

Obtaining Electricity connection

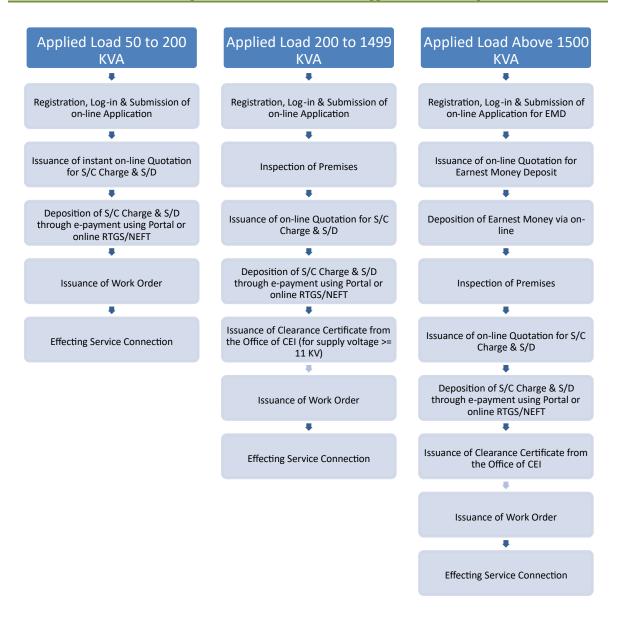
without the need for a physical touch point for document submission for:

- I. Obtaining New electricity connection.
- II. Obtaining Drawing Approval from Electrical Inspectorate
- III. Sanction of power supply

And Mandate that all applications are submitted online.

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WBSEDCL online system for obtaining electricity connection.



WBSEDCL Login Page:

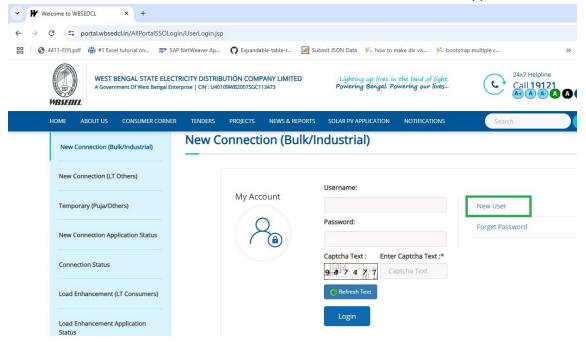
https://portal.wbsedcl.in/AllPortalSSOLogin/UserLogin.jsp

Step 1: Open User Login Page

On WBSEDCL Portal Home page: https://www.wbsedcl.in select tab Consumer Corner > Connection Management > Online application > New Connection (Industrial)

Step 2: New User Registration

Click on New User link to create a new user id which will be used for new online application.



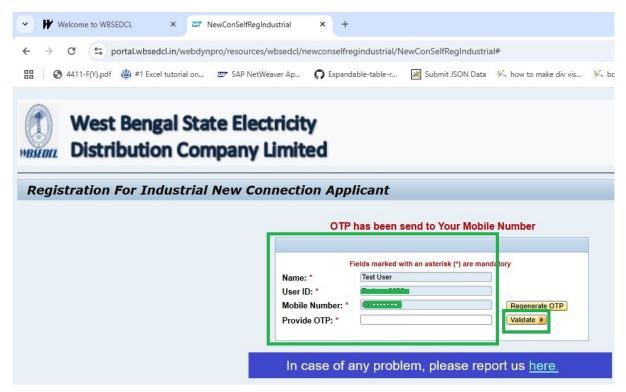
Step 3: Provide Details for new user id creation.

Fill the details: Name, User ID & Mobile Number. Next click on Generate OTP Button. An OTP will be sent to the Mobile Number.



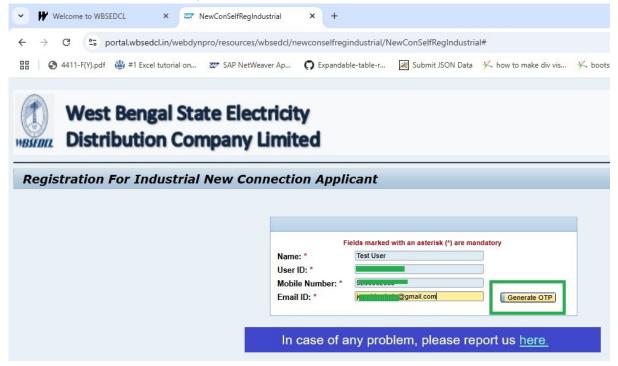
Step 4: Validating via OTP

Fill up the OTP & then click on Validate Button.

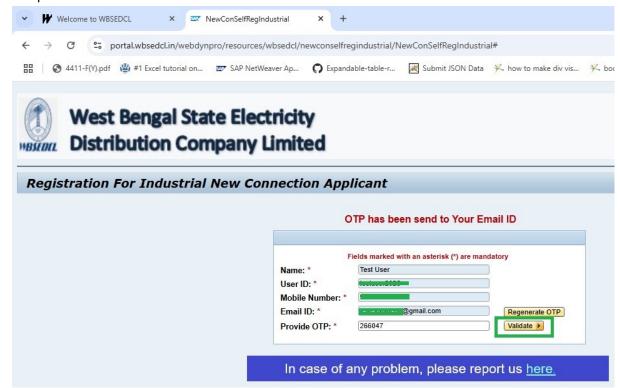


Step 5: Fill up Email & Password

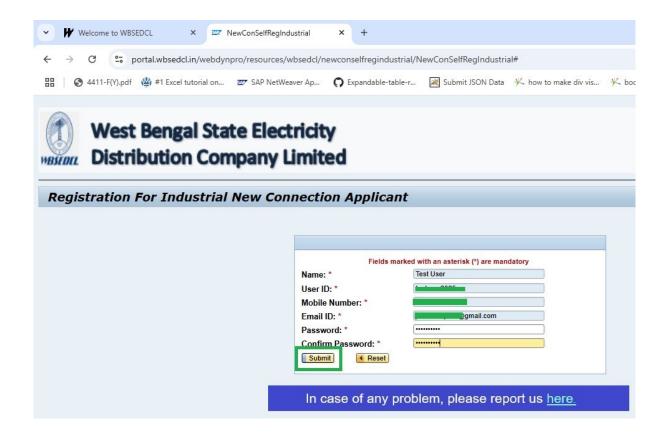
Next Email ID need to be filled up. After that click on Generate OTP Button.



