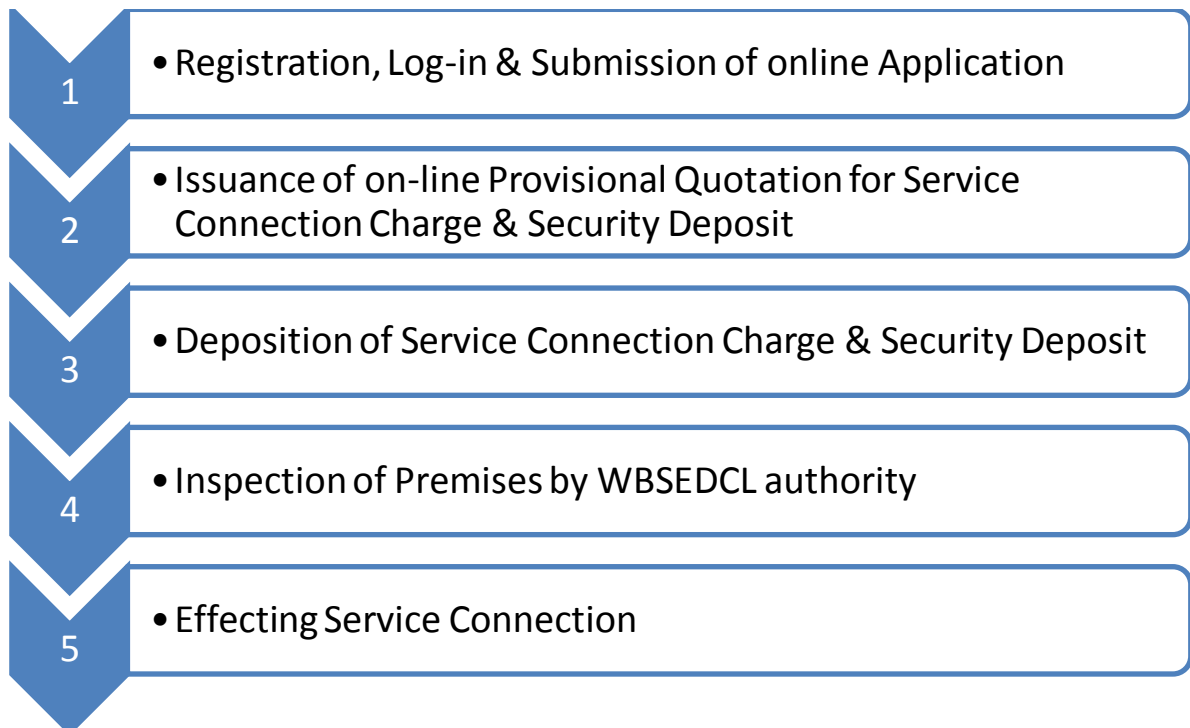




Manual of WBSEDCL Online System for New Connection (Industrial) below 50 KVA

WBSEDCL prefers online application for new connection

Process flow



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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 \(Bulk/Industrial\)](#)

Step 2: New User Registration

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

The screenshot displays the WBSEDCL portal's 'New Connection (Bulk/Industrial)' page. The header includes the WBSEDCL logo, the company name 'WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED', the tagline 'Lighting up lives in the land of light. Powering Bengal. Powering our lives.', and a 24x7 Helpline number 'Call 19121'. The navigation bar contains links for HOME, ABOUT US, CUSTOMER CORNER, TENDERS, PROJECTS, and PLANS & REPORTS. A search bar is also present. The left sidebar lists various services: New Connection (Bulk/Industrial), New Connection (LT Others), Temporary (Pige/Others), New Connection Application Status, Load Enhancement (LT Consumers), and Load Enhancement Application Status. The main content area is titled 'New Connection (Bulk/Industrial)' and features a 'My Account' section with a user icon, a 'Username' field, a 'Password' field, and a 'Login' button. A 'New User' link is highlighted with a green box, and a 'Forgot Password' link is also visible. Below the login section, there are three columns of information: 'Industrial Consumers having connected load below 50KVA' with a 'Guidelines' link, 'Industrial Consumers having load demand 50 KVA & above' with a 'Guidelines' link, and 'SOPs' with a link to '46/WBERC dated 31.05.2010'.

