

User Manual

Bureau of Energy Efficiency DCRM User Manual

Version 2.0





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<u>1. Purpose</u>

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



<u>4.</u> 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 <u>3</u> 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.

My Dashboard(SP	<u>=</u>) ~					
My Open Tasks	My Open Tasks					
Regarding Subject Date Created \checkmark						
🖺 NFCL Kakinada - II, Kakinada	ast Godavari, Andh DC Registration Verification Request	5/22/2019 11:16 AM				

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.

APPROVE 🙆	REVERSE UPLOAD DOCUMENTS		R ↓ ↑
Re	nisation : designated consumer liance Textiles - Composite - UAT =		Registration N* Organisation N. RT212120 Reliance Textile
Click on Approve b	utton to approve the request or click on Reverse button to reverse the request		
DC INFOR	MATION		
DC Name *	Reliance Textiles - Composite - UAT	Registration Number*	RT212120
Sector*	Textile	Registration Date	
TAN	TAN3333333	Sub Sector*	Composite
GSTIN *	GSTIN4444444444	Registered PAT Cycle*	PAT(5)2019-2022
CIN	CIN444444444444444444444444444444444444	Running PAT Cycle	A
PAN No*	BELPK2076J	Year Of Establishment *	2019
EPFO No	EPF0555555555555555555555555555555555555	Address *	826, 9th Cross,
Registration No un	nder 5 📾 REG666666666666666666666666666666666666		10th Main Rd, Bengaluru
State of GST Regis	tratio 🔒 Karnataka		Indiranagar, 560078

Figure 3: DC Registration Information page

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- 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.

DCRM365 BUREAU OF ENERGY EFFICIENCY	Sector Project 🗸	Designated Consum > Dell CEMENT >	م	3	7	۲	?	0
APPROVE GREVERSE 🔔 UPLOAD DOCUMENTS						Ť	ψ	× R

Figure 4: Click Approve button

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

Approval		×
Do you want to Approve?		
Remarks(Max. 1000 chars):		
Approved by SPE		
		11
	On Approval, Request will be submitted to Next Level Approver	
	Approve	ncel

Figure 5: Approve DC Registration Record

<u>Notes:</u>

- 1) On approval of DC registration by SPE, record will be assigned to Sector Expert (SE) for further verification approval.
- 2) Incase 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.

DCRM365 BUREAU OF ENERGY EFFICIENCY A transford with white of down guardinated of data	Sector Project 🗸	Designated Consum > Dell CEMENT >	م	3	Y	۲	?	6	
APPROVE REVERSE 1, UPLOAD DOCUMENTS						ŕ	÷	3 1	×

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.*

Reverse Select a stage for reversal!		×
# Stage Name	Status	Remarks
Requested for DC Registration Approval	Submitted	
		Please select the necessary stage.
		Reverse Cancel

Figure 7: Reverse DC Registration Record

<u>Notes:</u>

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.

Tour registration to PATNET has bee	in Reversed. D
BEE PATNET <pet.rajesht@gmail.com></pet.rajesht@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,	

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.

OCUMENTS					
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 <u>3</u> 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.

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- 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.

My Dashboard(SPE)	~	
My Open Tasks		
Regarding	Subject	Date Created \downarrow
間) Form 1 - 2012-13_TPP0011AP	Form1 Submission by SPE	5/22/2019 12:35

Figure 13: SPE Dashboard

<u>Note</u>: 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**.

DCRM365 BUREAU OF ENERGY EFFICIENCY A Tatalana Yaky ander windery of passe guaranteent of hala	Sector Project 🗸	Form 1 > Form 1 - 2021-22_Bh >	Q	3	7	۲	?	6)
SUBMIT LUPLOAD DOCUMENTS VIEW COM	IMENTS					Ŷ	÷	7	×

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

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Submit	×
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 finance 22 for this Designated Consumer and accept the report based on the modifications made to the data submitted by the Consumer.	ial year 2021- Designated
Remarks(Max. 1000 chars):*	
Commets	
Submit	Cancel

Figure 16: Submit Form 1

<u>Notes:</u>

- 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.

DCRM365 BUREAU OF ENERGY EFFICIENCY A Statutory Mely under services y of peace gasterment of toda	Sector Project 🗸	Form 1 > Form 1 - 2021-22_8h >	م	3	Y	۲	?	6	
SUBMITUPLOAD DOCUMENTS UNIT VIEW CON	MMENTS					Ŷ	\downarrow	я.	×

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.

SUBMIT LUPLOAD DOCUMENTS		↑ ↓ J
FORM 1: INFORMATION Form 1 - 2012-13_REGCNA001	9AP =	
Click on Submit button to recommend for next stage		
• Form -1 for the Financial year-2012-13 Details of Information Regarding total Engergy Consumed a	Upload Document 🗘 ×	
General Details		Description
Designated Consumer's Name	Sree Rayaiseema Aikalies α Allied Unen	nical Limited, Gondiparla, Kurnool
Year of Establishment	2012	

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**.

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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.

OCUMENTS					
Document Name	Document Type	Uploaded By	Uploaded On	Designation	Action
LE1_PORTALJPG	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.

Sector Project V Form 1 >	م	3		7	۲	?	0
Forms							
I Consumers							
PA Documents							
Certificate of Verificati							
1	d Consumers P A Documents Certificate of Verificati	Sector Project ∨ Form 1 > Consumers Forms Image: PA Documents Image: Certificate of Verificati	Sector Project ∨ Form 1 >	Sector Project ∨ Form 1 >	Sector Project ∨ Form 1 > P ③ + ♥ Consumers Forms d Consumers P △ ③ + ♥ P ⑤ + ♥ P ⑤ + ♥	Sector Project v Form 1 > P () + ∇ () Forms d Consumers P A Documents Certificate of Verificat	Sector Project Porm 1 > Porm 2 + 7 Q ? Forms d Consumers P A Documents Certificate of Verificati

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 ~		Search for records						
~	Registration Number (Orga	Name	Sector (Organization No.)	Sub Sector (Organization	Financial Year	Proforma	Status	Created On	M T	e
	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	
	Disaaackin		DISCOLL	DISCOLL	2047-47		· · · · · · · · · · · · · · · · · · ·	10 00 0000 1001		

Figure 24: Verified Form 1 SPE

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

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Ĩ	Sector In-cha	arge Reversed	(SPE) ~				Search for records			ړ
~	Registration Number (Orga	Name	Sector (Organization No.)	Sub Sector (Organization	Financial Year	Proforma	Status	Created On	M	T /
	DIS0018DL	Form 1 for 2016-17 By DIS	DISCOM	DISCOM	2016-17	Sj	Sector Project Engineer Submitted	18/11/2019 14:58	30/	07/2020
	DIS0025HR	Form 1 - 2016-17-DIS0025	DISCOM	DISCOM	2016-17	Sj	Sector Project Engineer Submitted	29/04/2020 13:01	21/	07/2020
	DI50040OD	Form 1 - 2018-19-DIS0040	DISCOM	DISCOM	2018-19	Sj	Sector Project Engineer Submitted	24/04/2020 11:27	21/	07/2020
	DIS0043BR	Form 1 - 2018-19-DIS0043	DISCOM	DISCOM	2018-19	Sj	Sector Project Engineer Submitted	18/06/2020 12:05	21/	07/2020
	DIS0041BR	Form 1 - 2016-17-DIS0041	DISCOM	DISCOM	2016-17	Sj	Sector Project Engineer Submitted	15/04/2020 17:48	21/	07/2020

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 <u>3</u> 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.