Fill-up the OTP & click on validate button.

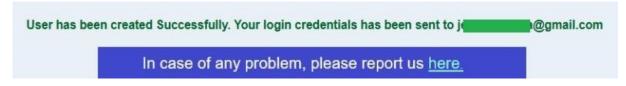


Enter the Password & Confirm Password and then click on Submit button.



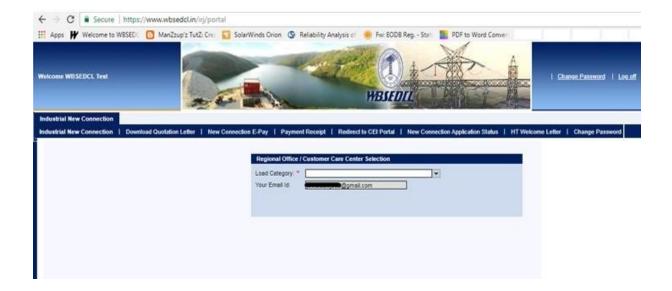
Step 6: Successful User ID Creation

After Submit the user id will be created & a successful message will be shown. The Login credentials will be mailed to the respective mail id also.



Step 7: Login using created User ID & Password

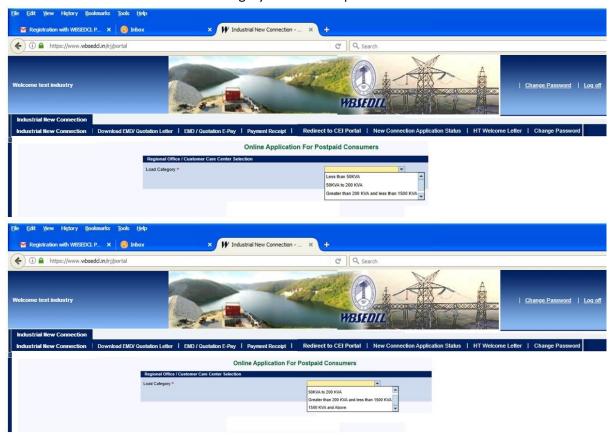
Next Go to Login Page via following path: Consumer Corner > Connection Management > Online application > New Connection (Industrial). Provide Username & Password to Login to Industrial New Connection application page.



Step 8: Selection of Load Category

- 4 Types of Industrial Connections are applicable in WBSEDCL:
 - 1. Less than 50KVA: Managed from CCC/Division Level.
 - 2. 50KVA to 200 KVA: Managed from Region level.
 - 3. Greater than 200 KVA and less than 1500 KVA: Managed from Region level.
 - 4. 1500 KVA and Above: Managed from Central Commercial Department level.

Users need to select intended load category from the dropdown.



Step 9: Selection of Region & CCC

➤ In case of Load 50KVA to 200 KVA Consumer need to select Region & Regional Office. Then click on next. **Tips:**

a. Region:

User can check nearby locality and get their Regional WBSEDCL Office. For more information, user can contact toll Free Numbers (available in website). b. **Rural / Urban:** Generally locality covered under Municipality are considered as Urban area.



In case of Load Greater than 200 KVA and less than 1500 KVA Consumer need to select Location of the connection.

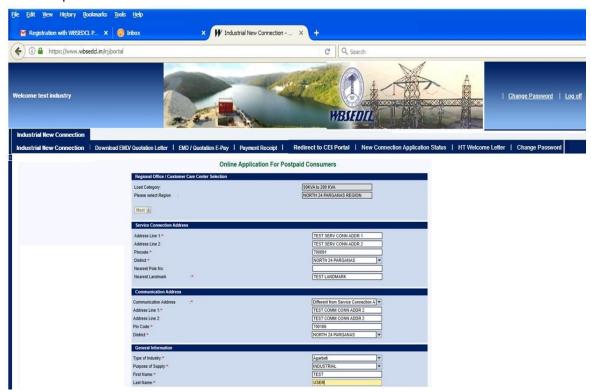


In case of Load Greater than 1500 KVA Consumer need to select Location of the connection as CORPORATE COMMERCIAL CELL.



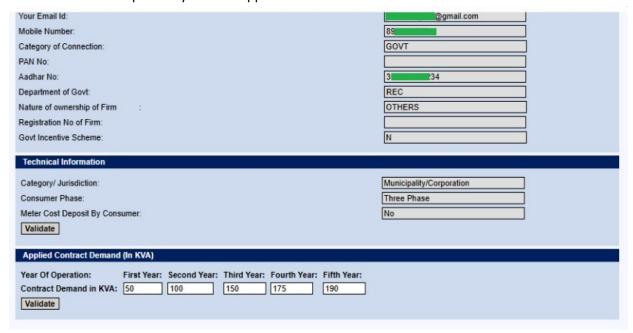
Step 10: Filling up General and Technical Information

Fill the required details & then click Validate button.



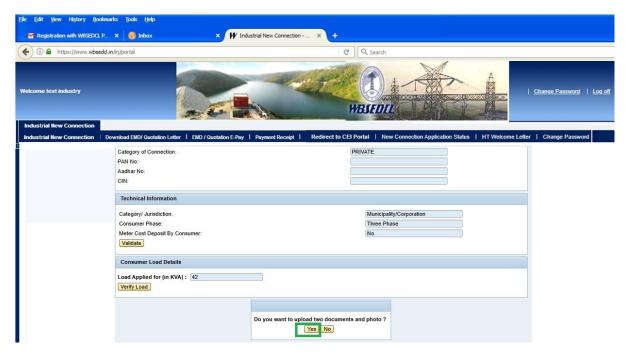
Step 11: Load Verification

Next consumer need provide year wise applied load & then click Validate button.



Step 12: Document Upload

After load verification, applicant can upload required documents along with a passport size photo. For the same he/she needs to click Yes button in the related message box.

