



MEESEVA USER MANUAL

FOR

SPDCL – HVDS REGISTRATION APPLICATION



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SPDCL – HVDS REGISTRATION 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 (SPDCL) and Four Distribution Companies (APDISCOMs) as part of the reform process .

Category Type	A
User Charges	INR 35/-
Documents Required	1. Application Form * 2. ID Proof* 3. Caste Certificate (Mandatory if SC & ST) 4. Owner Ship Certificate/Sale Deed/Gift Deed(Selected Proof Document) * 5. Municipality/ Gram Panchayat Permission Letter 6. Photo*
Service Charges	Based on Contracted Load
SLA	15 Minutes

Table 1: Service information at Glance

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 HVDS Registration Application Service.

- 1) In MeeSeva home screen, under **List of Services**, Select **SPDCL Department** services as depicted in Figure 1.

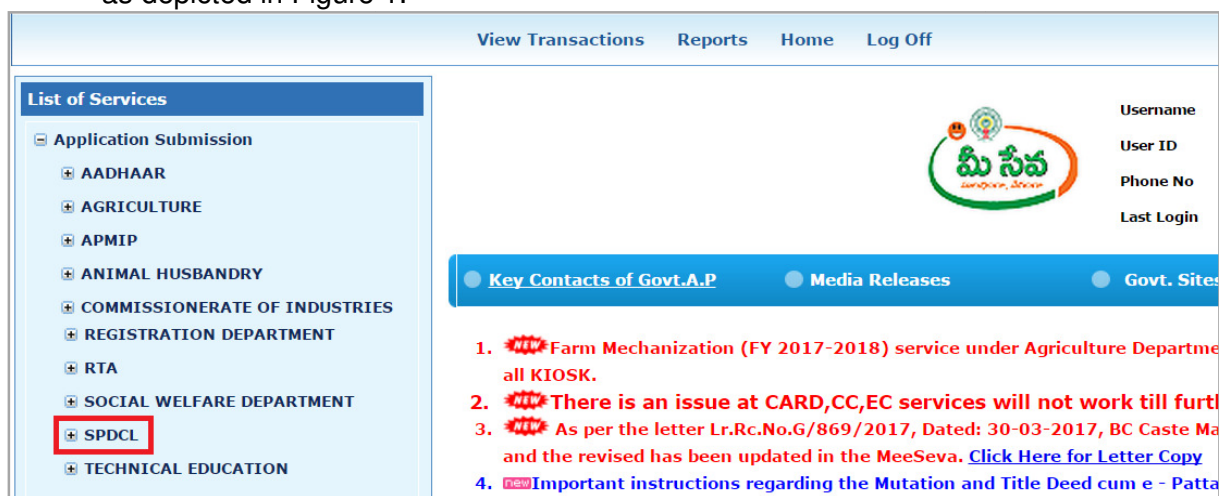


Figure 1: SPDCL Department



- 2) Select **HVDS Registration Service** under SPDCL Department Services as depicted in Figure 2.

LEGAL METROLOGY
FISHERIES
ENDOWMENT
SPDCL
Application for Consumer Complaints
HVDS REGISTRATION
New connection For Agriculture Group connection
New Connection for Groups/Aparments
New Connection Provisional Estimate
Sanction Application
SPDCL - New Connection
SPDCL Repayment Application
LABOUR

Documents needed for each service
Guidelines to Meeseva Centers
Citizen's Charter for Citizens
Physical Forms
FAQs

Help Desk
Meeseva SCA Support Team :
APOnline Franchisee's : 040-45676699
CMS : 040-64610058, 040-64610039
Meeseva Call Center :- 1100

Figure 2: HVDS Registration Service Selection

- 3) HVDS Registration request screen will be Displays as depicted in figure 3.

View Transactions Reports Home Log Off

New Connection Request

Payment Mode

Payment Mode : Cash Discom* : Select

Figure 3: Application Request Screen

- 4) Select Discom as SPDCL as depicted in Figure 4.

View Transactions Reports Home Log Off

New Connection Request

Payment Mode

Payment Mode : Cash Discom* : SPDCL

Figure 4: Discom Selection



5) HVDS Registration Request details page displayed. As depicted in Figure 5.