DCRM365 BUREAU OF ENERGY EFFICIENCY A Statiany lidy under milatiny of power gavement of India	Sector Project 🗸	Dashboard	>
🕞 SAVE AS 🛛 NEW 🖙 🚽 SET AS DEFAULT	C REFRESH ALL		
My Dashboard(SPE) v My Open Tasks			
Regarding	Subject		Date Created \downarrow
Form A - UT123 Form B - U	T123 Form A Submission For SPE		8/29/2019 1:17 PM

Figure 26: SPE Dashboard

<u>Note</u>: 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.



DCRM365 BUREAU OF ENERGY EFFICIENCY A Statistical lady under without of power generationed of bodie	Sector Project 🗸	PA Documents	> Form A - I	RT212120 >		Q	3		7	۲	?	0
A SUBMIT 🔔 UPLOAD DOCUMENTS 📮 VIEW COM	IMENTS									个	ψ	a >
performance assessment document : informatio Form A – RT212120 *	N =							Ov a ⁹ 2	ner Textile Se	cto "		
Click on submit button for submit request												
Form-A Performance Assessment Documer	nt				Status : SDA	A-Nod	al Offi	cer Su	bmitted			Î
General Details				Description								
Name of the Designated Conumer				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**.

DCRM365 BUREAU OF ENERGY EFFICIENCY A Standardy Milly under ministry of power government of helio	Sector Project 🗸	PA Documents > Form A - UT123 >	م	3		7	٥	?	0
SUBMIT 🔔 UPLOAD DOCUMENTS 📮 VIEW COM	IMENTS						Ŷ	\mathbf{V}	a x
PERFORMANCE ASSESSMENT DOCUMENT : INFORMATIO Form A − UT123 =	IN				Owr a ⁵ a	ner [*] Cement Si	ect r		

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 Const forward it to Sector Expert for the process of energy savings certificate, based on the claim raised by the designated co Documents by the Designated Consumer in 'PA Document'.	umer and insumer in PA
Remarks(Max. 1000 chars):* Comments	
Submit	Cancel

Figure 29: Submit Form A

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

1 A ~				Search for record	ls.		
Name	E-Filing Date	Edit Option	EmAEA	E-Filing	Financial Year	Status	Ŧ
Form A - DIS0026MP	07/07/2020	SPE	DR P. P. MITTAL	DIS0026MP-PAT(2)2016-20	2016-2019	Sector Project Engine	
Form A - DIS0039OD	29/05/2020	SPE	Mr Bibhu Charan Swain	DIS0039OD-PAT(2)2016-20	2016-19	Sector Project Engine	
Form A - DIS0030UP	09/07/2020	SPE	Mr. Shri Bali Singh	DIS0030UP-PAT(2)2016-20	2016-2019	Sector Project Engine	
Form A - DIS0022MP	08/05/2020	SPE	Prabodh Kala	DIS0022MP-PAT(2)2016-20	2016-19	Sector Project Engine	
Form A By DIS0004KR For the PAT 2	30/09/2019	SPE	Gandepalli Srinivasa Rao	El Document (PAT-2) -DISO	2016-19	Sector Project Engine	
Form A By DIS0027AS For the PAT 2	15/11/2019	SPE	G R Narsimha Rao	El Document (PAT-2) - DIS	2016-19	Sector Project Engine	
	A V Name Form A - DIS0026MP Form A - DIS00390D Form A - DIS0030UP Form A - DIS0022MP Form A By DIS0004KR For the PAT 2 Form A By DIS0027AS For the PAT 2	A E-Filing Date Form A - DIS0026MP 07/07/2020 Form A - DIS00390D 29/05/2020 Form A - DIS0030UP 09/07/2020 Form A - DIS0030UP 09/07/2020 Form A - DIS0032MP 08/05/2020 Form A - DIS0032MP 08/05/2020 Form A By DIS004KR For the PAT 2 30/09/2019 Form A By DIS0027AS For the PAT 2 15/11/2019	A E-Filing Date Edit Option Form A - DIS0026MP 07/07/2020 SPE Form A - DIS00390D 29/05/2020 SPE Form A - DIS0030UP 09/07/2020 SPE Form A - DIS0030UP 09/07/2020 SPE Form A - DIS0030UP 09/07/2020 SPE Form A - DIS0030UP 08/05/2020 SPE Form A By DIS004KR For the PAT 2 30/09/2019 SPE Form A By DIS0027AS For the PAT 2 15/11/2019 SPE	Name E-Filing Date Edit Option EmAEA Form A - DIS0026MP 07/07/2020 SPE DR P. P. MITTAL Form A - DIS00390D 29/05/2020 SPE Mr Bibhu Charan Swain Form A - DIS0030UP 09/07/2020 SPE Mr Bibhu Charan Swain Form A - DIS0030UP 09/07/2020 SPE Mr. Shri Bail Singh Form A - DIS0030UP 08/05/2020 SPE Prabodh Kaia Form A By DIS004KR For the PAT 2 30/09/2019 SPE Gardepail Srinivasa Rao Form A By DIS0027AS For the PAT 2 15/11/2019 SPE G R Narsjimha Rao	A Search for record Name E.Filing Date Edit Option EmAEA E.Filing Form A - DIS0026MP 07/07/2020 SPE DR P. P. MITTAL DIS0026MP-PAT(2)2016-20 Form A - DIS00390D 29/05/2020 SPE Mr Bibhu Charan Swain DIS00390D-PAT(2)2016-20 Form A - DIS0030UP 09/07/2020 SPE Mr. Bibhu Charan Swain DIS0030UP-PAT(2)2016-20 Form A - DIS0030UP 09/05/2020 SPE Mr. Shri Bail Singh DIS0030UP-PAT(2)2016-20 Form A - DIS0022MP 08/05/2020 SPE Prabodh Kala DIS0022MP-PAT(2)2016-20 Form A By DIS004KR For the PAT 2 30/09/2019 SPE Gandepaili Srinivasa Rao El Document (PAT-2)-DIS0 Form A By DIS0027AS For the PAT 2 15/11/2019 SPE G Narsimha Rao El Document (PAT-2)-DIS	A Search for records Name E-Filing Date Edit Option EmAEA E-Filing Financial Year Form A - DIS0026MP 07/07/2020 SPE DR P. P. MITTAL DIS0026MP-PAT(2)2016-20 2016-2019 Form A - DIS00390D 29/05/2020 SPE Mr Bibhu Charan Swain DIS003390D-PAT(2)2016-20 2016-19 Form A - DIS0030UP 09/07/2020 SPE Mr. Shri Bail Singh DIS0030UP-PAT(2)2016-20 2016-2019 Form A - DIS0030UP 09/07/2020 SPE Mr. Shri Bail Singh DIS0030UP-PAT(2)2016-20 2016-19 Form A - DIS0022MP 08/05/2020 SPE Prabodh Kaia DIS0022MP-PAT(2)2016-20 2016-19 Form A By DIS004KR For the PAT 2 30/09/2019 SPE Gandepaili Srinivasa Rao El Document (PAT-2)DIS 2016-19 Form A By DIS0027AS For the PAT 2 15/11/2019 SPE G R Narsimha Rao El Document (PAT-2)DIS 2016-19	Search for records Name E-Filing Date Edit Option EmAEA E-Filing Financial Year Status Form A - DIS0026MP 07/07/2020 SPE DR P. P. MITTAL DIS0026MP-PAT(2)2016-20 2016-2019 Sector Project Engine Form A - DIS00390D 29/05/2020 SPE Mr Bibhu Charan Swain DIS00390D-PAT(2)2016-20 2016-19 Sector Project Engine Form A - DIS0030UP 09/07/2020 SPE Mr. Bibhu Charan Swain DIS0030UP-PAT(2)2016-20 2016-2019 Sector Project Engine Form A - DIS0030UP 09/05/2020 SPE Mr. Shri Bail Singh DIS0030UP-PAT(2)2016-20 2016-2019 Sector Project Engine Form A - DIS0022MP 08/05/2020 SPE Prabodh Kala DIS0022MP-PAT(2)2016-20 2016-19 Sector Project Engine Form A By DIS0004KR For the PAT 2 30/09/2019 SPE Gandepail Srinivasa Rao El Document (PAT-2)-DIS0 2016-19 Sector Project Engine Form A By DIS0027AS For the PAT 2 15/11/2019 SPE G R Narsimha Rao El Document (PAT-2)-DIS 2016-19 Sector Project Engine </td