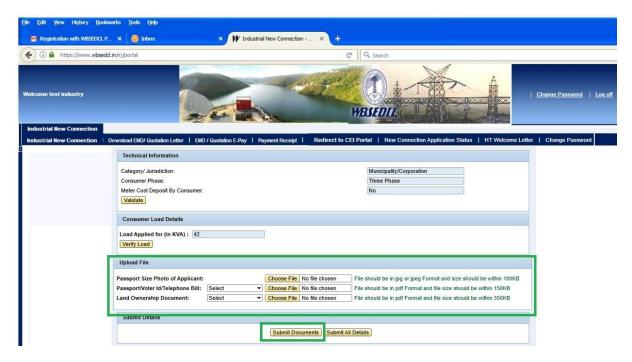


Then upload belowdocuments along with passport size photo of applicant:

- a. Passport/Voter ID/Telephone Bill
- b. Land ownership document (Property Paper/Purchase Deed/Tenancy Deed/Tax Receipt of

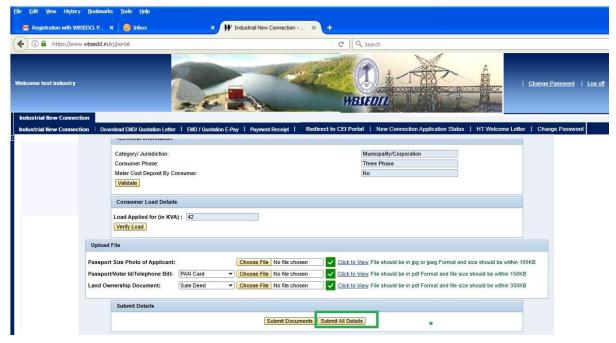
Panchayet/Municipality etc.)

After file selection, click on the Submit Documents button.



Step 13: Submission of Details

Then click on Submit All Details button.



Step 14: Successful message with Application No& Application Form Download

New Connection Applied Successfully message will be shown along with the application no & aDownload Application Form button for load category 50 to 200 KVA & 200 to 1499 KVA.



On clicking, the Simplified Application Form will be downloaded.



West Bengal State Electricity Distribution Company Limited

ANNEXURE- A&B (Combined)

(A Government of West Bengal Enterprise)

Website: www.wbsedcl.in

APPLICATION FORM WITH UNDERTAKING FOR 3-PHASE,50KVA AND ABOVE NEW BULK SERVICE CONNECTION
/EXTENSION OF LOAD AT EHV / HV/ MV SUPPLY

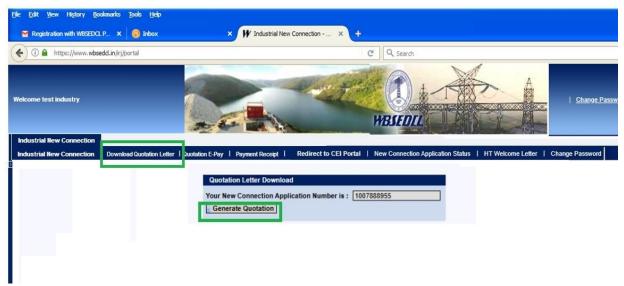
Application No.: 1007888955
То
The Regional Manager: 24_PARGANAS(N) REGIONAL OFFICE
Sir,
I/We would request you to kindly accept my application for Supply of electricity/Extension
of load at my/our premises. The relevant details along with the undertaking are furnished below :
1.A) Name of the applicant(In Block Letter): TEST USER
B)Address of the premises(where connection is to be effected/exists): TEST SERV CONN ADDR 1 TEST
SERV CONN ADDR 2 District: NORTH 24 PARGANAS Postal Pin Code:700091
C) Nearest Important land mark: TEST LANDMARK D) Nearest Pole No. (if available):
E) Nature of ownership of Firm:OTHERS F) Registration No. [if Registered Firm]:
I)Class of Consumer: (a)Domestic
J)catagory of Connection: (a)Private □ (b) Govt. ☑ (c)Departmental of Govt.:REC

New Connection Applied Successfully message will be shown along with the application no & a Download EMD Letter button for load above 1500 KVA.



Step 15: Quotation Letter Page

Next click on Download Quotation Letter tab. The application no will be shown. Now click on Generate Quotation button.

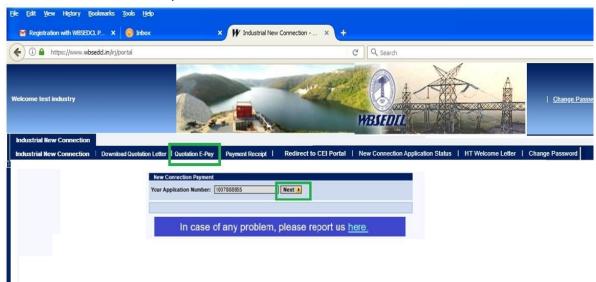


Then Click on the Download Quotation Letter button.



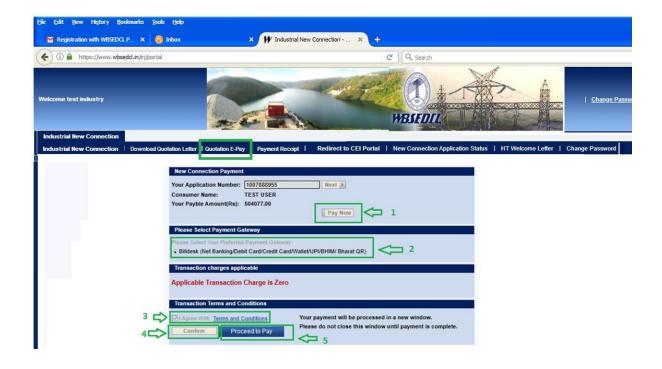
Step 16: Quotation E-Pay Page

Quotation amount can be paid online by going to New Connection E-Pay tab. Then clicking on the Next button will show the Payable amount.



Applicants need to follow below steps (options marked in below screen shot also):

- 1. By clicking on Pay Now button will show the various online payment modes available.
- 2. Applicants need to select convenient option.
- 3. Check "I Agree With Terms and Conditions" checkbox.
- 4. Click Confirm button.
- 5. Then click Proceed to Pay button.



Step 17: Payment Receipt Page

After successful payment of the Quotation amount the payment receipt can be generated from Payment Receipt tab.



Step 18: Inspection (Applicable for applied load above 200 KVA)

An Inspection will be conducted within 3 days from the date of EMD amount deposition by the Commercial Officer of Region / Central Commercial Department for Techno-Commercial Feasibility study and also will enquire:

a) Whether any connection already exists (live / disconnected)?

