT-...
	Form A - TPP02...	7/9/2020	moolchand jain	TPP0229MP-PAT(2)
TPP0140WB	Form A By TPP...	11/22/2019	Mr. P. V. Kiran Ananth	EI Document (PAT-...
TPP0013AS	Form A By TPP...	8/22/2019	B Senthilkumar	EI Document (PAT-...
TPP0018CG	Form A By TPP...	8/27/2019	LAKSHMI NARAIN	EI Document (PAT-...
TPP0014AS	Form A By TPP...	8/28/2019	moolchand jain	EI Document (PAT-...
TPP0022CG	Form A By TPP...	8/30/2019	ALITH KUMAR K. R	EI Document (PAT-...
TPP0021CG	Form A By TPP...	8/31/2019	PUSHKAR KHANNA	EI Document (PAT-...

Figure 167: Run Report