Figure 30: Verified Form A

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

Ŧ	Sector In-cha	arge Reversed (SP	E) ~			Search for record	ds.	
~	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	El 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
	DI\$00390D	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	El Document (PAT-2) - DIS	2016-19	Energy Manager Sub

Figure 31: Reversed Form A

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<u>Notes:</u>

- 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.

DCRM365 BUREAU OF ENERGY EFFICIENCY A Standardy Milly and ar Windowy of Jonase guarderment of Inda	Sector Project 🗸	Form 1 > Form 1 - 2021-22_Bh >	م	3	Y	۲	?	0	
SUBMIT 🙏 UPLOAD DOCUMENTS 🗐 VIEW COM	MENTS					ŕ	ψ	<u></u> , ,	×

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.

DCRM365 BUREAU OF ENERGY EFFICIENCY A Statutop bidy under mixing of power guarement of Inda	Sector Project 🗸	PA Documents	> Form A - UT123 >		ত এ	+ 7	۵	?	0
A SUBMIT 🔔 UPLOAD DOCUMENTS 📮 VIEW COM	MENTS						Ϋ́,	∳ র	×
PERFORMANCE ASSESSMENT DOCUMENT : INFORMATION Form A – UT123 =	d					Owner*	iect 1		
Click on submit button for submit request									
Document Name	Document	Type U	lploaded By	Uploaded On	Designation		Actio	n	
IE_notification.JPG	Performance Documents	e Assessment K	husaboo D	16-09-2019	Sector Project Eng	gineer	Download	土	

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 <u>3</u> 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.

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

My Dashboard(SPE) 🗸	,	
My Open Tasks		
Regarding	Subject	Date Created \downarrow
Form B - TPP0011AP	Form B submit request for SPE	5/22/2019 4:36 PM

Figure 37: SPE Dashboard

<u>Note</u>: 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.

DCRM3 BUREAU	65 OF ENERGY EFFICIENCY nder ministry of prover gavernment of India	Sector Project 🗸	Certificate of Verifica > Form B - RT212120 >		م	C		7	۲	?		
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certificate of ve Form B	rification : information - RT212120 =	=					Ov B	mer* Textile	e Ser t			
Click on submit but	ton for Submit request											
												Ê
Form-B				Status : Sul	bmitte	d by SI	DA-No	dal Offi	cer			
Certifica	te Of Verification											
General	Details		Description									
Empane	lled Accredited Energy Auditor Na	ame	RAJ SOLUTIONS									
Under T	aken By		Reliance Textiles - Composite - UAT									
Power N	otification Date		30-03-2012									
Power N	otification Number		G.S.R. 269 (E)									
Number	of ESCerts		7,896 Issued									

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**.

DCRM365 BUREAU OF ENERGY EFFICIENCY A statuture, lady under remaining of pours government of Inda	Sector Project 🗸	Certificate of Verifica > Form B - UT123 >	Q	3		7	۲	?	()
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certificate of verification : information Form B – UT123 =					Ow	ner [#] a ⁸ a Cemen	tS ::			

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.

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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	
	- 1
Submit	
Submit	jei,

Figure 40: Submit Form B

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

¥	Verified - Fo	rm 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.	Ŧ
	DIS0018DL	Form 8 - DIS0018DL	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)	lss
	DI500390D	Form B - DIS0039OD	01/06/2020	Submitted by Se	15,413	30/03/2012		G.S.R. 269 (E)	Pu
	DIS0032UP	Form 8 - 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)	lss
	DICONTRO	DIC0017/0	10/04/2020	C	2.00	2010212012		C C D 360 (D	Si

Figure 41: Verified Form B

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

Ŧ	Sector In-ch	arge Reversed	(SPE) ~				Sear	ch for records	
~	Registration Number (DC)	Name	Form 8 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		97,658	30/03/2012	L.	G.S.R. 269 (E)

Figure 42: SI Reversed Form B



<u>Notes:</u>

- 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

certificate of verification : information Form B - UT123 $=$				Owner	• Cement	tS⊨:
Click on submit button for Submit request						
▲ DOCUMENTS						
Document Name	Document Type	Uploaded By	Uploaded On	Designation		Action
IE_notificationJPG	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 <u>3</u> 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.

DCRM365 BUREAU OF ENERGY EFFICIENCY A Statutery Mdy under ministry of parses guarement of rela	Sector Expert 🗸	Dashboard >	م	3	7	۲	?	0
🕞 SAVE AS 🛛 👫 NEW 🛛 👻 🚽 SET AS DEFAULT	♂ REFRESH ALL							
My Dashboard(SE) • My Open Tasks								
Regarding	Subject	Date Created ψ						
🖺 KPR INDUSTRIES - CHLOR ALKALI - UAT	DC Registration request for S	E 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.



DCRM365 BUREAU OF EN A Standary lidy under reinverty	ERGY EFFICIENCY	Sector Expert 🗸	Designated Consum	> KPR INDUSTRIES - C		Q	3		7	۲	?	0
O APPROVE O REVERSE	1. UPLOAD DOCUMENTS									Ŷ	ψ	×
KPR IN	DESIGNATED CONSUMER • NDUSTRIES	- CHLOR A	NLKALI =	•				Reg	istration N. 012120	* Org KPF	anisatic R INDUS	on N* STRIE (
Click on Approve button to a	approve the request or click on F	Reverse button to reverse the re	quest									
DC INFORMATION	ION											^
												- 1
DC Name III	KPR INDUSTRIES - CHLOR AL	KALI - UAT		Registration Number		CA012	120					
Sector	Chlor Alkali			Registration Date		10/1//	2019					
TAN	TAN3333333			Sub Sector		Chlor-	Alkali					
GSTIN*	GSTIN444444444			Registered PAT Cycle	*	PAT(5)	2019-20	22				
CIN 🔒	CIN555555555555555555555555555555555555			Running PAT Cycle	, í	6						
PAN No*	BELPK2076J			Year Of Establishmen	t* íí	2019						
EPFO No	EPF0666666666666666666666666666666666666			Address*		KPRH	louse, 5t	h Floor, S	Sardar Pate	I Rd,		
Registration No under S	REG777777777777777777777777777777777777					Near A	nand Th	eatre				
State of GST Registratio 🔒	Andhra Pradesh					Secund	derabad,	500003				

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.