If exists, then he/she will enquire:

(I) is the particular premises (new one) is physically separated from the existing premises (old one) along with electrical wiring?

- (II) are there any outstanding dues against the old connection?
- b) Whether the existing system is capable to deliver the load demand?
- c) Whether the Intending Consumer has completed his portion of work for readiness of premises.
- d) In case the applicant unable to submit the required documents along with a passport size photo online during application, the same will be collected during Inspection.

If any deviation is found, it will be intimated in due course with provision of execution by Turnkey mode, if necessary.

A Separate Meter Room, as per specification of WBSEDCL, is to be provided.

Quotation will be generated within 15 days from the date of on satisfactory inspection in all respect by WBSEDCL officials& will be available in Download Quotation Letter tab. Please follow Steps 16, 17 & 18 for downloading, paying and the getting the payment receipt.

Step 19: Quotation E-Payment using RTGS/NEFT

Consumers can e-pay the quotation amount via RTGS/NEFT through Website of respective Bank. In this E-collection procedure, industrial customers of WBSEDCL can pay their quotation amount. There will not be any requirement of preregistration on the part of customers; they can pay the quotation amount in the Virtual Bank Account following the below mentioned logic.

Category of Payments	Account Nos. to be filled up/ mentioned through RTGS/ NEFT
For payment of Quotation Amount (New Service Connection & Load Extension Cases)	WBQ X XXXXXXXXXY YYY
	Customer Ref IDApplication No.

Here the length of Customer Ref ID is fixed for 9 digits and then last 4 digits of the Application No. varies. The virtual account should not contain any blank space and or any other characters/ special characters.

To know the exact Virtual Bank Account No, intending consumers need to check his/her Quotation.

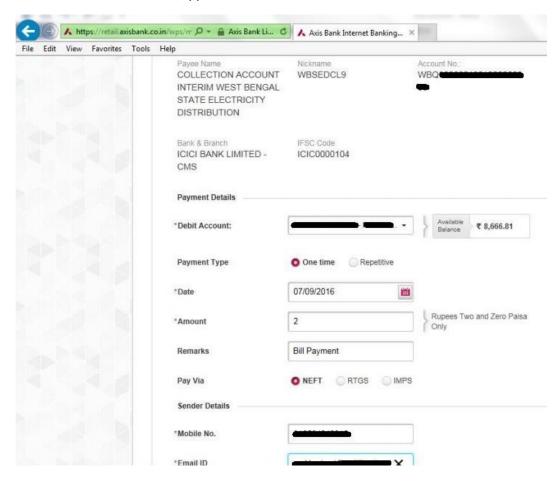
The IFSC Code "ICIC0000104" should be used for fund transfer activities in these cases.

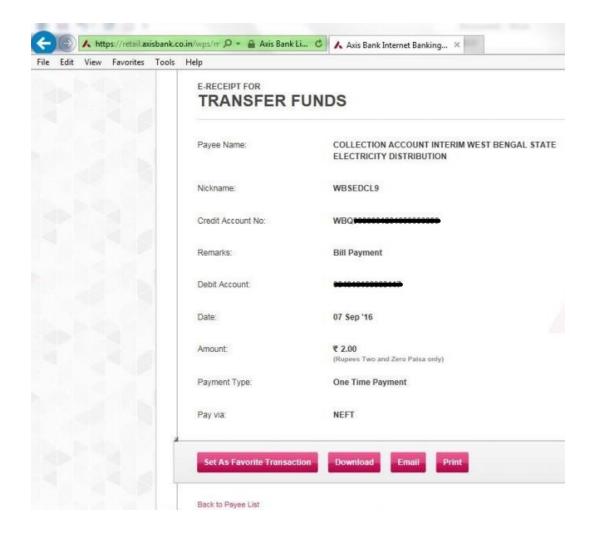
The aforesaid IFSC code is related to CMS, Branch of ICICI Bank Ltd.

The whole process is integrated with Bank's system using web-service call procedure and the payment posting for successful transactions has been scheduled automatically. For the failed transactions the

bank will return the amount to the respective accounts of the payees wherefrom the amount has been remitted

Below are some sample screenshots of online RTGS/NEFT payment activity through intending consumer's bank website/app.





Step 20: Agreement Execution

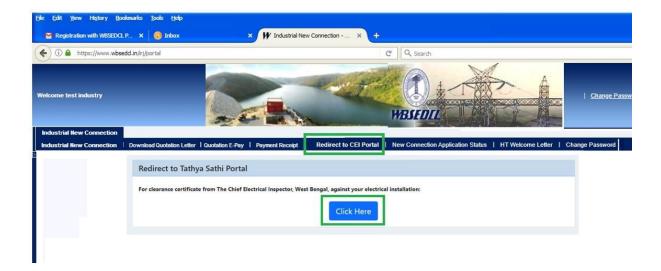
An Agreement is to be executed as per the Standard Format (can be Downloaded from the same location at WBSEDCL Web Portal).

Step 21: Work Order Generation

The Work Order will then be issued for execution of the TURNKEY job from Region / Dist. HQ end.

Step 22: Redirection to CEI Portal

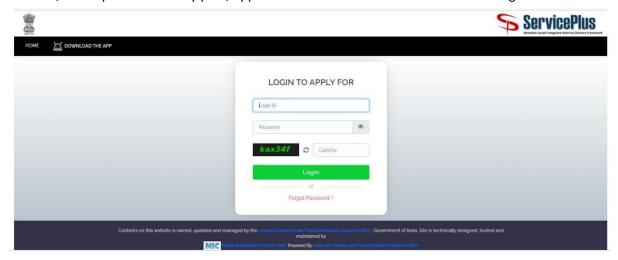
Applicant for whom supply voltage >= 11 KV, need to obtain Clearance Certificate from the CEI Portal. For such, a tab is present named Redirect to CEI Portal. After loading of the tab applicant to need to click the Click Here button.



However, prior applying at the CEI Portal, applicant need to pay the Quotation Amount in full. Otherwise, following error will be shown to the applicant:



However, if the quotation is fully paid, applicant will be redirected to the CEI Portal login screen.

