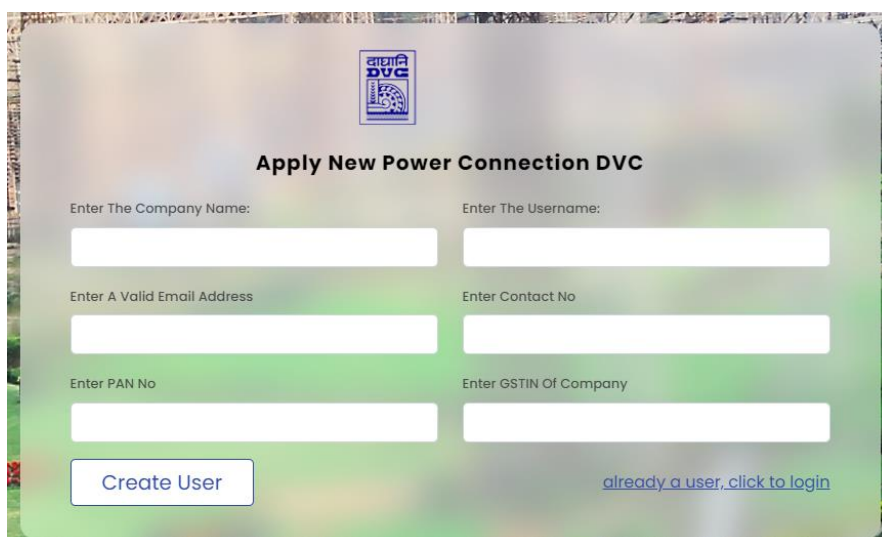


User Manual for New Power Connection

Special Note:

- a. If you have registered on or before 25/04/2023, kindly create your account again and again submit the application in the new portal.
- b. Please contact Vikramjit Singh Gill(E-Mail : vikramjit.gill@dvc.gov.in, Contact No - 8585021916) for any query if you are applying for power connection in West Bengal.
- c. Please contact Vashwar Banerjee(E-Mail : vashwar.banerjee@dvc.gov.in, Contact No - 7908044923) for any query if you are applying for power connection in Jharkhand.
- d. If page to enter OTP does not appear instantly, please wait for sometime.

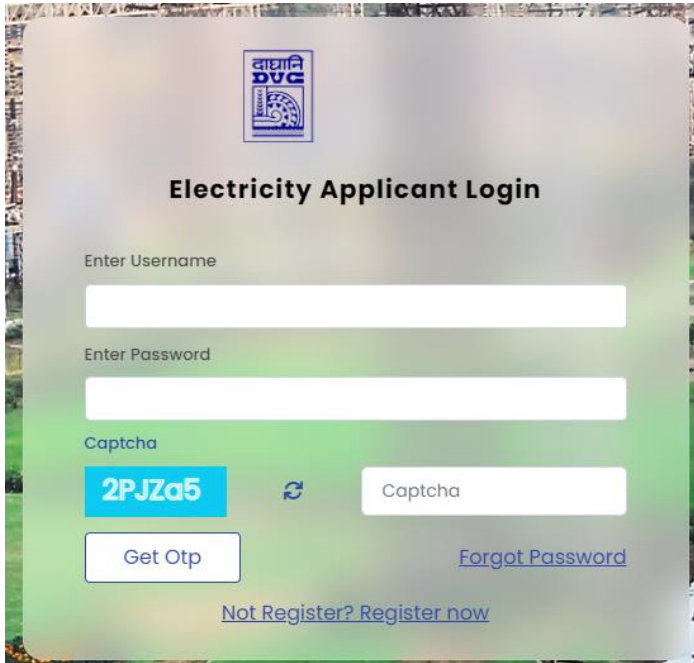
1. Fill all the details. All fields other than GDTIN No is mandatory. Click on “Create User”.



The screenshot shows a web form titled "Apply New Power Connection DVC" with the DVC logo at the top. The form contains six input fields arranged in two columns. The left column has fields for "Enter The Company Name:", "Enter A Valid Email Address", and "Enter PAN No". The right column has fields for "Enter The Username:", "Enter Contact No", and "Enter GSTIN Of Company". At the bottom left is a "Create User" button, and at the bottom right is a link that says "already a user, click to login".

