

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

WBSEDCL prefers online application for new connection

Process flow

Registration, Log-in & Submission of on-line Application for EMD

Issuance of on-line Quotation for Earnest Money Deposit (for Applied Load above 200 KVA)

Deposition of Earnest Money via on-line (for Applied Load above 200 KVA)

Inspection of Premises

Issuance of Quotation for S/C Charge & S/D. Quotation can be downloaded online

Deposition of S/C Charge & S/D through e-payment using Portal or online RTGS/NEFT

Execution of Agreement & Issuance of Work Order

Effecting Service Connection

Details

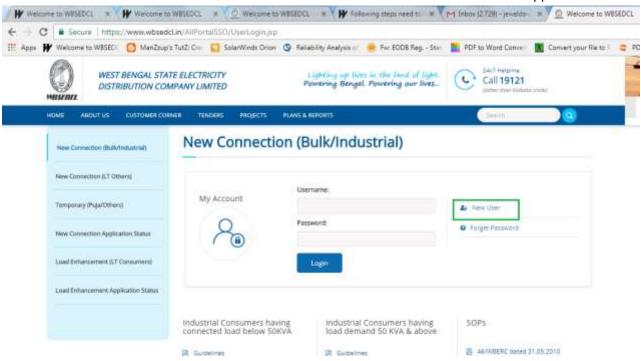
Step 1: Open User Login Page	3
Step 2: New User Registration	3
Step 3: Provide Details for new user id creation	4
Step 4: Validating via OTP	4
Step 5: Fill up Email & Password	5
Step 6: Successful User ID Creation	5
Step 7: Login using created User ID & Password	6
Step 8: Selection of Load Category	6
Step 9: Selection of Region & CCC	7
Step 10: Filling up General and Technical Information	9
Step 11: Load Verification	11
Step 12: Document Upload	12
Step 13: Submission of Details	14
Step 14: Successful message with Application No	15
Step 15: EMD/Quotation Letter Page	15
Step 16: Sample EMD Letter (for applied load > 200 KVA)	16
Step 17: EMD/Quotation E-Pay Page (for applied load > 200 KVA)	17
Step 18: Payment Receipt Page	19
Step 19: Inspection	19
Step 20: Quotation Generation	20
Step 21: Quotation E-Payment using RTGS/NEFT	21
Step 22: Agreement Execution	23
Step 23: Work Order Generation	23
Step 24: Tracking Application Status	24
Step 25: Effecting Service Connection	24
Step 26: Welcome Letter	25
Step 27: Sample Welcome Letter	25

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)

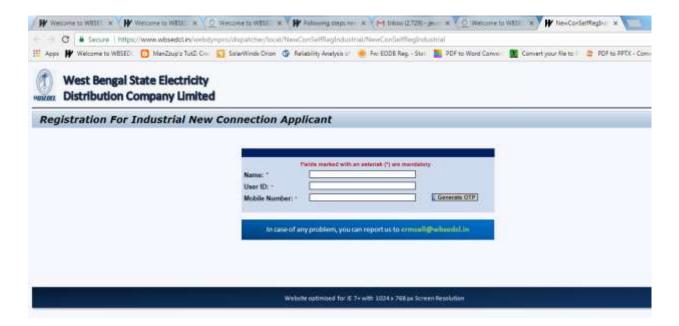
Step 2: New User Registration

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



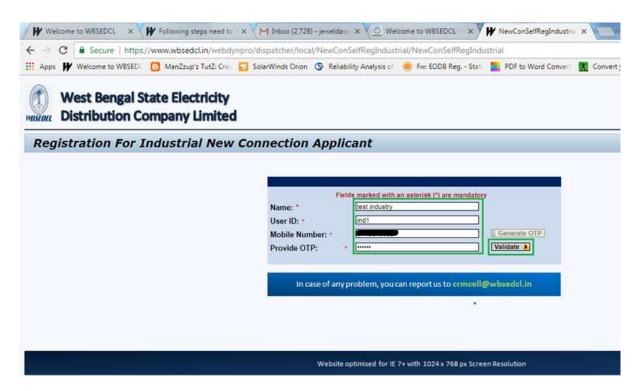
Step 3: Provide Details for new user id creation

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



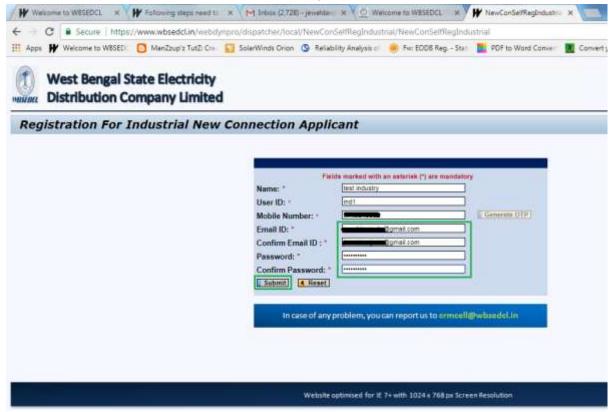
Step 4: Validating via OTP

Fill up the OTP & then click on Validate Button.