DCRM365 BUREAU OF ENERGY EFFICIENCY A Databasey tably under mining uf power guarement of hole	Sector Project 🗸	Designated Consum > Dell CEMENT >	م	3	7	۲	?	(9
APPROVE GREVERSE 🔔 UPLOAD DOCUMENTS						\uparrow	ψ	πī.	×

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:

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- On approval of DC registration by Sector Expert (SE), record will be assigned to Sector In-charge (SI) for further verification approval. <u>Note:</u> 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.

DCRM365 BUREAU OF ENERGY EFFICIENCY	Sector Project 🗸	Designated Consum > Dell CEMENT >	م	3	Y	Θ	?	0	
APPROVE REVERSE UPLOAD DOCUMENTS						Ť	ψ	al :	×

Figure 53: Click Reverse button

The confirmation pop-up window appears, select the Stage by selecting the check box, enter the Remarks then click on Reverse button.
 <u>Note</u>: Entering Remarks is mandatory to reverse the application.

Re			×	
-				
#	Stage Name	Status	Remarks	
	Requested for DC Registration Approval	Submitted		
				Ŧ
			Please select the necessary stage.	
			Reverse	

Figure 54: Reverse DC Registration Form

<u>Notes:</u>

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

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- 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.

OCUMENTS					
Document Name	Document Type	Uploaded By	Uploaded On	Designation	Action
I.E1_PORTALJPG	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 xpert. 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 <u>3</u> 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	Subject	Date Created Ju
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.



DCRM365 BUREAU OF ENERGY EFFICIENCY A Stationary budy and/ar window of power government of holds	Sector Expert v Form 1 > Form	1 - 2021-22_RT >	م	3		7	۲	?	C
SUBMIT 🚔 PRINT 🏦 UPLOAD DOCUMENTS 🏮	VIEW COMMENTS						Ť	¥	7
orm 1 - 2021-22_RT	212120 -=				Te	am [•] Textile	eSe :		
lick on Submit button to recommend for next stage									
Form-1 For the Financial Yea Details of Information Regarding to General Details	r 2021-22 otal Energy Consumed and specific ene	Statu: gy Consumption per unit of production Description	s : Sector Proje	ct Engi	neer Su	bmitted	ĺ		Î
Designated Consumer's Name		Reliance Textiles - Composite - UAT							I.
Year of Establishment		2019							
Registration Number (As provided by BEE))	RT212120							
Sector and Sub-Sector in which designate	d Consumer falls	Sector : Textile Sub-Sector :Composite							
Complete Address of DCs Unit Location (Ji Mobile,telephone,Fax nos. & E-mail	ncluding Chief Executive's name & designation) v	DARSHANG Designation :Plant Head Email :sreedhark@posit th No :080-8888888 Address :28,5 tht Cross, 10th Main Rd, District :Bengaluru, Cit :saikuneti@gmail.com	iveedge.net Phone :y : Indiranagar, Pir	:080-777 Code :56	77777 M 0078 Stat	obile:9741 e :Delhi Er	192764 Fai nail	¢	

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**.

DCRM365 BUREAU OF ENERGY EFFICIENCY A Traducty Milly under infrastry of power generational of Inda	Sector Project 🗸	Form 1 > Form 1 - 2021-22_Bh >	م	3	+	7	۲	?	6)
SUBMIT UPLOAD DOCUMENTS 📮 VIEW COM	IMENTS						Ť	÷	71	×

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	×
Do you want to submit the request?	
I hereby, acknowledge the submission of the report in Form 1 on the status of energy consump 22 for this Designated Consumer and accept the report based on the modifications made to the data s Consumer.	tion of the financial year 2021- ubmitted by the Designated
Remarks(Max. 1000 chars):*	
Commnets	
	Submit Cancel

Figure 62: Submit Form 1

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

Ŧ	Verified Form	11 ~					Search for records		Q
~	Registration Number (Orga	Name	Sector (Organization No.)	Sub Sector (Organization	Financial Year	Proforma	Status	Created On	M T 0
	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
	DICODOCAD	1 - 2017 17 DIS0027	DISCOL	DISCOV	1047-17	e:	C	45 /05 /0000 4 A.04	24/07/2022

Figure 63: Verified Form 1

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

gistration 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 Strictly Confidential! © Bureau of Energy Efficiency Page: 28 of 70



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

DCRM365 BUREAU OF ENERGY EFFICIENCY A Totalany Mily and arringery of page guaranteent of held	Sector Project 🗸	Form 1 > Form 1 - 2021-22_Bh >	م	3	Y	۲	?	0
SUBMIT 🔔 UPLOAD DOCUMENTS 🗐 VIEW COM	MENTS					Ŷ	\downarrow	я ×

Figure 65: Click View Comments

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

Nishant Mehra (SE) September 16, 2019 Commnets	
	Vasu Ahuja (SPE) July 11, 2019 Vreifying from My End
System Admin (SDA-TO) July 11, 2019	
All the documents are verified.	

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.

SUBMITUPLOAD DOCUMENTS		↑ ↓ 3
FORM 1 : INFORMATION Form 1 - 2012-13_REGCNA001	9AP -=	
Click on Submit button to recommend for next stage		
Form -1 for the Financial year-2012-13		
	Upload Document 🚣 🛛 ×	
Details of Information Regarding total Engergy Consumed a	Choose file No file chosen Upload Close	
General Details		Description
Designated Consumer's Name	Sree Rayalseema Alkalies & Allied Cher	nical Limited, Gondiparla, Kurnool
Year of Establishment	2012	

Figure 67: Upload Documents

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

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

Upload Document	×
Choose file I.E1_PORTAL.JPG Upload	Close

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.

	I.E1_PORTALJPG	Form 1	Nishant Mehra	16-09-2019	Sector Expert	Download 📩
	Document Name	Document Type	Uploaded By	Uploaded On	Designation	Action
ľ	DOCUMENTS					
	FORM 1 - 2019-20_REGDIS13	Team [*] ■ 2 [*] 2 Build	ing S +			

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 <u>3</u> 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	Cubicat	Data Constant de
Regarding	Subject	Date created ϕ
Form A - REGDIS119PBS	Form A Submission For SE	7/11/2019 4:58 PM

Figure 71: Sector Expert Dashboard

<u>Note</u>: 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.