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.

The screenshot shows the WBSEDCL website interface for industrial new connection applicants. The header includes the company logo and name. Below the header, the title "Registration For Industrial New Connection Applicant" is displayed. The main content area contains a registration form with the following fields: Name (marked with an asterisk), User ID (marked with an asterisk), and Mobile Number (marked with an asterisk). A "Generate OTP" button is located to the right of the Mobile Number field. A note below the form states: "In case of any problem, you can report us to crmcell@wbsecl.in". The footer indicates the website is optimized for IE 7+ with 1024 x 768 px screen resolution.

Step 4: Validating via OTP

Fill up the OTP & then click on **Validate** Button.

The screenshot shows the WBSEDCL website interface for industrial new connection applicants, now with the OTP validation step. The form includes the same fields as in Step 3, plus a "Provide OTP" field (marked with an asterisk) and a "Validate" button. The "Generate OTP" button is still present. The same note about reporting problems to crmcell@wbsecl.in is shown. The footer indicates the website is optimized for IE 7+ with 1024 x 768 px screen resolution.

Step 5: Fill up Email & Password

Next Email ID & Password need to be filled up. After that click on **Submit** Button.

West Bengal State Electricity
Distribution Company Limited

Registration For Industrial New Connection Applicant

Fields marked with an asterisk (*) are mandatory

Name: *

User ID: *

Mobile Number: * [Generate OTP](#)

Email ID: *

Confirm Email ID: *

Password: *

Confirm Password: *

In case of any problem, you can report us to crmcell@wbsecl.in

Website optimised for IE 7+ with 1024 x 768 px Screen Resolution

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.

West Bengal State Electricity
Distribution Company Limited

Registration For Industrial New Connection Applicant

User has been created Successfully. Your login credentials has been sent to test@gmail.com

In case of any problem, you can report us to crmcell@wbsecl.in

Website optimised for IE 7+ with 1024 x 768 px Screen Resolution

Step 7: Login using created User ID & Password

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



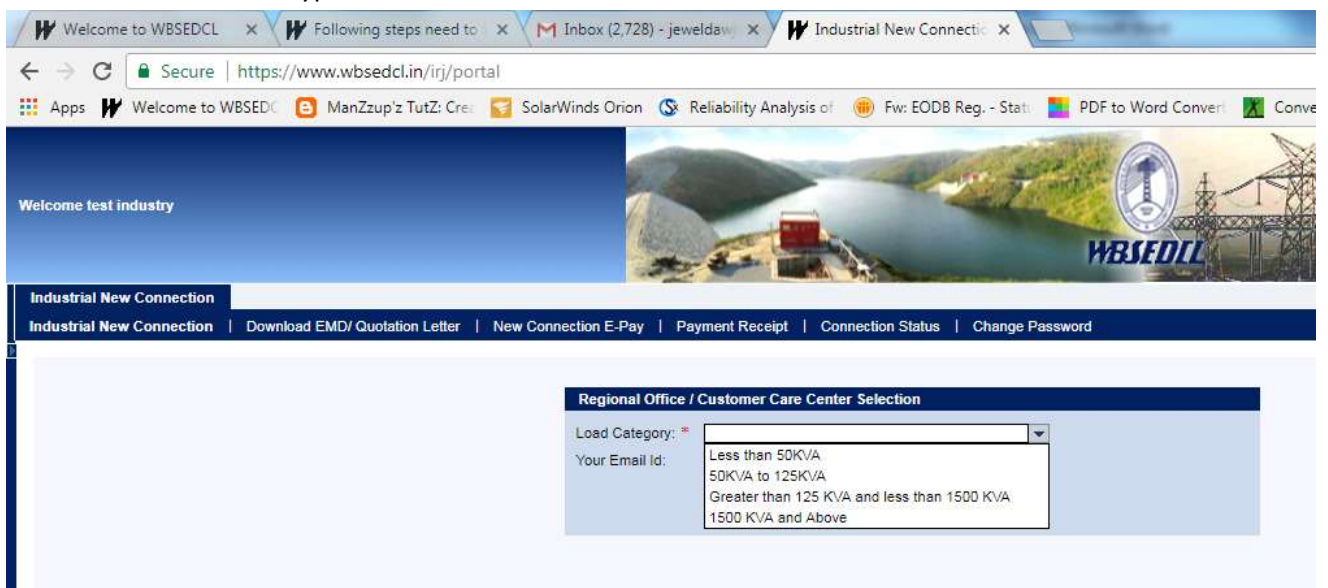
The screenshot shows the 'Industrial New Connection' portal. The browser address bar displays 'https://www.wbsedcl.in/irj/portal'. The page features a navigation bar with links: 'Industrial New Connection', 'Download EMD/ Quotation Letter', 'New Connection E-Pay', 'Payment Receipt', 'Connection Status', and 'Change Password'. The main content area contains a 'Regional Office / Customer Care Center Selection' form with a 'Load Category' dropdown menu and a 'Your Email Id' text field.