HVDS Request			
Payment Mode			
Payment Mode :	Cash ▼	Discom*:	SPDCL ▼
Please Select Category Type			
Category Type*:	LT Category		
Please Select Service Type			
Service Type*:	Select ▼		
Consumer Details			
Application Number*:	NCHV011800000086	AADHAR Card No*:	
Consumer Sur Name*:		Consumer Name*:	
Consumer Father Name*:		Social Group*:	Select ▼
Consumer Type*:	Select ▼	Purpose of Supply*:	▼
Location of Premises where supply is required			
House No*:		Street*:	
Circle*:	Select ▼	Mandal*:	Select ▼
Pin Code*:		Section Name*:	Select ▼
Phase Type*:	Select ▼	Dept Type*:	Select ▼
Estimate Type*:	With Estimate	Location*:	Select ▼
Location Name*:		Contracted Load*:	Kilo Watts
Existing/ Adjacent Service No if any :			
Address for Communication			
Door No:		Locality/Land Mark :	
State :	ANDHRA PRADESH ▼	District*:	Select ▼
Mandal*:	Select ▼	Village/Ward*:	Select ▼
Pin Code :		Mobile Number*:	
Email ID:		Ration Card No:	
Informant Details			
Informant Name*:		Informant Relation*:	Select ▼
Delivery Type*:	Manual ▼	Proof Document*:	Select ▼
ID Proof*:	Select ▼		
Type Of Ownership*:	Select ▼		
Document List (NOTE: All Upload Documents are in Pdf Format Only and All Documents Size Must Not Exceed 3MB)			
<input type="checkbox"/> Application Form	File Browse : Choose File No file chosen *		
<input type="checkbox"/> ID Proof	File Browse : Choose File No file chosen *		
<input type="checkbox"/> Caste Certificate (Mandatory if SC/ST)	File Browse : Choose File No file chosen *		
<input type="checkbox"/> Owner Ship Certificate/Sale Deed/Gift Deed(Selected Proof Document)	File Browse : Choose File No file chosen *		
<input type="checkbox"/> Municipality/Gram panchayat Permission Letter	File Browse : Choose File No file chosen *		
<input type="checkbox"/> Photo	File Browse : Choose File No file chosen * (In .JPG Format Only)		
Show Payment			

Figure 5: Application Home Screen

6) Select the Category Type Lt Category as depicted in figure 6

HVDS Request	
Payment Mode	
Payment Mode :	Cash ▼
Discom*:	SPDCL ▼
Please Select Category Type	
Category Type*:	LT Category

Figure 6: Category Type Selection



7) Select Service Type - LT3-Agriculture and Scheme as HVDS as depicted in Figure 7.

HVDS Request	
Payment Mode	
Payment Mode :	Cash ▼
Discom*:	SPDCL ▼
Please Select Category Type	
Category Type*:	<input checked="" type="radio"/> LT Category
Please Select Service Type	
Service Type*:	LT5-AGRICULTURAL ▼
Scheme Type*:	HVDS ▼

Figure 7: Service Type & Scheme Type Section

8) Enter Consumer Details such as Aadhaar No, Consumer Sur Name, Consumer Name, Father Name, Social Group (either SC/ST/OC/BC/OTHERS), Consumer Type (Either Individual/Other Legal Personal/Private Limited Company/Public Limited Company/Registered A Partner Ship/ Unregistered Partner Ship) and Purpose of Supply (Agriculture). It has been depicted in figure 8.

Consumer Details	
Application Number*:	NCHV011800000087
AADHAR Card No*:	XXXXXXXXXX54
Consumer Sur Name*:	CHAPPIDI
Consumer Name*:	PRASANTHA REDDY
Consumer Father Name*:	ESWAR REDDY
Social Group*:	OC ▼
Consumer Type*:	INDIVIDUAL ▼
Purpose of Supply*:	Agriculture ▼

Figure 8: Consumer Details Screen

9) Enter Location of Premises where supply is required It has been depicted in figure 9.

Location of Premises where supply is required	
House No*:	3/703
Street*:	YSR CIRCLE
Circle*:	ANANTHAPUR ▼
Mandal*:	TADIPATRI ▼
Pin Code*:	515411
Section Name*:	TADIPATRI-1 ▼
Phase Type*:	Phase-1 ▼
Dept Type*:	NON-GOVERNMENT ▼
Estimate Type*:	<input checked="" type="radio"/> With out Estimate
Location*:	TOWN ▼
Location Name*:	YSR CIRCLE
Contracted Load*:	2 HP
Existing/Adjascent Service No if any :	72313052143



Figure 9: Location of Premises where supply is required screen

- 10) Enter Address for Communication (Door No, Locality/Land Mark, State, District, Mandal, Village/Ward, Pin Code, Mobile Number, Email id and Ration Card Number) as depicted in Figure 10.