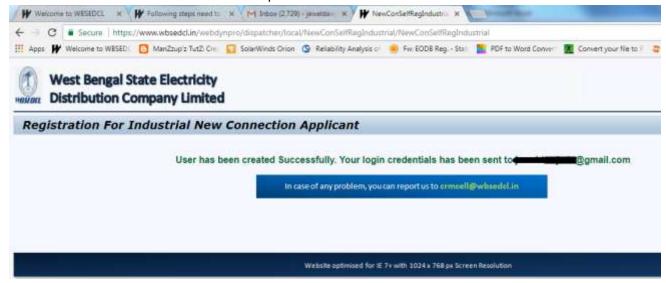
Step 5: Fill up Email & Password

Next Email ID & Password need to be filled up. After that 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 (Bulk/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 50 KVA: 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.

User need to select Type no. 2/3/4 in this case.



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:

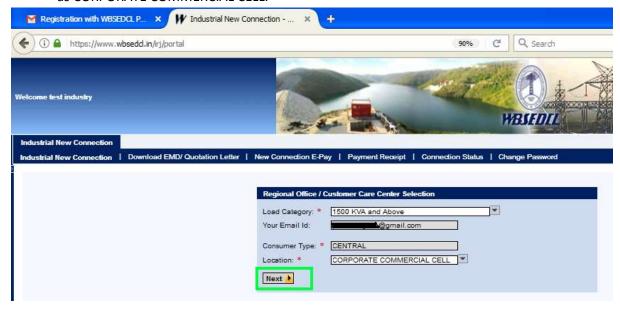
Generally locality covered under Municipality are considered as Urban area.



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



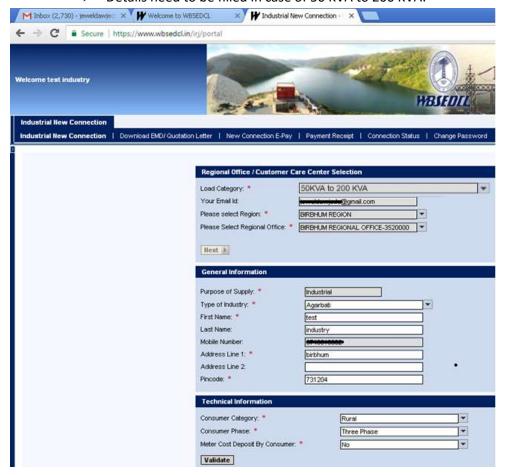
In case of Load Greater than 1500 KVA Consumer need to select Location of the connection as CORPORATE COMMERCIAL CELL.



Step 10: Filling up General and Technical Information

Fill the required details & then click Validate button.

> Details need to be filled in case of 50 KVA to 200 KVA:



Registration with WBSEDCL P... × W Industrial New Connection - ... × + ← 1 https://www.wbsedd.in/irj/portal CQ Welcome test industry WBSEDL Load Category: * Greater than 200 KVA and less than 1500 KVA Your Email Id: Consumer Type: * DE-CENTRAL BIRBHUM (DIST.) REGIONAL OFFICE Location: * Next > Applicant Name: * TEST INDUSTRY Mailing Address House No: * 123/4 Mailing Address Street No: * WEST BENGAL ROAD Applicant Mailing Address 1: Applicant Mailing Address 2: 731204 Applicant Pincode: * WEST BENGAL ROAD, WEST BENGAL Service Location Address: * Service Location Pincode: * 731204 Applicant Mobile No.: Applicant Telephone No.