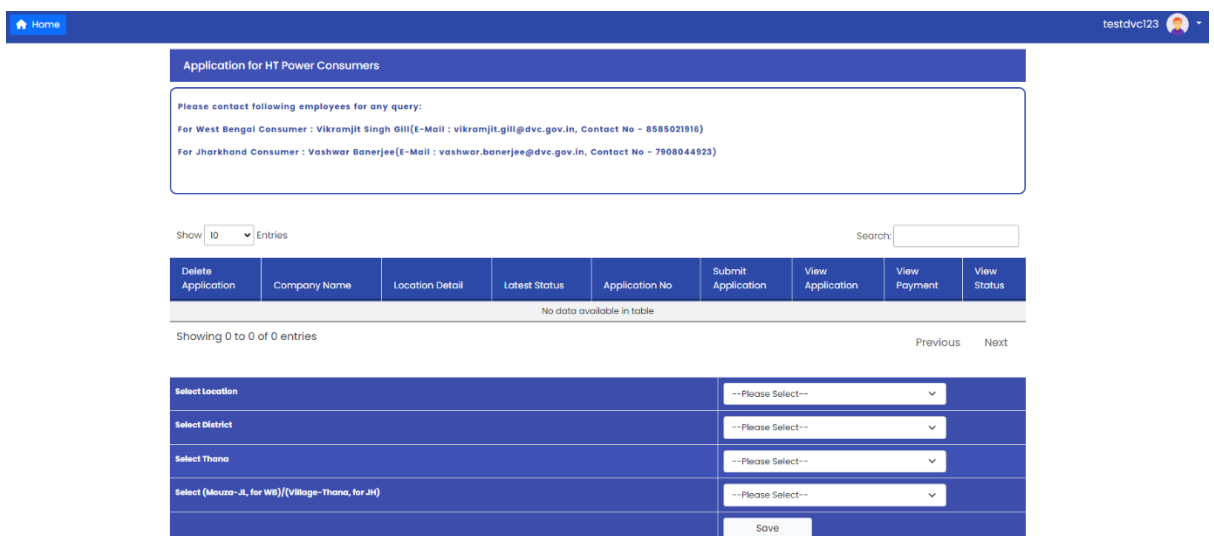
2. After successful account creation, login details will be sent to the entered Email Id.
3. Now, click on “already a user, click to login”.

4. Enter the received details in the following page.



The image shows a login page for electricity applicants. At the top is the DVC logo. Below it is the title "Electricity Applicant Login". There are two input fields: "Enter Username" and "Enter Password". Below the password field is a "Captcha" section with a blue box containing "2PJZa5", a refresh icon, and a text input field labeled "Captcha". There are two buttons: "Get Otp" and a link "Forgot Password". At the bottom is a link "Not Register? Register now".

5. After entering the Username and password, please enter the captcha. After successful validation, an OTP will be sent to registered E-mail id and registered Mobile No. Please wait for a while if OTP is not received instantly. If you are unable to login after multiple try, kindly login in Incognito mode of the browser.
6. After successful login, dashboard will appear as:



The image shows a dashboard for HT Power Consumers. At the top is a navigation bar with a "Home" link and a user profile "testdvc123". Below the navigation bar is a section titled "Application for HT Power Consumers". Inside this section is a box with contact information for West Bengal and Jharkhand consumers. Below this is a table with columns: "Delete Application", "Company Name", "Location Detail", "Latest Status", "Application No", "Submit Application", "View Application", "View Payment", and "View Status". The table is currently empty, showing "No data available in table". Below the table is a "Showing 0 to 0 of 0 entries" message. At the bottom is a form with four dropdown menus: "Select Location", "Select District", "Select Thana", and "Select (Mouza-J, for WB)/(Village-Thana, for JH)". Each dropdown menu has a "Please Select" option. There is a "Save" button at the bottom right of the form.