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 125KVA: Managed from Region level.
3. Greater than 125 KVA and less than 1500 KVA: Managed from Region level.
4. 1500 KVA and Above: Managed from Central Commercial Department level.

User need to select Type no. 1: Less than 50KVA in this case.



This screenshot shows the same portal as Step 7, but with the 'Load Category' dropdown menu open. The dropdown list displays four options: 'Less than 50KVA', '50KVA to 125KVA', 'Greater than 125 KVA and less than 1500 KVA', and '1500 KVA and Above'. The 'Your Email Id' field remains empty.

Step 9: Selection of Region & CCC

In this case respective Region & CCC need to be selected. Then click on **Next**.

Tips :

- a. **Customer Care Centre (CCC) :**
User can check nearby locality and get their Customer Care Centre. User's Customer Care Centre might be same as them. 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.



The screenshot shows a web browser window with the URL <https://www.wbsedcl.in/irj/portal>. The page has a header with a logo and navigation links. Below the header, there is a section titled "Industrial New Connection" with a sub-section "Regional Office / Customer Care Center Selection". This section contains a form with the following fields:

- Load Category:
- Your Email Id:
- Please select Region:
- Please Select CCC:

At the bottom of the form, there is a "Next" button with a right-pointing arrow.

Step 10: Filling up General and Technical Information

Fill the required details & then click **Validate** button.

The screenshot shows the 'Industrial New Connection' portal of WBSEDCL. The browser address bar displays 'https://www.wbsecl.in/ij/portal'. The page has a blue header with the text 'Welcome Industry test' and a navigation bar with links: 'Industrial New Connection', 'Download EMD/ Quotation Letter', 'EMD / Quotation E-Pay', 'Payment Receipt', 'Change Password', and 'Connection Status'. The main content area is divided into three sections: 'Regional Office / Customer Care Center Selection', 'General Information', and 'Technical Information'. The 'Regional Office / Customer Care Center Selection' section includes dropdowns for 'Load Category' (Less than 50KVA), 'Your Email Id' (wbsecl@gmail.com), 'Please select Region' (BIRBHUM REGION), and 'Please Select CCC' (LALPUR CCC-3623306), with a 'Next' button. The 'General Information' section includes dropdowns for 'Purpose of Supply' (Industrial) and 'Type of Industry' (Agriculture), and text input fields for 'First Name' (Ravi), 'Last Name' (Singh), 'Mobile Number' (9876543210), 'Address Line 1' (Lalpur), 'Address Line 2' (West Bengal), and 'Pincode' (731204). The 'Technical Information' section includes dropdowns for 'Consumer Category' (Rural), 'Consumer Phase' (Three Phase), and 'Meter Cost Deposit By Consumer' (No), with a 'Validate' button.

Regional Office / Customer Care Center Selection

Load Category:

Your Email Id:

Please select Region:

Please Select CCC:

General Information

Purpose of Supply:

Type of Industry:

First Name:

Last Name:

Mobile Number:

Address Line 1:

Address Line 2:

Pincode:

Technical Information

Consumer Category:

Consumer Phase:

Meter Cost Deposit By Consumer:

Step 11: Load Verification

Next provide applicable load (< 50 KVA) & then click **Verify Load** button.

The screenshot shows a web browser window with the URL <https://www.wbsedcl.in/irj/portal>. The page has a blue header with the text "Welcome industry test" and a navigation bar with links: "Industrial New Connection", "Download EMD/ Quotation Letter", "EMD / Quotation E-Pay", "Payment Receipt", "Change Password", and "Connection Status".