District: *

Supply Volt(KV): * 11,00 Industry Nature: * BISCUIT FACTORY Ownership: * COMPANY PRIVATE LIMITED

> Details need to be filled in case of Load greater than 200 KVA:

ABCDE1234F

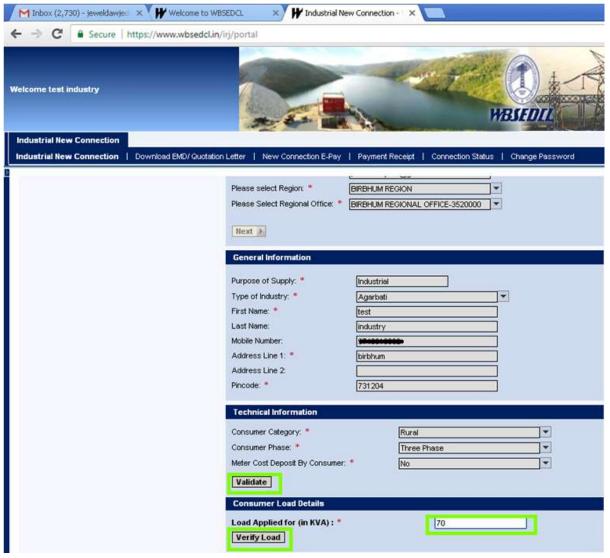
BIRBHUM

*

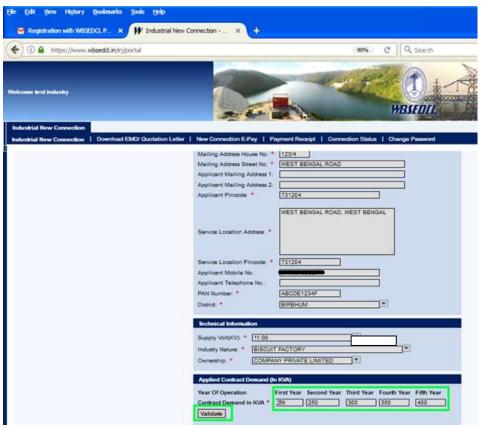
.

Step 11: Load Verification

Next In case of Load between 50 KVA & 200 KVA, consumer need provide applicable load (> 50 KVA) & then click Verify Load button.



In Case of Load > 200 KVA consumer need to provide Year wise Load applicable & the click Validate button.



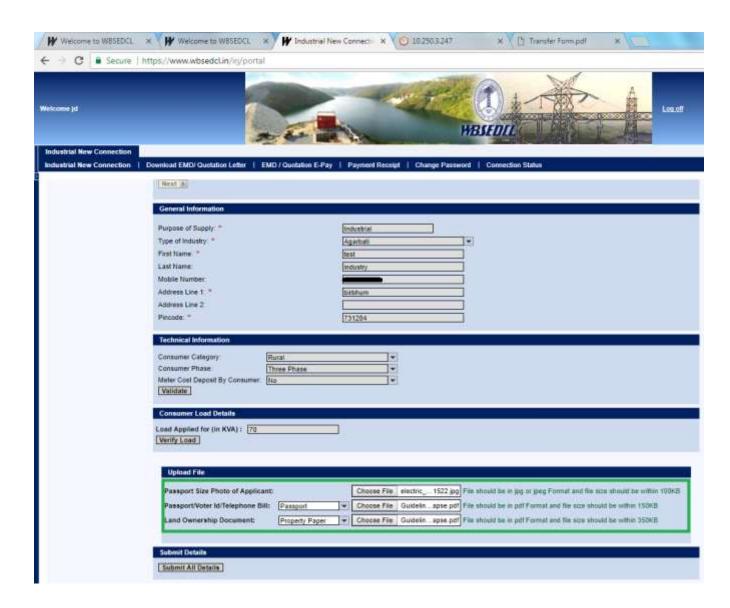
Step 12: Document Upload

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 below documents along with passport size photo of applicant:

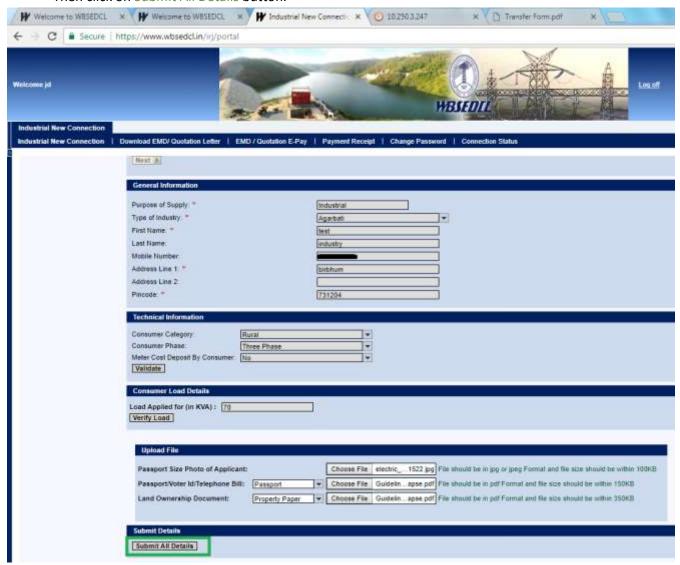
a. Passport/Voter ID/Telephone Bill

b. Land ownership document (Property Paper/Purchase Deed/Tenancy Deed/Tax Receipt of Panchayet/Municipality etc.)