- Click on “Change Password” and then update your password. After updating password, click on “Home” to come to dashboard once again.

testdvc123

My Profile
Change Password
Logout

Application for HT Power Consumers

Please contact following employees for any query:
For West Bengal Consumer : Vikramjit Singh Gili(E-Mail : vikramjit.gili@dvc.gov.in, Contact No - 8585021916)
For Jharkhand Consumer : Vashwar Banerjee(E-Mail : vashwar.banerjee@dvc.gov.in, Contact No - 7908044923)

Show 10 Entries
Search:

Delete Application	Company Name	Location Detail	Latest Status	Application No	Submit Application	View Application	View Payment	View Status
No data available in table								

Showing 0 to 0 of 0 entries
Previous
Next

- Enter the details mentioned in the red box and then Click on “Save”.

Show 10 Entries
Search:

Delete Application	Company Name	Location Detail	Latest Status	Application No	Submit Application	View Application	View Payment	View Status
No data available in table								

Showing 0 to 0 of 0 entries
Previous
Next

Select Location
INSIDE VALLEY

Select District
HOWRAH

Select Thana
AMTA

Select (Mouza-JL, for WB)/(Village-Thana, for JH)
BARUE

Save

- A row will be created as:

Show 10 Entries
Search:

Delete Application	Company Name	Location Detail	Latest Status	Application No	Submit Application	View Application	View Payment	View Status
Delete	Damodar Valley Corporation	Area:HOWRAH, Dist:HOWRAH, PS:AMTA, BARUE	Application Created	DVC/NEW-APPL-HT/2022-2023/0002	Submit	View	View	View

Showing 1 to 1 of 1 entries
Previous
1
Next

- Click on the Application No

Show 10 Entries
Search:

Delete Application	Company Name	Location Detail	Latest Status	Application No	Submit Application	View Application	View Payment	View Status
Delete	Damodar Valley Corporation	Area:HOWRAH, Dist:HOWRAH, PS:AMTA, BARUE	Application Created	DVC/NEW-APPL-HT/2022-2023/0002	Submit	View	View	View

Showing 1 to 1 of 1 entries
Previous
1
Next

11. The screen will appear as following.

Application Details Entry Screen for HT Power Consumers				
Consumer Details	Project Details	Requirement Details	Upload Documents	Payment Detail
Select Entity --Please Select--		Whether Registered Under Statutory Authority(If So, Photocopy Of The Registration Certificate Is To Be Enclosed) Yes		
Registered Office Address		Registered Office PIN Code		
Registered Office Phone		Registered Office E-Mail Id		
■ Same As Registered Address				
Head Office Address		Head Office PIN Code		
Head Office Phone		Head Office E-Mail Id		
■ Same As Registered Address				
Billing Office Address		Billing Office PIN Code		
Billing Office Phone		Billing Office E-Mail Id		
Contact Person Name		Contact Person Designation		
Contact Person Address		Contact Person PIN Code		
Contact Person Phone		Contact Person E-Mail Id		
■ Same As Contact Person				
Applicant Name		Applicant Designation		
Applicant Address		Applicant PIN Code		
Applicant Phone		Applicant E-Mail Id		

Save

12. Fill all the Consumer Details and then click on save.

13. Click on “Project Details” and screen will appear as:

The screenshot shows a web application interface with a top navigation bar and a main form area. The navigation bar has five tabs: "Consumer Details", "Project Details" (highlighted with a red circle), "Requirement Details", "Upload Documents", and "Payment Detail". The main form area is titled "Project Details" and contains several input fields and a dropdown menu. The fields are arranged in a grid-like structure. At the bottom right of the form is a "Save" button.

Project Details	
Village/Town Name/Place	
<input type="text"/>	
Plot No./Khata No./House No.	Dag No./Khesra No.
<input type="text"/>	<input type="text"/>
Police Station Name	Police Station Phone No
<input type="text"/>	<input type="text"/>
Postal Address Of The Plant/Unit Site	PIN Code Of The Plant/Unit Site
<input type="text"/>	<input type="text"/>
Type Of Industry	Name Of The Product
<input type="text"/>	<input type="text"/>
Production Capacity	Present Status Of The Project/Unit
<input type="text"/>	<input type="text"/>
Status Of Clearance Of Pollution Control Authority	
<input type="text" value="--Please Select--"/>	

Save

14. Fill all the details and then click on “Save”.

15. Click on “Requirement Details” and screen will appear as:

Consumer Details Project Details Requirement Details Upload Documents Payment Detail