	RM365 REAU OF ENERGY EFFICIENCY arry bidy under ministry of prove government of india	Sector Expert 🗸	PA Documents	> Form A - RT212120			Q	3		7	۲	?	
📣 SUBMIT	1. UPLOAD DOCUMENTS 📮 VIEW COMM	MENTS									\uparrow	ψ	я
performan Form	ce assessment document : information A − RT212120 =	u ≣							Ov	vner* Textile	e Sei t		
Click on subm	it button for submit request												
Form	n-A formance Assessment Documen	t				Status : Sector P	roject	Engin	eer Su	bmitted	I		-
Ge	neral Details			De	scription								Ш
Na	me of the Designated Consumer			Rel	liance Textiles - Composite - UAT								Ш
Re	gistration Number			RT	212120								Ш
Sei	ctor			Tex	xtile								
Su	b-Sector			Co	mposite								

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**.

DCRM365 BUREAU OF ENERGY EFFICIENCY A Standardy Wildy under reinstry of power governmers of India	Sector Project 🗸	PA Documents > Form A - UT123 >	Q	3		Y	۲	?	(
	MENTS						Ŷ	\downarrow	ji)	×
Form A - UT123 =	1				Owr a ⁸ a	ner [*] Cement Se	et 1			

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	×
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 consume PA Documents.By the Designated Consumer in PA Documents.	l tr in
Remarks(Max. 1000 chars):*	
Comments	
	1
Submit Can	cel

Figure 74: Submit Form A

<u>Notes:</u>

- 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 enterd by him/her for submitting Form A, click on View Comments option as shown below.

DCRM365 BUREAU OF ENERGY EFFICIENCY	Sector Project 🗸	Form 1 > Form 1 - 2021-22_Bh >	م	3	7	۲	?	6	
SUBMIT UPLOAD DOCUMENTS UP VIEW COM	MENTS					Ŷ	ψ	яī	×

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**.





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 $=$				Owner* ■ 💒 Buildin	g S I
Waiting for approval form SI					
✓ DOCUMENTS					
Document Name	Document Type	Uploaded By	Uploaded On	Designation	Action
IE2_MIGRATIONJPG	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 <u>3</u> 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) v	
Regarding	Subject	Date Created ψ
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 Strictly Confidential! © Bureau of Energy Efficiency Page: 34 of 70



submitted by the Designated Consumers.

DCRM365 BUREAU OF ENERGY EFFICIENCY A Statiany listy under ministry of pamer generations of India	Sector Expert 🗸	Certificate of Verifica > Form B - RT212120 >		م	J	+	Y	۲	?	0
A SUBMIT 🔔 UPLOAD DOCUMENTS 📮 VIEW CON	MMENTS							\uparrow	\downarrow	я х
certificate of verification : information Form B - RT212120 γ	≡					Ow	iner [*]	Se :		
Click on submit button for Submit request										
Form-B			Status : Submit	ted by S	Sector	Projec	t Engine	er		
Certificate Of Verification										
General Details		Description								
Empanelled Accredited Energy Auditor N	lame	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**.

DCRM365 BUREAU OF ENERGY EFFICIENCY	Sector Project 🗸	Certificate of Verifica > Form B - UT123 >	ø	9		7	٥	?	0	
A SUBMIT 🔔 UPLOAD DOCUMENTS 📮 VIEW COM	MENTS						个	Ψ	я >	:
certificate of verification : information Form B - UT123 =					Owr	er* Cement	tSora			

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 onward it to Sector Incharge for the process of issuance of energy savings certificate, based on the claim raised by the Desig Consumer in Form 'B'.	and Inated
Remarks(Max. 1000 chars):*	
Comments	
Submit	Cancel

Figure 83: Submit Form B

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

→ Verifi	ed Form A 🖌				Search for record	15	
✓ 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
TPP0162UP TPP0161UP	Form A - TPP0162UP Form A - TPP0161UP	21/04/2020 18/04/2020	SPE	moolchand jain moolchand jain	TPP0162UP-PAT(2)2016-20 TPP0161UP-PAT(2)2016-20	2016-19 2016-19	Sector Sector

Figure 84: Submit Form B

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

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

Figure 85: Submit Form B



<u>Notes:</u>

- 1) On the submit of Form B by Sector Expert, Form B will be assigned to Sector Incharge (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.



Figure 91: Documents Section



<u>6. Sector In-charge (SI)</u>

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 <u>3</u> 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

<u>Note</u>: 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 V Form 1	> Form 1 - 2021-22_RT >		م	3		Y	۲	?	
PROVE 🐵 REVERSE 🚔 PRINT 🙏 UPLOAD DOCUMENTS 📮 VIEW COMMENTS							Ŷ	ψ	
M1:DNFORMATION DYMM 1 - 2021-22_RT212120 =					Te	am [*] Textile	e Sel 1		
on Approve button to Approve the request .									
Details of Information Regarding total Energy Consumed and specific General Details	energy Consumption per unit of production								
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 & designat Mobile,telephone,Fax nos. & E-mail	DARSHANG Designation :Plant Head Email :sreedhark on) with No :080-8888888 Address :826, 9th Cross, 10th Main Rd, District :Benga	@positiveedge.net luru, City : Indiranaç	Phone :(gar, PinC	080-777 ode :560	7777 M	obile:9741 e :Delhi Er	192764 Fa mail	x	

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.

CCRM365 BUREAU OF ENERGY EFFICIENCY A Stutiany liaby under initiaty of power government of main	Sector Incharge 🐱	Form 1 > Form 1 - 2021-22_RE >	م	3		7	۲	?	(9
🖉 APPROVE 🎯 REVERSE 🔔 UPLOAD DOCUMENTS 📮 VI	IEW COMMENTS						ŕ	¥	21	×
FORM 1 : INFORMATION Form 1 - 2021-22_REGE	DIS980PETR	т			Tea	n" A Petroleu	in I			
Click on Approve button to Approve the request -										
										Î
Form-1 For the Financial Year 20	21-22		s	tatus :	SE Sul	omitted			Î	l

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 202 22 for the above Designated Consumer.	11-
Remarks(Max. 1000 chars):	
Approved	
On Approval, Request will be submitted to Next Lavel Approver	
Approve	

Figure 95: Approve Form 1

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

DCRM365 BUREAU OF ENERGY EFFICIENCY A Tatatary lidy and a minimity of power queeneement at hela	Sector Incharge 🗸	Form 1 > Form 1 - 2020-21_RE >	م	3		7	۲	?	0
⊘ APPROVE	IEW COMMENTS						Ŷ	ψ	×
FORM 1 : INFORMATION Form 1 - 2020-21_REGE Click on Approve button to Approve the request .	DIS980PETR	-=			Tean	n* Netroleu	an F		
									*
Form-1 For the Financial Year 20	20-21		Sta	itus : S	E Sub	mitted			Ť.

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.
 <u>Note: Entering Remarks is mandatory to reverse the application.</u>



	Stage Name	Status	Remarks
0	Form 1 Submittal request by EM	Submitted	
1	Form1 Submission by SPE	Submitted	
1	Form1 Submission by SE	Submitted	
			~
			Please select the necessary stage.

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.

Your registration to PATNET has been	n Reversed. 🔈 💷
BEE PATNET <pet.rajesht@gmail.com></pet.rajesht@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 98: Reverse Email Notification

<u>Notes:</u>

- 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.