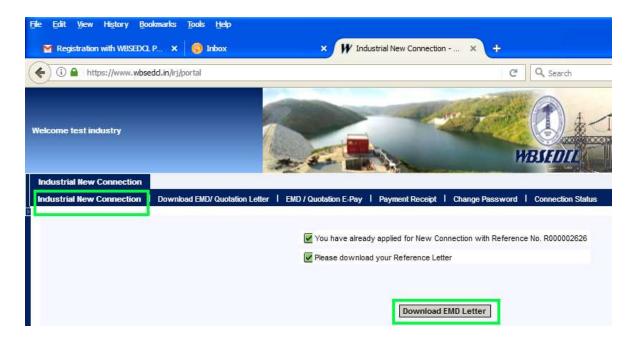
Step 13: Submission of Details

Then click on Submit All Details button.



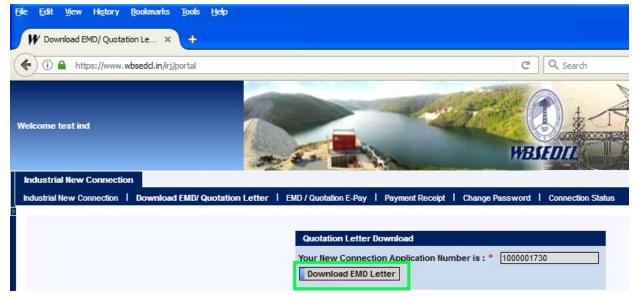
Step 14: Successful message with Application No

New Connection Applied Successfully message will be shown along with the application no & a Download EMD Letter button (in case applied load > 200 KVA). In case of applied load up to 200 KVA, instant Quotation Letter will be generated & for those cases please skip Steps 15 to 19 & follow from Step No. 20 onwards.



Step 15: EMD/Quotation Letter Page

Next click on Download EMD/Quotation Letter tab. The application no will be shown. Now click on Download EMD Letter button (in case applied load > 200 KVA). For applied load up to 200 KVA, instant Quotation Letter can be downloaded from here.



Step 16: Sample EMD Letter (for applied load > 200 KVA)

EMD Letter is generated for applied load above 200 KVA. For applied load up to 200 KVA EMD is not applicable & for those cases instant quotation is generated. Below is one sample EMD Letter.



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

Telephone: BIRBHUM (D IST.) REGIONAL OFFICE SUR I SUPER MARKET COMPLEX BIRBHUM 731130

Ref. No.:R000002626 Date: 11/08/2017

To TEST INDUSTRY 1234/5,WEST BENGAL ROAD

Sub: Bulk power supply for your proposed premises at WEST BENGAL ROAD, WEST BENGAL for an ultimate contract demand of 400 KVA.

Dear Sir(s),

With reference to your application for bulk power supply to your premises as aforesaid, we would like to state that you are required to deposit earnest money amounting Rs. 5000.00/- only by 'Pay Order' or 'Bank Draft' drawn on any bank payable at respective location in favour of 'West Bengal State Electricity Distribution Company Limited' for arranging inspection at your premises.

The above Earnest Money will be adjusted with the service connection charge payable by you as per the scheme that may be formulated. The Earnest Money will be forfeited if you fail to pay the amount as expenditure to be borne by you for receiving the new power supply within a period of 90 days from the date of receipt of the 'Quotation' to be offered for receiving power supply.

Note: This is an online Copy of System Generated EMD Letter (Can also be paid online)

Ref. No.: R000002626 Date: 11/08/2017

1. The Manager (F&A)/Assistant Manager, WBSEDCL.

2. The Asstt. Cash Officer, WBSEDCL.

Step 17: EMD/Quotation E-Pay Page (for applied load > 200 KVA)

EMD/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. For applied load up to 200 KVA, instant Quotation Amount can be paid whereas for applied load above 200 KVA, EMD amount can be paid.



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.



Step 18: Payment Receipt Page

After successful payment of the EMD amount (for applied load > 200 KVA) the payment receipt can be generated from Payment Receipt tab.



Step 19: Inspection

An Inspection will be conducted after receiving of EMD (for applied load > 200 KVA) 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) is 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.

Step 20: Quotation Generation

Quotation will be generated according their applied load as follows:

- a) For applied load upto 200 KVA, instant quotation will be generated during online application according to its applied load
- b) For applied load > 200 KVA, Quotation will be generated after satisfactory inspection in all respect by WBSEDCL officials.