Required Voltage Level(In KV)
Please Select

Required Power Initial(In MVA)
Required Power Final(In MVA)

Requirement Of Power In Phases With Time Schedule
Name Plate Rating Of Different Drives Proposed To Be Commissioned At Your Factory Premises

Steps To Be Taken For Improvement Of Power Factor
Agreeable To Install Star/Delta Starter/Switch For Any Drive(LT) Size More Than 3HP And Suitable Starter For Any HV Drive
Yes

Expected Level Of Total Harmonics Generated In % At Proposed Plant
Agreeable To Install Suitable Harmonics Suppressor To Minimize Harmonics Generation
Yes

In The Event Of Any Non-Compliance, DVC May Disconnect The Supply With A Prior Notice Of 1 Month
Yes
Name Of DVC Substation From Where Supply Is Desired
--Please Select--

Select Tariff Meter Type
TOD
Confirmation For Construction Of The Service Line I.E. That The Line Is To Be Constructed By The Applicant As Per Specification And Under Supervision Of DVC
Yes

Name Of The Licensed Electrical Contractor
Address Of The Licensed Electrical Contractor

PIN Code Of The Licensed Electrical Contractor
Phone Number Of The Licensed Electrical Contractor

EMail Id Of The Licensed Electrical Contractor
Purpose For Use Of DVC Power, And Load For Each Such Usage

Whether Having Power Supply From Other Utility/Source
Yes
Details Of The Existing Utility/Source With Quantum Of Power And Voltage Level

Save

16. Fill all the details and then click on “Save”.

17. Click on “Upload Documents” and screen will appear as:

Document Upload for HT Power Consumers

✓

Consumer Details

✓

Project Details

✓

Requirement Details

●

Upload Documents

●

Payment Detail

List of mandatory documents:

1. Proof of Ownership
 2. Mouza Map
 3. Proprietor Affidavit/Partnership Deed/MoA/Certificate of Incorporation
 4. PAN Card of Company
 5. Photograph of the applicant
 6. Aadhar of the applicant
 7. Document for PCA Clearance
- Sample Mouza Map

Upload Mandatory Document

S.No	Document Name	Documents		
1	Proof of Ownership	Choose File	No file chosen	upload
2	Proprietor Affidavit/Partnership Deed/MoA/Certificate of Incorporation	Choose File	No file chosen	upload
3	Resolution for authorised signatory	Choose File	No file chosen	upload
4	PAN Card of Company	Choose File	No file chosen	upload
5	Photograph of the applicant	Choose File	No file chosen	upload
6	Aadhar of the applicant	Choose File	No file chosen	upload
7	Document for PCA Clearance	Choose File	No file chosen	upload

Show 10 Entries

Search:

Delete	Uploaded by	Doc Name	View	Approve
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

--Please Select--

Select Document Type

Choose File

No file chosen

Upload

18. Upload document against each of the mandatory document. And upload other document from the list below, if required. Also, approve each document from this page.

Upload Mandatory Document		
S.No	Document Name	Documents
1	Proof of Ownership	Uploaded
2	Proprietor Affidavit/Partnership Deed/MoA/Certificate of Incorporation	Uploaded
3	Resolution for authorised signatory	Uploaded
4	PAN Card of Company	Uploaded
5	Photograph of the applicant	Uploaded
6	Aadhar of the applicant	Uploaded
7	Document for PCA Clearance	Uploaded

Show 10 Entries

Search:

Delete	Uploaded by	Doc Name	View	Approve
	Applicant	Proof of Ownership	view	Approved
	Applicant	Proprietor Affidavit/Partnership Deed/MoA/Certificate of Incorporation	view	Approved
	Applicant	Resolution for authorised signatory	view	Approved
	Applicant	PAN Card of Company	view	Approved
	Applicant	Photograph of the applicant	view	Approved
	Applicant	Aadhar of the applicant	view	Approved
	Applicant	Document for PCA Clearance	view	Approved

Application will not get submitted if all applicable documents are uploaded and approved from this page.