DCRM365 BUREAU OF ENERGY EFFICIENCY A Transitory wildy under transitory of power guaranteement of Inde	Sector Project 🗸	Form 1 > Form 1 - 2021-22_Bh >	م	3	7	۵	?	0
SUBMIT 🔔 UPLOAD DOCUMENTS 📮 VIEW CO	MMENTS					Ŷ	ψ	ā ×

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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.*

DCRM365 BURGY EFFICIENCY Sector Inch	narge 🗸 🛛 Form 1 > Form 1	- 2019-20_RE >	م	9 +	7	۲	?	۲
APPROVE BREVERSE UPLOAD DOCUMENTS VIEW COMMENTS						Ŷ	$\psi = \overline{\mu}$	×
FORM 1: INFORMATION Form 1 - 2019-20_REGDIS980P	ETR =			Tean	n Petroleu	er I		
Click on Approve button to Approve the request .								
Form-1 For the Financial Year 2019-20	Upload Document	×	Si	tatus : SE Sub	omitted			
Details of Information Regarding total Engergy Consun	Choose file No file chosen	Upload Close ro	oduction					
General Details								
Designated Consumer's Name								

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.

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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.

FORM 1: INFORMATION Form 1 - 2021-22_REGDIS98	30PETR ≔			Team	Petroleun I
- DOCUMENTS					
Document Name	Document Type	Uploaded By	Uploaded On	Designation	Action
IE_notification.JPG	Form 1	Shakkeer V	16-09-2019	Sector Incharge	Download 📩

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 <u>3</u> 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	Subject	Date Created V
Form A - TPP0011AP	Form A Approval For SI	5/22/2019 4:05 PM

Figure 105: Sector In-charge Dashboard

<u>Note</u>: 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.

DCRM365 BUREAU OF ENERGY EFFICIENCY A Studiary bidy under mixistry of power government of India	Sector Incharge 🗸	PA Documents	> Form A - RT	212120 >	م	3		7	۲	?	0
🥏 APPROVE (REVERSE 🏦 UPLOAD DOCUMENTS	VIEW COMMENTS								个	ψ	2 X
performance assessment document : informatic Form A - RT212120 ·	ON T						0	vner Textile	Se :		
Click on approve button to approve request											
Form-A Performance Assessment Docume	nt				Status : So	ector Ex	pert Su	bmitted			Î
General Details				Description							
Name of the Designated Consumer				Reliance Textiles - Composite - UAT							
Registration Number				RT212120							
Sector				Textile							
Sub-Sector				Composite							

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.

OCRM365 BUREAU OF ENERGY EFFICIENCY A transmit billy under ministry of yours guarment of redu	Sector Incharge 🗸	PA Documents > Form A - TPP0011AP >	م	3		7	Θ	?	0
APPROVE 🐵 REVERSE 🔔 UPLOAD DOCUMENTS 📮 V	/IEW COMMENTS						Ŷ	ψ	a x
Performance assessment document :information Form A – TPP00111AP =					Own	ner [*] A ^s a Textile Se	- t		
Click on approve button to approve request									
									*
Form-A			9	Status :	SE Su	bmitted			-

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.

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Approve	×
Do you want to approve the request?	
I hereby, acknowledge the acceptance of this verification repor process of energy savings certificate, based on the claim raised by the	rt, and accept the forms for this Designated Consumer for the Designated Consumer in PA Document.
Remarks(Max. 1000 chars):	
Approve	
On	Approval, Request will be submitted to Next Level Approver
	Approve

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.

Re Select	Verse			×
#	Stage Name	Status	Remarks	^
	Form 1 Submittal request by EM	Submitted		
	Form1 Submission by SPE	Submitted		
	Form1 Submission by SE	Submitted		
				Ŧ
			Please select the necessary stag	ge.
			Reverse Cano	el

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.

Your registration to PA	TNET has been Reversed. Σ Inde
BEE PATNET <pet.rajesht@gmail.com< td=""><td>></td></pet.rajesht@gmail.com<>	>
to me, Vinayak 👻	
Dear Users,	
Your Registration has been reversed.	٦
Remarks(If Any):EM image is not prop	er
Circlerable	
Bureau of Energy Efficiency	
4th Floor, Sewa Bhawan,	
P. K. Puram, New Delbi - 110066	

Figure 111: Reverse Email Notification

<u>Notes:</u>

- 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 enterd by him/her for submitting Form A, click on View Comments option as shown below.

DCRM365 BUREAU OF ENERGY EFFICIENCY Attaliana lußy under ministry of passer genormment of rolas	Sector Incharge 🐱	PA Documents > Form A - TPP0011AP >	م	3	+ 7	
UPLOAD DOCUMENTS INFORMATION						
Form A - TPP0011AP =					Owner* € 252 Te	extile Se :
Form-A				Status	s : SI Accep	ted

Figure 112: Click View Comments

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

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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.



DCRM365 BUREAU OF ENERGY EFFICIENCY At the state water water of point guardiance of only	Sector Incharge 🐱		- 2019-20_RE >							۲
APPROVE REVERSE UPLOAD DOCUMENTS	EW COMMENTS							Ŷ	Ψ	X IR
FORM 1: INFORMATION Form 1 - 2019-20_REGE	DIS980PETR	'=				Ţ	eam" a Petrole	euro I		
Click on Approve button to Approve the request .										
Form-1 For the Financial Year 20	19-20 Upload	d Document	×		Sta	itus : SE S	ubmitted			Î
Details of Information Regarding total Er	igergy Consum	e file No file chosen	Upload Close	roduction						
General Details										
Designated Consumer's Name										

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* ■ <u>s</u> ta Textile	Se 1
* 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 <u>3</u> 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	Subject	Data Coasted Ju
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.



^{b : Information} rm B - TPP0076MH [,] ≡	Owner* ■ Thermal F /	
g 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	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.

CCRM365 BUREAU OF ENERGY EFFICIENCY A Statutary May and a striking of paragrammark of Male	Sector Incharge 🗸	Certificate of Verifica > Form B - REG300PE	>	م	I	+	Y	۲	?	0
📀 APPROVE 🐵 REVERSE 🔔 UPLOAD DOCUMENTS 📮	VIEW COMMENTS							Ť	÷	a (
certificate of verification : information Form B - REG300PE =						Owr	ner*	he 1		

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.

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

Approve	×
Do you want to approve the request?	
I hereby, acknowledge the acceptance of this verification report, and accept the forms for this Design process of energy savings certificate, based on the claim raised by the Designated Consumer in PA Docum	gnated Consumer for the ent.
Remarks(Max. 1000 chars):	
opport	
On Approval, Request will be submitted to Next Leve	el 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. Incase 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 EFF A Statutory bidy under ministry of power government	CIENCY t of india	Se	ector Incharge 🗸	Form	В	>
	UPLOAD DOCUMENTS	VIEW COMME	NTS	REQUEST FOR MODIFICA	λ Τ		
FORM B	: INFORMATION						

Figure 122: Approve Form B

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



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

DCRM365 BUREAU OF ENERGY EF A Statutory bidy under ministry of power govern	FICIENCY Se	ector Incharge	∽ Form B	>
🗈 RUN REPORT 👻 🔩 EXPORT TO	EXCEL •			
→ Form B - Modifi	cations Requ	ested By SI	¥	
✓ DC	Form B Edit Option	Form B Filing da	Status	Number of Eso
NEPA Limited, Nepanagar, Burhanpu		5/21/2020	Sector In-charge.	

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.

