

MEESEVA USER MANUAL

FOR

EPDCL – LOAD CHANGE APPLICATION



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EPDCL - Load Change Application

The erstwhile Andhra Pradesh State Electricity Board which came into existence in 1959 was responsible for Generation, Transmission and Distribution of Electricity. Under Electricity Sector Reforms agenda, Government of Andhra Pradesh promulgated Andhra Pradesh Electricity Reforms Act, 1998. The erstwhile APSEB was unbundled into one Generating Company (APGENCO), One Transmission Company (APTRANSCO) and Four Distribution Companies (APDISCOMs) as part of the reform process. Those are CPDCL, EPDCL, NPDCL and SPDCL.

Note: -At present EPDCL Discoms Services are provided through Meeseva.

This Service Facilitates Citizen to get the Load Change for an existing Connection.

EPDCL Charges

Category Type	В		
User Charges	INR 35/-		
Service Charges	Varies Based on Load		
Documents Required	Application Form* ID Proof* Autest Bill and Receipt* Wiring Certificate*		

Table 1: Service information at Glance

Note: Please upload All Documents as a single file.

Note: The asterisk (*) denotes mandatory requirement of documents.



Procedure for applying the Request at Kiosk: -

This section contains instructions for the operators of the Meeseva web application to apply for Load change Certificate.

 In MeeSeva home screen, under List of Services, select EPDCL Department services as depicted in Figure 1.

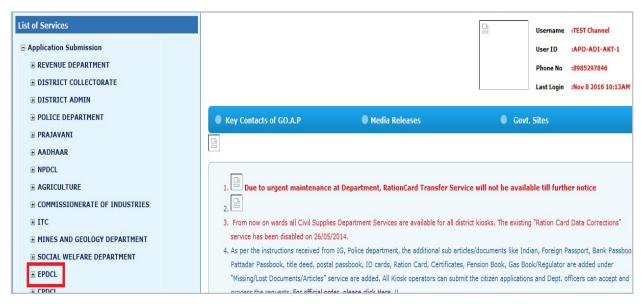


Figure 1: EPDCL Department

2) Select Load Change Application Service in EPDCL as depicted in Figure 2.



Figure 2: Load Change Application Service Selection



3) Now Load Change Application Request Screen will be displayed as depicted in Figure 3.

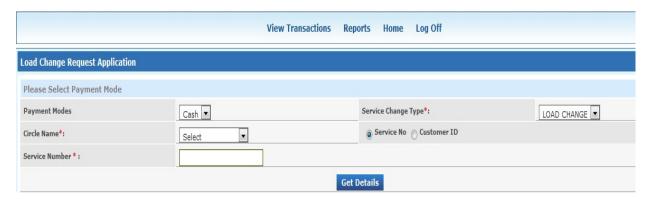


Figure 3: Load Change Request Application Home Screen

4) Select Circle Name and enter Service Number or Customer ID and click on Get Details Button As depicted in Figure 4.

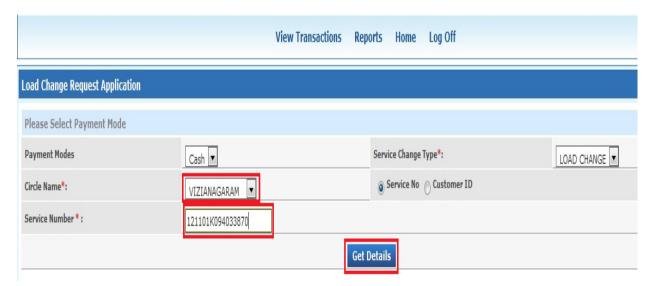


Figure 4: Load Change Request Application Request Screen



5) Once the Kiosk click on Get Details Button, It displays Consumer details as depicted in Figure 5.



Figure 5: Load Change Application Request Screen



6) Select Estimation Type either Addition with Estimation/Addition without Estimation/Deration, Load to be Changed and Reason for Load Change under Consumer Details as depicted in Figure 6.