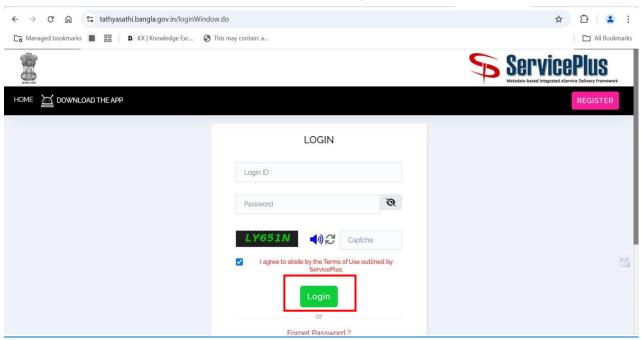


Obtaining Drawing Approval from Electrical Inspectorate

The applicant has to login to TathyaSathi portal in order to complete the application process.

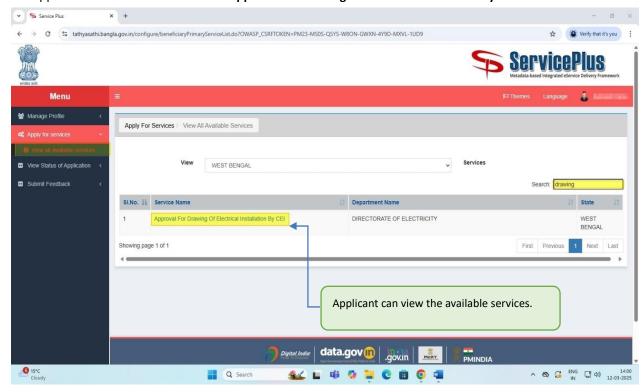
1. Online Application submission along with online submission of documents

The applicant has to log in with his valid credentials in TathyaSathiportal.

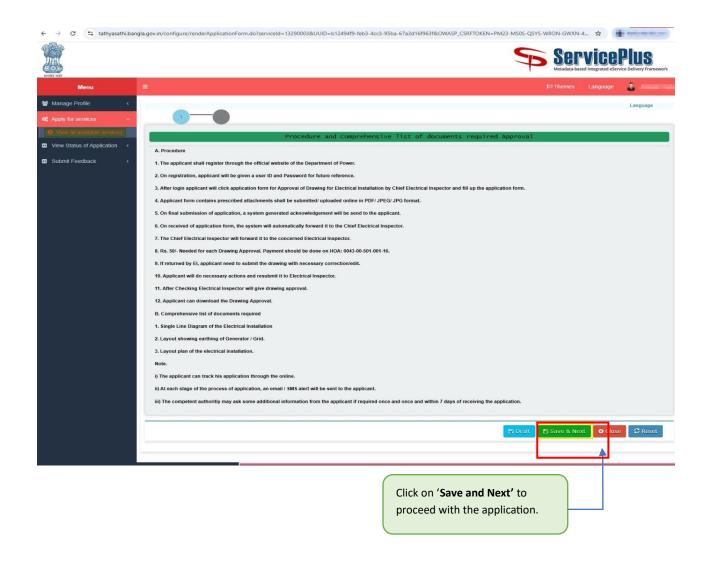


The applicant can view available services and apply for the same.

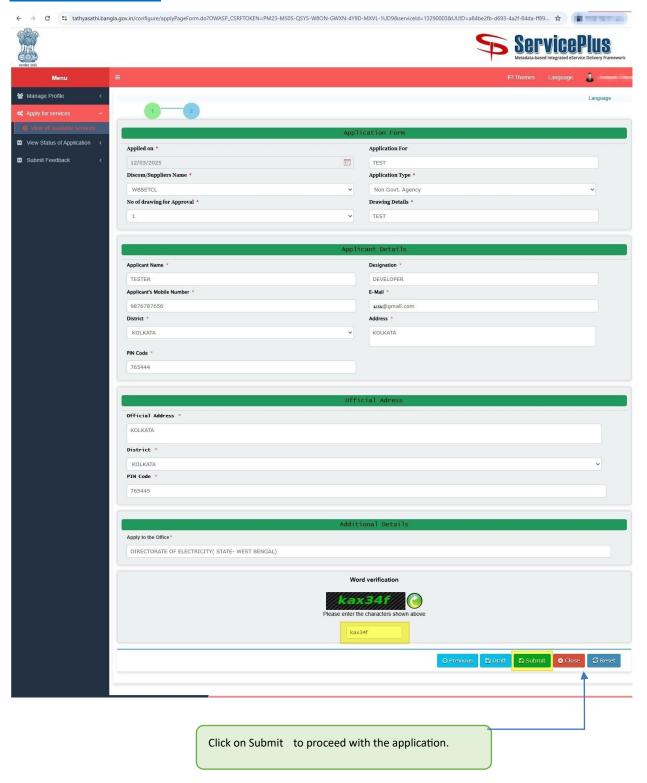
The applicant has to select the service 'Approval for Drawing of Electrical Installation by CEI.



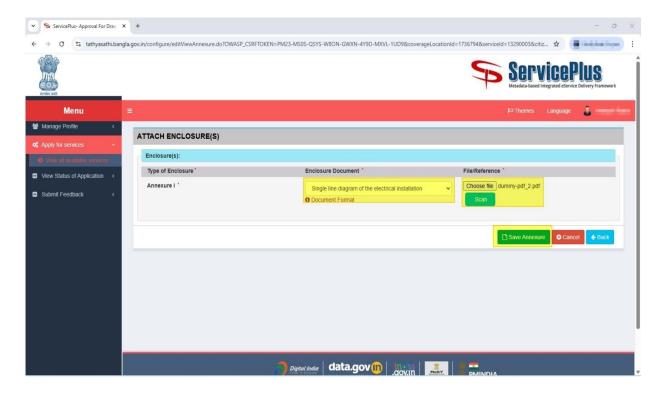
The applicant selects the required service and proceeds with the application.