19. Now, click on “Payment Details.” Under Pay Head, Net payable amount is displayed.

Consumer Details	Project Details	Requirement Details	Upload Documents	Payment Detail
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Important Informations:

1). Payment Link for Online Payment : <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>

2). Steps to pay via above link:

- Enter the above URL, click on Check Box and then proceed.
- Select "All India" in "State of Corporate / Institution" and Select "PSU" in "Type of Corporate / Institution". Click on Go.
- Select "DAMODAR VALLEY CORPORATION" in "PSU - PUBLIC SECTOR UNDERTAKING Name". Click on Submit.
- Select "New Connection Payment" in "Payment Category". Fill all details carefully for proper identification of payment.
- Click on Submit and make payment. Enter payment details below for fast processing.

3). Additional details survey charge @Rs.15,000/Km + GST@18% needs to be paid by the applicant for Detailed Survey, if application is accepted.

4). In case TDS is deducted by applicant, PAN of DVC : AABCD0541M

5). GSTN of DVC : 20AABCD0541M125(JH),19AABCD0541M120(WB)

Application Fee details based on Power Requirement	Above 0.5 MVA & Up to 2 MVA	Above 2 MVA & Up to 5 MVA	Above 5 MVA & Up to 10 MVA	Above 10 MVA & Up to 20 MVA	Above 20 MVA
A. Application fee (non refundable & non adjustable)	Rs. 5,000/-	Rs. 10,000/-	Rs. 20,000/-	Rs. 30,000/-	Rs. 50,000/-
B. Technical feasibility charge (non refundable)	Rs. 10,000/-	Rs. 10,000/-	Rs. 10,000/-	Rs. 10,000/-	Rs. 10,000/-

Pay Head	Pay Description	CGST@9%	SGST@9%	Net GST	Net Payable(In Rs.)
Application and Technical Feasibility Charge	Rs. 30000.00	Rs. 2700	Rs. 2700	Rs. 5400	Rs. 35400

20. Now enter the payment details :

Select Payment For --Please Select--	Payment Date dd-mm-yyyy
Amount Paid(In Rs.)	Reference No.(RTGS/NEFT/UTR No./Challan No./Ref No)
TDS Deducted(if Any, In Rs.)	PAN No Of Deductee
Additional Pay Details(Max 500 Char)	

Please ensure that the Net payable amount matches the amount details entered.

21. Approve the payment details:

Delete	Pay Head	Pay Date	Pay Amount	Reference No	TDS Deducted	Approve
	Application and Technical Feasibility Charge	01-01-1970	35000	Test1	0	Approved
Delete	Application and Technical Feasibility Charge	01-01-1970	400	Test	0	Approved

Please make sure sum of Pay Amount + TDS = Net Payable for that Pay head.

22. Click on “Home” and go to dashboard.

Show 10 Entries Search:

Delete Application	Company Name	Location Detail	Latest Status	Application No	Submit Application	View Application	View Payment	View Status
Delete	Damodar Valley Corporation	Area:HOWRAH, Dist:HOWRAH, PS:AMTA, BARUE	Application Created	DVC/NEW-APPL-HT/2022-2023/0002	Submit	-	-	View

Showing 1 to 1 of 1 entries Previous 1 Next

Click on “Submit”.

23. Now application will get submitted.

Show 10 Entries Search:

Delete Application	Company Name	Location Detail	Latest Status	Application No	Submit Application	View Application	View Payment	View Status
	Damodar Valley Corporation	Area:HOWRAH, Dist:HOWRAH, PS:AMTA, BARUE	Application submit by Applicant	DVC/NEW-APPL-HT/2022-2023/0002		View	View	View

Showing 1 to 1 of 1 entries Previous 1 Next

3 options namely “View Application”, “View Payment” and “View Status” will be visible.