	DCRM365 BUREAU OF ENERGY EFFICIENCY A Statutory bidy under ministry of power government of india	Sector Incharge	~	Form B	>
Þ	RUN REPORT 👻 🔩 EXPORT TO EXCEL 🗐 👻				
≁	Form B - Modifications A	Allowed by EI or	DG	~	
\checkmark	DC Form B Edit O	otion Form B Filing da	Status		Number
	Coastal Gujarat Power Limited.,Tunda	6/2/2020	Sector	in-charge	

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.

	CRM365 IREAU OF ENERGY EFFIC		ector Incharge	~	Form B	>
🕑 RUN REPO	DRT 👻 🔍 EXPORT TO EX	CEL 🕴 🔻				
→ Forr	m B - Modifica	ations Disca	rded By EI (or.	🗸	
V DC		Form B Edit Option	Form B Filing d	Statu	s	Number of E
Coastal	Gujarat Power Limited.,Tun		6/2/2020	Secto	r In-charg	

Figure 126: Modification Discarded

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

4	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

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

🖉 APPROVE 📵 REVERSE 🗘 UPLOAD DOCUMENTS 📮 VIEW COMMENTS	-	
	201	×
CERTURCATE OF VERIFICATION INFORMATION Form B - REG300PE =		

Figure 127: Click Reverse Button

10. 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.*



Re	VERSE t a stage for reversal!			×
#	Stage Name	Status	Remarks	*
	Form 1 Submittal request by EM	Submitted		
	Form1 Submission by SPE	Submitted		
	Form1 Submission by SE	Submitted		
			Please select the necessary sta	₹
			Reverse Cano	el

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.

Yo	our registration to PATNET has been Reversed. Σ Into
BE	E PATNET <pet.rajesht@gmail.com></pet.rajesht@gmail.com>
to r	ne, Vinayak 👻
De	ar Users,
You	ur Registration has been reversed.
Re	marks(If Any):EM image is not proper
Sin	cerely,
Bu	eau of Energy Efficiency
4th	Floor, Sewa Bhawan,
R.	K. Puram, New Delhi – 110066

Figure 129: Reverse Email Notification

<u>Notes:</u>

- 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.



DCRM365 BUREAU OF ENERGY EFFICIENCY A Interiory way-water internet of time	Sector Incharge 🐱	Certificate of Verifica.	. > Form B - REG3	JOPE >	م	3	+	Y	۲	?
									Ť	ψ <u>π</u>
certificate of verification (information Form B - REG300PE =							On B	mer* ata Petro (
Form-B Certificate Of Verification	Upload	d Document	×		S	tatus :	Submi	itted by	SE	
General Info	Choos	se file No file chosen	Upload Close	on						
Empanelled Accredited Energy Auditor Name										

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.



OCRM365 BUREAU OF ENERGY EFFICIENCY A Standard and and and and and and and and and an	Sector Incharge 🐱	Certificate of Verifica	> Form B - REG300PE >	ত হ	+ 7	☺ ?
						↑ ↓ ਡ
CERTIFICATE OF VERIFICATION : INFORMATION Form B - REG300PE == • DOCUMENTS					Owner [*] ■ <u>**</u> Petro	Che. 1
Document Name	Document Type	Uploaded By	Uploaded On	Designation		Action
IE_notification.JPG	Certificate of Verifica	tion Shakkeer V	16-09-2019	Sector Incharge		Download 📩

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 <u>3</u> 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		I management
Regarding	Subject	Date Created Ψ
Form 2-PPIN987	Form 2 Approval For SI	8/6/2019 3:55 PM

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.

Ð	DCRM365 BUREAU OF ENERGY EFFICIENCY A Standary Bulg under miniatry of power gavement of India	Sector Incharge 🗸	Form 2 > Form 2 - RT212120		م	3		7	۲	?	0
APPRI APPRI	DVE 🔔 UPLOAD DOCUMENTS 📮 VIEW COM	MMENTS							\uparrow	ψ	a x
form 2 For	INFORMATION M 2 - RT212120 =	:					Ow B	mer* & Shakkee	er 1		
Click on	approve button to approve request										
											Î
F	orm-2			Status : SDA-Nodal Officer Su	ıbmit	ted to	Sector	In-charg	e		
	General Details			Description							
	Name of the Designated Consumer			Reliance Textiles - Composite - UAT							
	E-Filing			RT212120-PAT(5)2019-2022							
	Form 2			Form 2 - RT212120							

Figure 137: Form 2 Information page

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- 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.

C	Approve	×
	Do you want to approve the request?	
	Remarks(Max. 1000 chars):	_
	Approve	
	On Approval, Request will be submitted to Next Level Approver	~
	Approve	cel

Figure 139: Approve Form 2

<u>Notes:</u>

- 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.

OCRM365 BUREAU OF ENERGY EFFICIENCY Attacking lady under ministry of yours generational of india	Sector Incharge 🗸	Form 2 > Form 2-PPIN987 >	م	I		7	٥	?	0
⊥ UPLOAD DOCUMENTS □ VIEW COMMENTS							Ŷ	ψ	a x
form 2: Information Form 2-PPIN987 ≔					Own	ner [*] & Shakke	er		

Figure 140: Click View Comments button

Strictly Confidential! © Bureau of Energy Efficiency



• 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.

CCRM365 BUREAU OF ENERGY EFFICIENCY A Statistics with water mixing of passes guarantees of radia	Sector Incharge 🗸	Form 2 > Form 2-	-PPIN987 >		; م	9 + 7	☺ ?	۲
							↑ ↓ j	ল 🗙
FORM 2:INFORMATION						Owner*		
	Uplo	oad Document	×					
Document Name	Doc	No file chosen	Upload Close	paded On	Designation		Action	
IE_notification.JPG	Form			99-2019	Sector Incharg	ge	Download 🛓	

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.



Upload Document	×
Choose file I.E1_PORTAL.JPG Upload	Close

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.

FORM 2: INFORMATION Form 2-PPIN987 =				Owner [#]	er
Document Name	Document Type	Uploaded By	Uploaded On	Designation	Action
IE_notification.JPG	Form 2	Shakkeer V	16-09-2019	Sector Incharge	Download 📩

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 <u>3</u> 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 Ψ
SE Form 3 - PPIN987	Form 3 Approval for SI	8/6/2019 3:59 PM

Figure 146: 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 3 page opens where Sector In-charge can verify the details submitted by the SDA-NO.

DCRM365 BUREAU OF ENERG		Sector Incharge 🗸	Form 3 >	Form 3 - Initia	I - RT2				م	3		7	۲	?	0
APPROVE UPLOAD DO	CUMENTS 📮 VIEW CO	MMENTS											Ŷ	Ψ	я×
form 3 : information Form 3 - Ini	tial - RT2	12120 -=													
Click on Approval button for Ap	prove the request														
Form-3								Status :	SDA-N	lodal O	fficer Su	ubmitted			ŕ
General Details					Des	scription									ш
Name of the Desig	nated Consumer				Reli	iance Textiles - Composite - UA	AT								11
E-Filing					RT2	212120-PAT(5)2019-2022									н
Form 3					For	m 3 - Initial - RT212120									

Figure 147: Form 3 Information page

- 5. After verifying the Form 3 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 3.
- 6. To approve Form 3 click the **Approve** button on the top left menu.