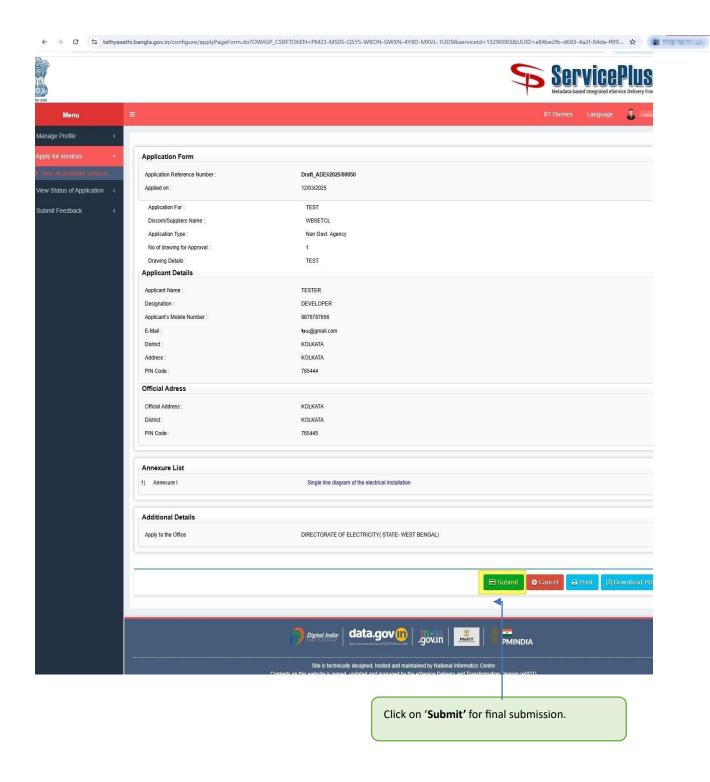


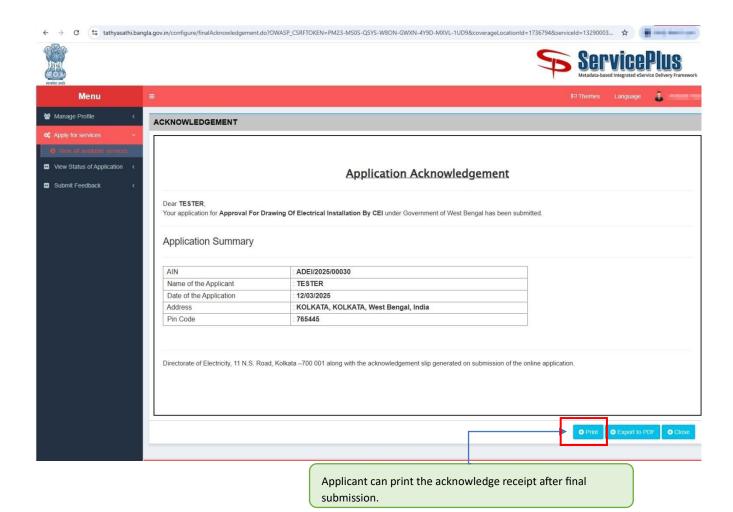
The applicant can now fill the form with required details and proceeds for submission as per the screenshots below.

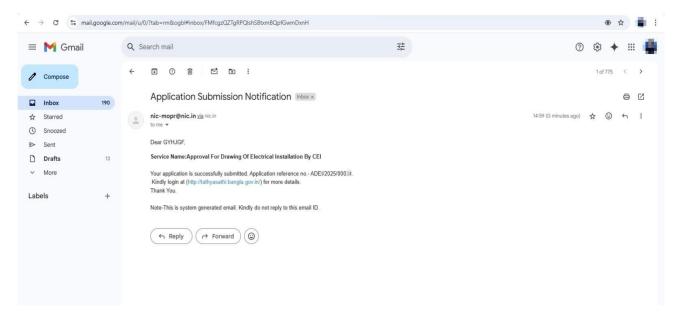


The applicant is now required to upload the required files.



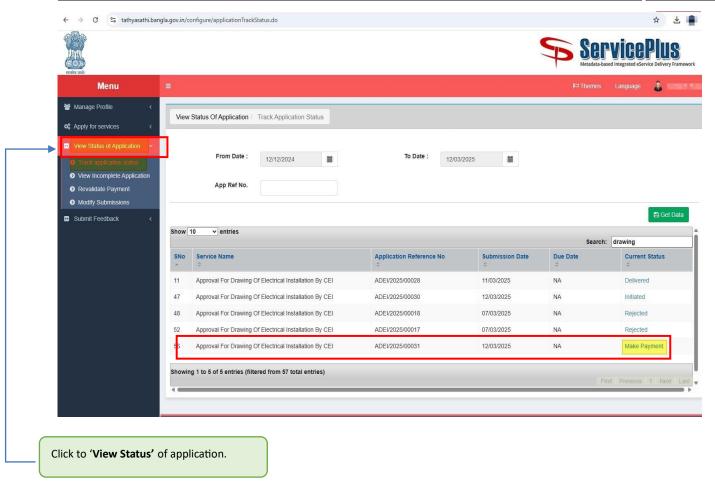






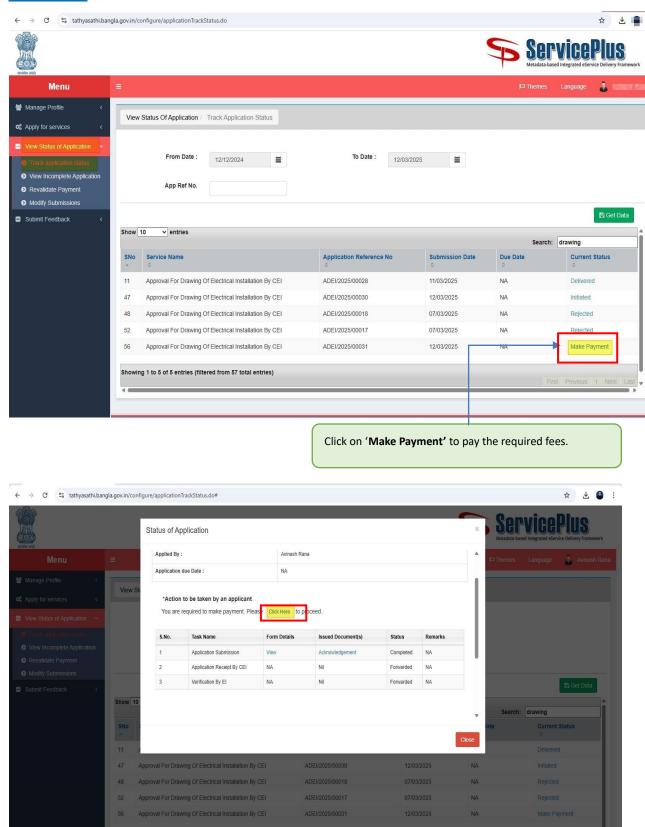
2. Track Status of Application

The applicant can view the updated status of the application by clicking on 'View Status of Application'.