24. Kindly check “View Status” from Dashboard. When application is sent back by Commercial to deposit Survey Charge i.e. when status “Forward to Applicant to deposit Survey Charge” appears as :



DAMODAR VALLEY CORPORATION

Application Status

Agency Name

Damodar Valley Corporation

GSTIN

DVC Substation

BTPS

E-Mail Id

kumar.nitish@dvc.gov.in

Required Power Initial (in MVA)

10.00

Contact No

9308531221

Required Power Final (in MVA)

10.00

Application No

DVC/NEW-APPL-HT/2022-2023/0002

Required Voltage (in KV)

33KV

Sl No	Status By	Status	Status Remarks	Status Time
1	Applicant	Application submit by Applicant	Application submitted by applicant	25-04-2023 02:20:02
2	Commercial	Sent to Applicant for re-submission	Test	25-04-2023 02:51:53
3	Applicant	Application submit by Applicant	Resubmission by applicant	25-04-2023 02:56:19
4	Commercial	Forward to Applicant to deposit survey charge	Test	25-04-2023 02:57:22

25. Click on “Application No” and then Click On “Payment Details”:

Pay Head	Pay Description	CGST@9%	SGST@9%	Net GST	Net Payable(In Rs.)
Application and Technical Feasibility Charge	Rs. 30000.00	Rs. 2700	Rs. 2700	Rs. 5400	Rs. 35400
Detail survey Charge	Rs. 25000.00	Rs. 2250	Rs. 2250	Rs. 4500	Rs. 29500

A new Pay Head as “Detail Survey Charge” will appear with “Net Payable Amount.”

26. Enter payment details below. Please ensure that the Net payable amount matches the amount details entered.

27. Approve all payment and please make sure sum of Pay Amount + TDS = Net Payable for that Pay head

	Detail survey Charge	01-01-1970	29000	Test	0	Approved
Delete	Detail survey Charge	01-01-1970	500	Test	0	Approved

28. Click on “Home” and go to dashboard and then “Submit” the application.
29. Kindly check “View Status” from Dashboard. When application is sent back by Commercial to deposit Final Estimate i.e. when status “Forward to Applicant to deposit final estimate” appears as :



DAMODAR VALLEY CORPORATION

Application Status

Agency Name

Damodar Valley Corporation

GSTIN

DVC Substation

BTPS

E-Mail Id

kumar.nitish@dvc.gov.in

Required Power Initial (in MVA)

10.00

Contact No

9308531221

Required Power Final (in MVA)

10.00

Application No

DVC/NEW-APPL-HT/2022-2023/0002

Required Voltage (in KV)

33KV

SI No	Status By	Status	Status Remarks	Status Time
1	Applicant	Application submit by Applicant	Application submitted by applicant	25-04-2023 02:20:02
2	Commercial	Sent to Applicant for re-submission	Test	25-04-2023 02:51:53
3	Applicant	Application submit by Applicant	Resubmission by applicant	25-04-2023 02:56:19
4	Commercial	Forward to Applicant to deposit survey charge	Test	25-04-2023 02:57:22
5	Applicant	Application submit by Applicant	Deposit survey charge by Applicant	25-04-2023 03:09:23
6	Commercial	Forward to Applicant to deposit final estimate	Test	25-04-2023 03:12:02

30. Click on "Application No" and then Click On "Payment Details":

Pay Head	Pay Description	CGST@9%	SGST@9%	Net GST	Net Payable(In Rs.)
Application and Technical Feasibility Charge	Rs. 30000.00	Rs. 2700	Rs. 2700	Rs. 5400	Rs. 35400
Detail survey Charge	Rs. 25000.00	Rs. 2250	Rs. 2250	Rs. 4500	Rs. 29500
Deposit final estimate	Rs. 500000.00	Rs. 45000	Rs. 45000	Rs. 90000	Rs. 590000

A new Pay Head as "Deposit Final Estimate" will appear with "Net Payable Amount."

31. Enter payment details below. Please ensure that the Net payable amount matches the amount details entered.

32. Approve all payment and please make sure sum of Pay Amount + TDS = Net Payable for that Pay head.

33. Click on "Home" and go to dashboard and then "Submit" the application.
34. Kindly check "View Status" from Dashboard. When "Issue Construction Clearance" appears as latest status, it means construction clearance is issued and applicant shall start construction.
35. Again, Submit the application once Construction Work is completed.
36. Kindly check "View Status" from Dashboard. When "Issue Commercial Clearance" appears as latest status, it means commercial clearance is issued and line can be charged.
37. Documents uploaded by Commercial will be visible in the "Upload Document Page". Documents can be uploaded and viewed by consumers at any point of time. Document uploaded by Applicant as well as document uploaded by Commercial will be visible from this page.