The main content area is divided into three sections:

- General Information:** Contains fields for "Purpose of Supply" (Industrial), "Type of Industry" (Agarbati), "First Name" (test), "Last Name" (ind), "Mobile Number" (masked), "Address Line 1" (lavpur), "Address Line 2" (west bengal), and "Pincode" (731204).
- Technical Information:** Contains fields for "Consumer Category" (Rural), "Consumer Phase" (Three Phase), and "Meter Cost Deposit By Consumer" (No). A "Validate" button is present.
- Consumer Load Details:** Contains a field for "Load Applied for (in KVA) : " with the value 20. A "Verify Load" button is highlighted with a green box.

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 below documents along with passport size photo of applicant:

- Passport/Voter ID/Telephone Bill
- Land ownership document (Property Paper/Purchase Deed/Tenancy Deed/Tax Receipt of Panchayet/Municipality etc.)

The screenshot displays the 'Industrial New Connection' portal. The browser address bar shows 'https://www.wbsedcl.in/irj/portal'. The page features a navigation bar with links: 'Industrial New Connection', 'Download EMD/ Quotation Letter', 'EMD / Quotation E-Pay', 'Payment Receipt', 'Change Password', and 'Connection Status'. The main content area is divided into sections: 'General Information', 'Technical Information', 'Consumer Load Details', 'Upload File', and 'Submit Details'. The 'Upload File' section is highlighted with a green border and contains three rows of upload fields: 'Passport Size Photo of Applicant' (with a file named 'electric_1522.jpg'), 'Passport/Voter Id/Telephone Bill' (with a file named 'Guideln...apse.pdf'), and 'Land Ownership Document' (with a file named 'Guideln...apse.pdf'). Each row includes a 'Choose File' button and a file size limit (100KB, 150KB, and 350KB respectively). The 'Submit Details' section at the bottom has a 'Submit All Details' button.

Next >

General Information

Purpose of Supply: Industrial
Type of Industry: Agarbati
First Name: test
Last Name: Industry
Mobile Number: [Redacted]
Address Line 1: birbhum
Address Line 2: [Redacted]
Pincode: 731204

Technical Information

Consumer Category: Rural
Consumer Phase: Three Phase
Meter Cost Deposit By Consumer: No
Validate

Consumer Load Details

Load Applied for (in KVA): 70
Verify Load

Upload File

Passport Size Photo of Applicant: Choose File electric_1522.jpg File should be in jpg or jpeg Format and file size should be within 100KB
Passport/Voter Id/Telephone Bill: Passport Choose File Guideln...apse.pdf File should be in pdf Format and file size should be within 150KB
Land Ownership Document: Property Paper Choose File Guideln...apse.pdf File should be in pdf Format and file size should be within 350KB

Submit Details


Submit All Details

Step 13: Submission of Details

Then click on **Submit All Details** button.

W Welcome to WBSEDCL x W Welcome to WBSEDCL x Industrial New Connect: x Urgent Meeting Require: x

Secure | https://www.wbsecl.in/irj/portal

Welcome jd  Log off

Industrial New Connection

Industrial New Connection | Download EMD/Quotation Letter | EMD / Quotation E-Pay | Payment Receipt | Change Password | Connection Status

[Next >](#)

General Information

Purpose of Supply: Industrial
Type of Industry: Agriculture
First Name: test
Last Name: ind
Mobile Number:
Address Line 1: Raipur
Address Line 2: West Bengal
Pincode: 731204

Technical Information

Consumer Category: Rural
Consumer Phase: Three Phase
Meter Cost Deposit By Consumer: No
[Validate](#)

Consumer Load Details

Load Applied for (in KVA): 10
[Verify Load](#)

Upload File

Passport Size Photo of Applicant: Choose File electric_1522.jpg File should be in jpg or jpeg Format and file size should be within 100KB
Passport/Voter Id/Telephone Bill: Passport Choose File Guidelin...apse.pdf File should be in pdf Format and file size should be within 150KB
Land Ownership Document: Property Paper Choose File Guidelin...apse.pdf File should be in pdf Format and file size should be within 350KB

Submit Details

[Submit All Details](#)