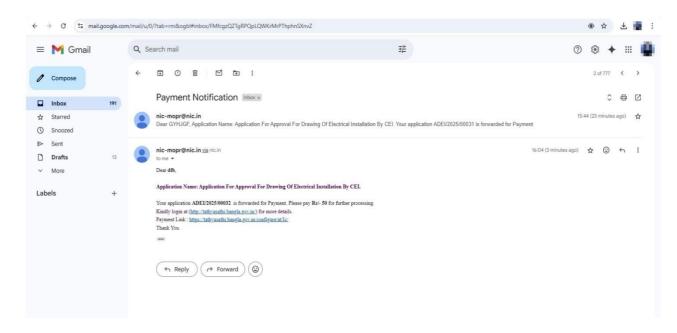


3. Online Payment of Fees

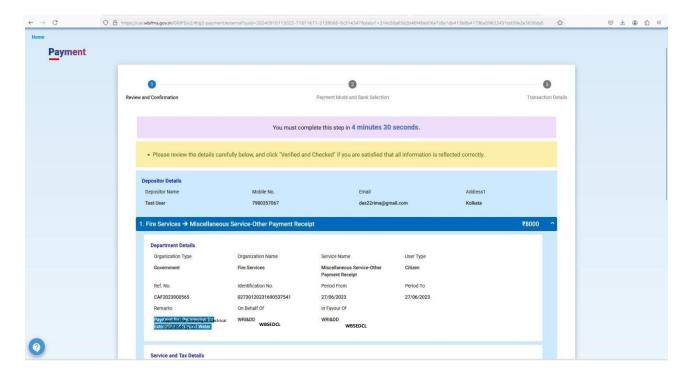
The applicant is now required to pay the required fees in order to proceed with the application.

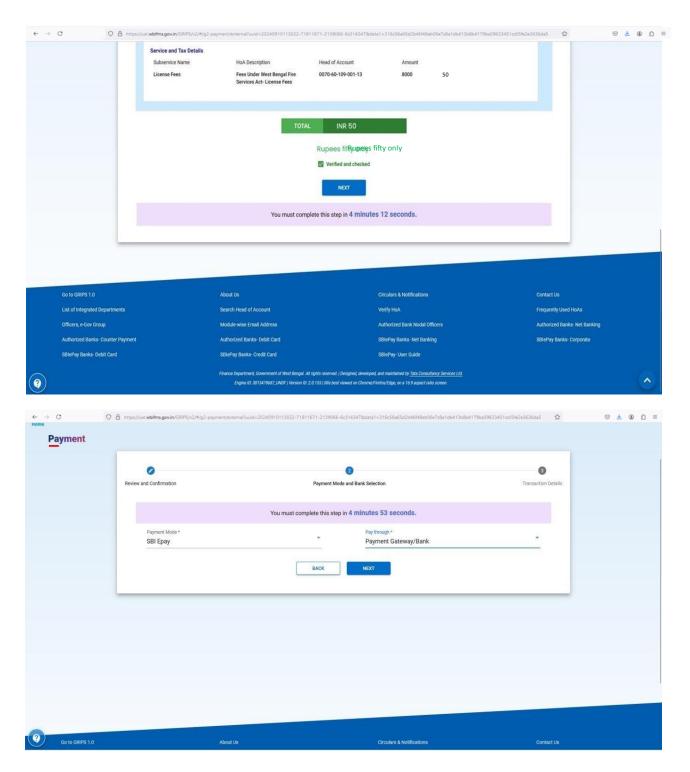


The applicant is redirected to the GRIPS portal for payment. The applicant is also notified via email about the payment process.

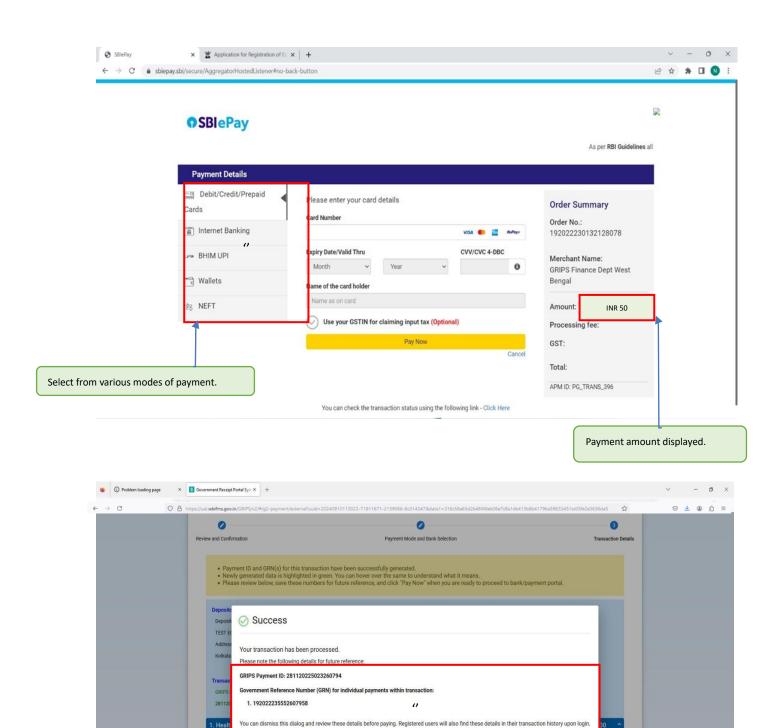


The applicant is redirected to the **GRIPS portal** to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.