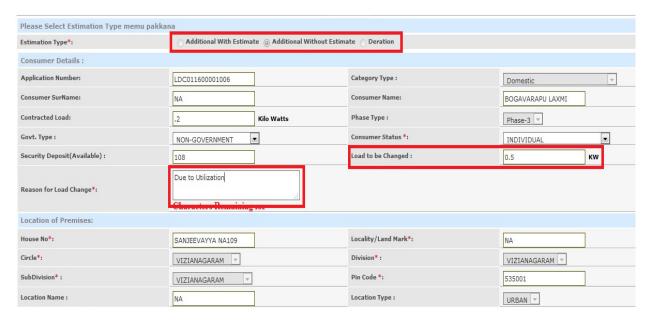


Figure 6: Request Load Change Details Selection Screen

7) Enter all Address for Communication and Informant Details as depicted in figure 7.

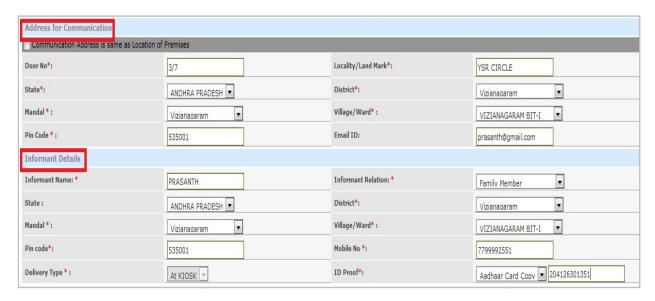


Figure 7: Address for Communication and Informant Details Screen



8) Collect the necessary supporting documents as indicated in the Load Change Application request page scan the documents and upload into the system, as depicted in Figure 8.



Figure 8: Upload Documents List

Note: All the mandatory fields have to be filled in; otherwise request will not be accepted by the system.

Note: Ensure that the Location of Premises Details of the Consumer is accurate as the concerned officials visit Premises Location during the verification of his/her New Connection particulars.

9) Click **Show Payment.** Another window appears requesting to **Confirm Payment** as depicted in figure 13.

Application Form :	File Browse :* Browse No file se	lected.				
▼ ID Proof:	File Browse* : Browse No file se	elected.				
▼ Latest Bill and Receipt	File Browse*: Browse No file se	elected.				
✓ Wiring Certificate:	File Browse :* Browse No file se	lected.				
Show Payment						
Uploaded Documents						
<u>ApplicationForm</u>						
Aadhaar Card Copy						
Latest Bill and Receipt						
Wiring Certificate						
Charges Details						
Application Fees:		Development Charges :	600			
Security Deposit : 192		Inspection Charges :	0			
Receive Payment						
Inspection Amount:		User Charges :	35.00			
Courier Charges : 0.00		Service Charges :	817			
Total Amount: 852.00						
Confirm Payment						

Figure 9: Show Payment Section



Note: - Here Charges are varies based on Load Type.

10) Collect the amount from the Citizen and click **Confirm Payment** to submit the request as depicted in figure 14.



Figure 10: Payment Confirmation Section

Note: Ensure that you have sufficient balance with your service provider (SCA), else the system will not accept the request.

11) On confirmation, a receipt will be generated as depicted in the following figure. The receipt will contain the Certificate delivery date.



Date:10/11/2016 Time :4:50 PM Load Change Service Receipt Discom Name: **EPDCL** Date of Payment: 11/10/2016 **Authorized Agent Informant Name** APO-ADI-AKT PRASANTH Name: Transaction Id: **Application No:** TALDC011600001006 LDC011600001006 Circle: Division: VIZIANAGARAM VIZIANAGARAM Consumer Name BOGAVARAPU Sub Division: VIZIANAGARAM LAXMI Connected Load: .2 Kilo Watts Changed Load: 0.5 Kilo Watts Within 7 working days from Amount Paid (in Delivered in: 852 requested date. Rs.): EPDCL ALPCREG008050 Registration No TCS TEST CHANNEL The Transaction Id should be kept for further correspondence. Print List of Services **Category Load Change Application**

Figure 11: Receipt

Note: - On submission of the request, Citizen Receives Message. Like your Request for Load Change has been entered vide Application Number, Transaction Id and sent to Dept.

- 12) On submission, the request will be sent to the work flow of the respective Department for further processing.
- 13) Once the request is approved by Department, then the citizen need to collect the Load Certificate from franchisee where he/she applied for the Certificate.