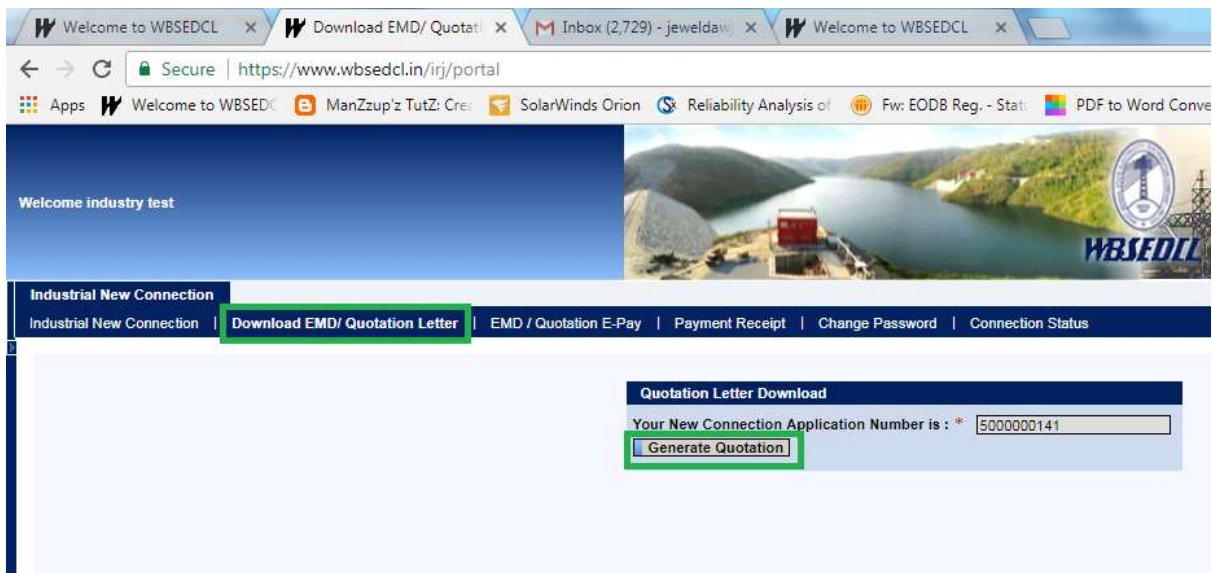
Step 14: Success message with Application No

New Connection Applied Successfully message will be shown along with the application no.



Step 15: Quotation Letter Page

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



Step 16: Downloading of Quotation Letter

Next click on **Download Quotation Letter** button to download Quotation for the application.



Step 17: Sample Quotation

Below is one sample quotation.



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED.
(IVRS Number: 1800-345-5221 Website: <http://www.wbsecl.in>)
PROVISIONAL QUOTATION AS PER WBSEDCL PROCEDURE-A(2010)

Supply Office	: LAVPUR CCC-3523305
Application Number	: 5000000141
Name of the Applicant	: TEST IND
Address	: LAVPUR
Phone Number	: [REDACTED]
Application Type	: New Connection
Consumer Type	: Individual Owner
Reference ID	: 100003666
Contract Demand	: 17000 Watt
Quotation Date	: 09/08/2017
Quotation Due Date	: 07/11/2017
Applicable Tariff Scheme	: B(I-R)

Payable Amount Details

Total Service Connection Charge	: 37500
1) Total Payable Service Connection Charge adjusting EMD (Rs.)	: 37500
Refund If Any	: 0
2) Security Deposit	: 41364
Energy Charge	: 38408.4
Fixed/Demand Charge (FC/DC) :	: 1800
Electricity Duty Charge	: 1005.21
Meter Rent	: 150.0
3) Cost of Meter	: 0
Total Payable Money	: 78864.0

Step 18: Quotation E-Payment using Portal

Quotation amount can be paid online by going to [EMD/Quotation E-Pay](#) tab. Then clicking on the [Next](#) button will show the Payable amount breakup.

emccl@wbsecl.in'."/>

Consumer 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. Consumer 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.