DCRM365 BUREAU OF ENERGY EFFICIENCY A Statistery big under ministry of power guarament of Inde	Sector Incharge 🗸	Form 3 > Form 3 - PPIN987 >	م	3	+	7	۵	?	0
SAPPROVE 1 UPLOAD DOCUMENTS							ŕ	ψ	N X
form 3: information Form 3 - PPIN987 =									
Click on Approval button for Approve the request									
Form-3			Stat	us : SD	A NO SI	Ibmitted			^

Figure 148: 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 3.



Approve		×
Do you want to approve the request?		
Remarks(Max. 1000 chars):		
Approve		
	On Approval, Request will be submitted to Next Level Approver	
	Approve	icel

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.

DCRM365 BUREAU OF ENERGY EFFICIENCY A Tantary big under ministry of power gumments of rula	Sector Incharge 🗸	Form 3 > Form 3 - PPIN987 >	م	3		7	۲	?	0
LUPLOAD DOCUMENTS							Υ	\downarrow	a x
FORM 3 : INFORMATION Form 3 - PPIN987 =									4
Form-3			Stat	us : SD/	A NO Su	bmitted			ŕ

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.

DCRM365 BUREAU OF ENERGY EFFICIENCY A Inductory lady under winding of Down guaranteem of Pada	Sector Incharge 🗸				م				
LUPLOAD DOCUMENTS									÷
form 3:information Form 3 - PPIN987 ≔									
Form-3	Upload	d Document	3	×	Stat	us : SDA	NO Su	bmitted	
General Details				~					
Name of the Designated Conumer	Choos	e file No file chosen	Upload	PAPER					
Efiling				9-2022					

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.



Upload Document	×
Choose file LE1_PORTAL.JPG Uplo	adClose

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.

-1	form 3: information Form 3 - PPIN987 ч≡ documents					
	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 <u>3</u> 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	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
E 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.

Ŷ	DCRM365 BUREAU OF ENERGY EFFICIENCY A Statutory lady under withday of power generationed of India	Sector Incharge 🗸	Verifcation Certifcate >	Form C - SEC121	212 >	Q	3		7	۲	?	0
APPR	OVE 🔔 UPLOAD DOCUMENTS 📮 VIEW COI	MMENTS								Ŷ	\downarrow	я :
check Foi	verification certificate : information $C - SEC121212$	۳						Ow	ner [®]	eer .		
Click Ap	prove to Approve the request											
F	orm-C Compliance Document					Sta	tus : P	ending	Approv	/al		
	General Info				Details							
	Empanelled Accredited Energy Auditor Na	ame			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.

Registration Approve	×
Approve	
I hereby, acknowledge the acceptance of the Form C request for this Designated Consumer and accept the report based the modifications made to the data submitted by the Designated Consumer.	on
Remarks(Max. 1000 chars):	_
Approve	
On Approval. Request will be submitted to Next Level Approver	
Approve	el

Figure 159: Approve Form C

<u>Notes:</u>

- 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.



DCRM365 BUREAU OF ENERGY EFFICIENCY A Statisty bidy under remainly of part generalment of hele	Sector Incharge 🗸	Verifcation Certi	fcate > Form C-REGDIS987A >	م	3		Y	۲	?	(
() Apps for Dynamics 365 View Dynamics 365 information or	n the go with apps for your phone, table	, Outlook, and more!	Get Apps for Dynamics 365								×
⊥ UPLOAD DOCUMENTS □ VIEW COMMENTS								个	ψ	20	×
CHECK VERIFICATION CERTIFICATE : INFORMATION Form C-REGDIS987A	LUMMIG =					Ow	ner [#] 🌋 Rohan S	ik -			

Figure 160: Click View Comments

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

Rohan Sharma (SI)		
September 16, 2019		
Approve		

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.

9	DCRM365 BUREAU OF ENERGY EFFICIENCY A Industry lidit under ministry of pioner generations of holds	Sector Incharge 🗸	Verifcation Certifcate >	Form C-REGDIS987A	>	م	3	+	7
() Apps	for Dynamics 365 View Dynamics 365 information on	the go with apps for your phone, tablet	Outlook, and morel Get Apps	for Dynamics 365					
1. UPLO	DAD DOCUMENTS								
check FOI	verification certificate : information m C-REGDIS987A	LUMMIG =						Owr M	her* & Rohan
	Compliance Document		pload Document	22	•				
	General Info	Ŭ	pioud Document	×					
	Form C Name	(Choose file No file chosen	Upload Close					
	DC Organisation								
	Efiling				_				

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.

HECK VERIFICATION CERTIFICATE : INFORMATION ORT C-REGDIS987	ALUMMIG =			Own	her* & Rohan Sh
DOCUMENTS					
Document Name	Document Type	Uploaded By	Uploaded On	Designation	Action
IE_notification.JPG	Check Verification Certificates	Rohan Sharma	16-09-2019	Sector Incharge	Download 📩

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.

Busileourus mj opioadco boco m	the second s		and the second second		
← → C	x#449376848				
DCRM365 BUREAU OF ENERGY EFFICIENCY A Statulary lady under ministry of power generation of relia.	Director Gener 🗸	Dashboard >			م
SAVE AS ■, NEW ▼ D RECOMMENDED TO B	E IS 🖻 RECOMMENDED TO BE P.	DILOAD DOCUMENTS	HI SET AS DEFAULT	C REFRESH ALL	
My Uploaded Documents	v				

Figure 166: Upload Documents

2. Click on choose file

Upload Document	×
Choose file No file chosen	Upload Close

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.

DCRM365 BUREAU OF ENERGY EI		Sector Incharge 🗸	Dashboard >			م	3	÷	7	۲	?
🕞 SAVE AS 📲 NEW 💌 💽 RE	COMMENDED TO BE IS.	🖻 RECOMMENDED TO I	BE P 🔔 UPLOAD DO	DCUMENTS 🛛 REFRESH	ALL						
My Dashboard (S) ~										
ing bachibeara (c.	-/										
Verification Pending Form1 V				Form A - Pending	Verification Y						
Search for records	Q			Search for records		Q					
Organization No.		Registration Number (Sector (Organization N	Registration N	Name	E-Filing Date	EmAE	Ą		E-Filing	
				TPP0023CG	Form A By TPP	8/29/201	9 moolcha	ind jain		El Document	t (PAT
					Form A - TPP02	7/9/202	0 moolcha	ind jain		TPP0229MP-	PAT(2
				TPP0140WB	Form A By TPP	11/22/201	9 Mr. P. V.	Kiran Ana	inth	El Document	t (PAT
				TPP0013AS	Form A By TPP	8/22/201	9 B Senthi	lkumar		El Document	t (PAT
				TPP0018CG	Form A By TPP	8/27/201	9 LAKSHN	I NARAIN		El Document	t (PAT
				TPP0014AS	Form A By TPP	8/28/201	9 moolcha	ind jain		El Document	t (PAT
				TPP0022CG	Form A By TPP	8/30/201	9 AJITH KI	JMAR K. R		El Document	t (PAT
				TPP0021CG	Form A By TPP	8/31/201	9 PUSHKA	R KHANN	A	El Document	t (PAT
<				•							
				1 - 8 of 15						14 4	(Page

Figure 167: Run Report