Address for Communication			
Door No:	3/703-22	Locality/Land Mark :	YSR CIRCLE
State :	ANDHRA PRADESH ▼	District*:	Ananthapuramu ▼
Mandal * :	Tadipatri ▼	Village/Ward* :	TADPATRI (R) ▼
Pin Code :	515411	Mobile Number:*	XXXXXXXX65
Email ID:	prasanth.test@gmail.com	Ration Card No:	WAPXXXXXXXXX52

Figure 10: Address for Communication Screen

- 11) Enter Informant Details (Informant Name, Relation, Delivery Type, Proof Document, ID Proof and Type of Ownership (Tenet or Owner)) as depicted in Figure 11.

Informant Details			
Informant Name*:	C PRASANTHA REDDY	Informant Relation*:	Self ▼
Delivery Type* :	Manual ▼	Proof Document*:	House Tax Receipt ▼
ID Proof*:	Aadhar Card Copy ▼		
Type Of Ownership*:	Owner ▼		

Figure 11: Information Details Screen



- 12) Collect the necessary supporting documents as indicated in the New Connection request page scan the documents and upload into the system, as depicted in Figure 12.

Document List (NOTE: All Upload Documents are in Pdf Format Only and All Documents Size Must Not Exceed 3MB)		
<input checked="" type="checkbox"/> Application Form	File Browse	Choose File 50914637_RDSummary.pdf
<input checked="" type="checkbox"/> Aadhar Card Copy	File Browse	Choose File 50914637_RDSummary.pdf
<input checked="" type="checkbox"/> Caste Certificate (Mandatory if SC/ST)	File Browse	Choose File 50914637_RDSummary.pdf
<input checked="" type="checkbox"/> House Tax Receipt	File Browse	Choose File 50914637_RDSummary.pdf
<input checked="" type="checkbox"/> Municipality /Gram panchayat Permission Letter	File Browse	Choose File 50914637_RDSummary.pdf
<input checked="" type="checkbox"/> Photo	File Browse	Choose File Tulips.jpg (In .JPG Format Only)
		Show Payment

Figure 12: Upload Documents List

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

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

<input checked="" type="checkbox"/> Assignment Patta	File Browse :	Choose File No file chosen *	
<input type="checkbox"/> Municipality /Gram panchayat Permission Letter	File Browse :	Choose File No file chosen	
<input checked="" type="checkbox"/> Photo	File Browse :	Choose File No file chosen * (In .JPG Format Only)	
Show Payment			
Uploaded Documents			
01~Amalapuram.pdf			
02~Amalapuram.pdf			
04~Amalapuram.pdf			
06~Letter.jpg			
Charges Details			
Application Fee :	50	Development Charges :	2400
Security Deposit :	80		
Receive Payment			
Service Charges :	2530.00	User Charges :	35.00
Courier Charges :	0.00	Total Amount :	2565.00
Confirm Payment			

Figure 13: Show Payment Section



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

<input type="checkbox"/> Municipality/Gram panchayat Permission Letter		File Browse : <input type="button" value="Choose File"/> No file chosen	
<input checked="" type="checkbox"/> Photo		File Browse : <input type="button" value="Choose File"/> No file chosen * (In .JPG Format Only)	
<input type="button" value="Show Payment"/>			
Uploaded Documents			
01~Amalapuram.pdf 02~Amalapuram.pdf 04~Amalapuram.pdf 06~Letter.jpg			
Charges Details			
Application Fee :	<input type="text" value="50"/>	Development Charges :	<input type="text" value="2400"/>
Security Deposit :	<input type="text" value="80"/>		
Receive Payment			
Service Charges :	<input type="text" value="2530.00"/>	User Charges :	<input type="text" value="35.00"/>
Courier Charges :	<input type="text" value="0.00"/>	Total Amount :	<input type="text" value="2565.00"/>
<input type="button" value="Confirm Payment"/>			

Figure 14: Payment Confirmation Section

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

15) On confirmation, a receipt will be generated as depicted in the following figure 15.

Date : 01/08/2018
 Time : 3:31 PM

HVDS REGISTRATION			
Discom Name :	SPDCL	Date of Payment :01/08/2018	
Authorized Agent Name :	OPERATOR	Informant Name :	C PRASANTH REDDY
Transaction Id :	TANCHV011800000087	Application No :	NCHV011800000087
Circle :	ANANTHAPUR	Mandal:	TADIPATRI
Section :	TADIPATRI-1	Applied Load :	2 HP
Consumer Name :	PRASANTHA REDDY	Amount Paid (in Rs.) :	2565/-
Category Type :	LT5-AGRICULTURAL		
CSC Application No :	72312N159552018AUG01		
CSC Address :	O/o. ADE/Operation/Tadipatri, Ananthapur road, Tadipatri, 08558-223300		

TCS TEST CHANNEL

The Transaction Id should be kept for further correspondence.

Figure 15: Receipt