The screenshot shows the 'New Connection Payment' page on the WBSEDCL portal. The page includes the following sections:

- New Connection Payment:** Displays application details such as Application Number (5000000141), Consumer Name (TEST IND), Total Security Deposit (Rs. 41364), Total Service Connection Charge (Rs. 37500), Total Meter Cost (Rs. 0), and Your Payable Amount (Rs. 78864.0). A 'Pay Now' button is highlighted with a green box and arrow 1.
- Please Select Payment Gateway:** Offers two options: Billdesk (Net Banking/Debit Card/Credit Card/Wallet/UPI/BHIM/ Bharat QR) and PayTM (Net Banking/Debit Card/Credit Card/Wallet/UPI/BHIM). The Billdesk option is selected, highlighted with a green box, and arrow 2.
- Transaction charge:** Lists charges for different payment methods: Rs. 2.00 + Applicable Tax for Net-Banking/Wallet; 0.35% + Applicable Tax for Debit Card (Amount greater than Rs. 2000/-) / Credit Card; and Rs. Zero (0) for Debit Card (Amount upto Rs. 2000/-) / UPI/ BHIM/ Bharat QR.
- Transaction Terms and Conditions:** Includes a checkbox for 'I Agree With Terms and Conditions' (arrow 3), a 'Confirm' button (arrow 4), and a 'Proceed to Pay' button (arrow 5). A note states: 'Your payment will be processed in a new window. Please do not close this window until payment is complete.'

Step 19: Quotation E-Payment using RTGS/NEFT

Consumers can also 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 <u>XXXXXXXXXX</u> <u>YYYYYYYYYY</u> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Customer Ref ID Application No. </div>

Here the length of **Customer Ref ID** is fixed for 9 digits whereas the length of **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.

The screenshot displays the Axis Bank Internet Banking interface for a bill payment transaction. The browser address bar shows the URL <https://retail.axisbank.co.in/wps/rm>. The page title is "Axis Bank Internet Banking...".

Payee Information:

- Payee Name: COLLECTION ACCOUNT INTERIM WEST BENGAL STATE ELECTRICITY DISTRIBUTION
- Nickname: WBSEDCL9
- Account No.: WBQ [REDACTED]

Bank & Branch: ICICI BANK LIMITED - CMS

IFSC Code: ICIC0000104

Payment Details:

- *Debit Account: [REDACTED] Available Balance: ₹ 8,666.81
- Payment Type: ☒ One time ☐ Repetitive
- *Date: 07/09/2016
- *Amount: 2 Rupees Two and Zero Paise Only
- Remarks: Bill Payment
- Pay Via: ☒ NEFT ☐ RTGS ☐ IMPS

Sender Details:

- *Mobile No.: [REDACTED]
- *Email ID: [REDACTED]

Axis Bank Internet Banking...

E-RECEIPT FOR TRANSFER FUNDS

Payee Name:	COLLECTION ACCOUNT INTERIM WEST BENGAL STATE ELECTRICITY DISTRIBUTION
Nickname:	WBSEDCL9
Credit Account No:	WBQXXXXXXXXXXXXXXXXXXXX
Remarks:	Bill Payment
Debit Account:	XXXXXXXXXXXXXXXXXXXX
Date:	07 Sep '16
Amount:	₹ 2.00 (Rupees Two and Zero Paise only)
Payment Type:	One Time Payment
Pay via:	NEFT

[Set As Favorite Transaction](#)
[Download](#)
[Email](#)
[Print](#)

[Back to Payee List](#)

Step 20: Payment Receipt Page

After successful payment of the Quotation amount the payment receipt can be generated from [Payment Receipt](#) tab.



Step 21: Inspection

After deposition of Quotation amount, authorized representative of WBSEDCL will inspect the premises within 3 days from date of quotation amount deposition to ascertain:

- 1) Whether any connection already exists (live / disconnected)?
- 2) If exists, then:
 - i) is the particular premises (new one) is physically separate from the existing premises (old one) along with electrical wiring?
 - ii) is there any O.S.D. against the old connection?
- 3) Whether the existing system capable to deliver the demand loads?
- 4) Whether any maintenance jobs require to be done on the existing system?
- 5) Whether the Intending Consumer has completed his portion of work i.e.: Readiness of premises, Installation of Main Switch, Installation of earthing, Completed the wiring etc.
- 6) In case the applicant unable to submit 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.

Step 22: Tracking Application Status

Consumer can track the Application status by Clicking [Connection Status](#) tab & then clicking [View Status](#) button.



Step 23: Effecting Service Connection

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