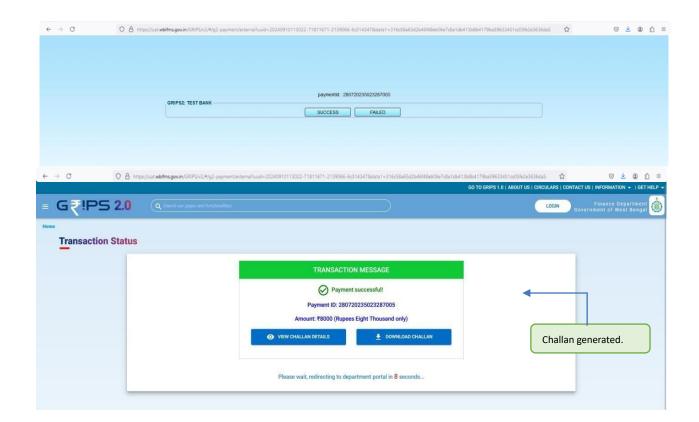




The applicant can choose from the various modes of payment and pay the fees as required.

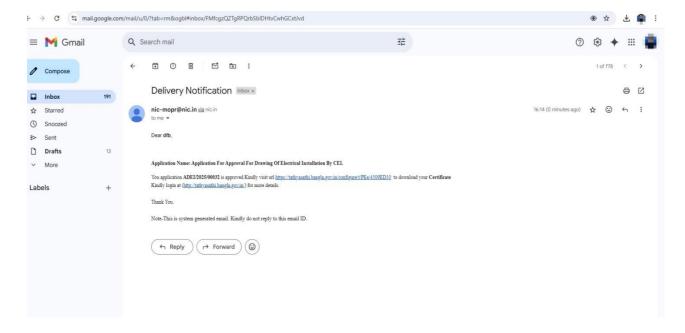


CAF2022000513

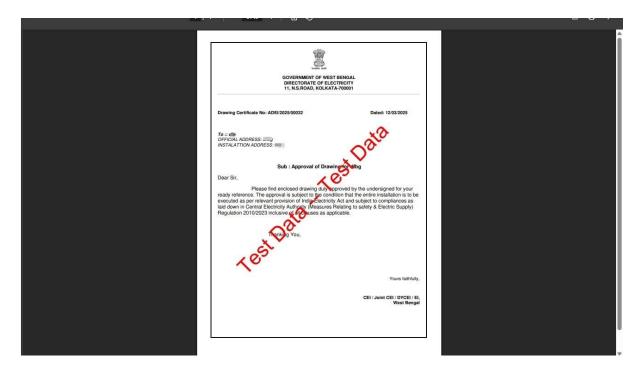


4. Online Download of Final Approval Certificate

The applicant is notified after the application is approved by the concerned officials.



Drawing Approval Certificate (Sample) as below.



Step 23: Tracking of Status by Applicant

Prospective Consumer can track the Application status by Clicking Connection Status tab & then clicking View Status button.

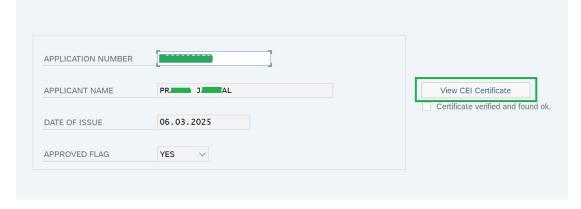
Sample status for applied load from 50 to 200 KVA:



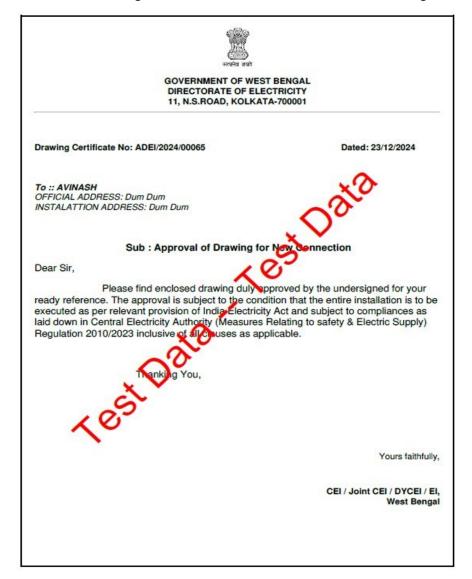
Sample status for other load categories:



Now, those applicants for whom the Clearance Certificate from CEI portal is applicable, the status of the certification can be checked by designated officials of WBSEDCL using following screen:



In case the certificate is generated, the same will visible like the following:



Step 24: Effecting Service Connection

On completion of statutory formalities by the prospective consumer, WBSEDCL will execute the service connection work within 7 days.



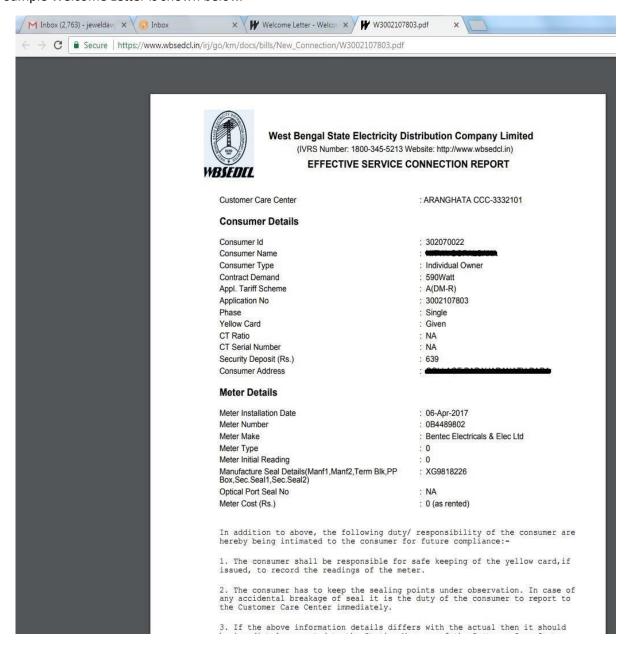
Step 25: Welcome Letter

A "Welcome Letter" will be generated there after & can be downloaded from Welcome Letter tab



Step 26: Sample Welcome Letter

Sample Welcome Letter is shown below.



Online mandate -

Notification bearing No. CE/BC/EODB/03/1685A, dated 26/10/2017, of by the State DISCOM, West Bengal State Electricity Distribution Company Limited (WBSEDCL), under Power Department, Government of West Bengal, mandating that all applications are to be submitted online.

URL -

https://www.wbsedcl.in/irj/go/km/docs/internet/new_website/pdf/Connection_Formalities/20171 026_Amended%20Notification_Dated%2026.10.2017.pdf