This Quotation will be available in Download EMD/Quotation Letter tab.



Click on Download Quotation Letter button to download Quotation for the application.



Step 21: 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)	WBQXXXXXXXXYYY	YYYYYY
	Customer Ref ID	Application No.

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.

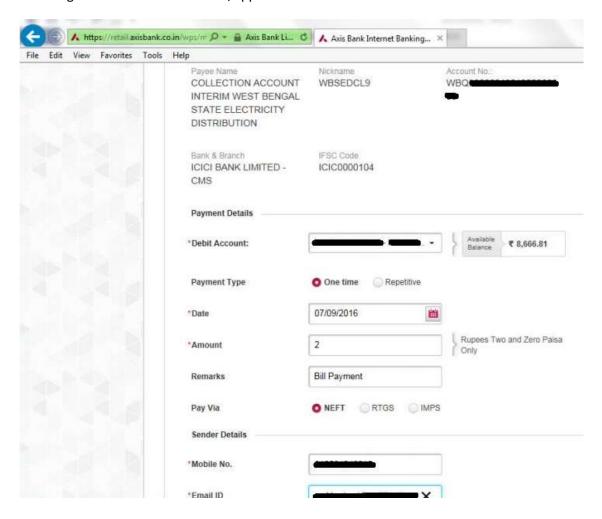
To know the exact Virtual Bank Account No, intending consumers need to check his/her Quotation.

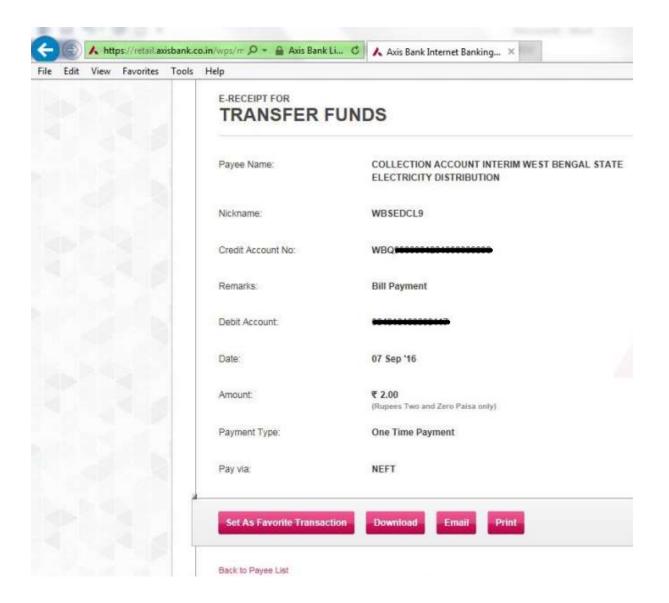
The IFSC Code "ICIC0000104" should be used for fund transfer activities in these cases.

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.





Step 22: Agreement Execution

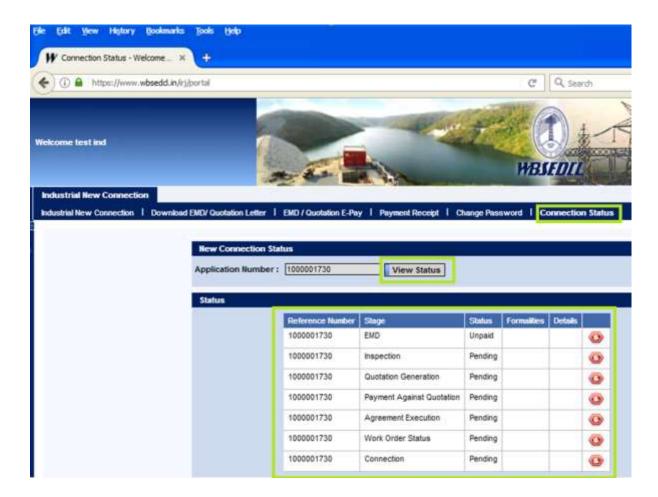
An Agreement is to be executed as per the Standard Format (can be Downloaded from the same location at WBSEDCL Web Portal).

Step 23: Work Order Generation

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

Step 24: Tracking Application Status

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



Step 25: Effecting Service Connection

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

Step 26: Welcome Letter

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



Step 27: Sample Welcome Letter

Sample Welcome Letter is shown below.



West Bengal State Electricity Distribution Company Limited

(IVRS Number: 19121 Website: http://www.wbsedcl.in)

SERVICE CONNECTION REPORT

(For Load 50 KVA and above)

Customer Care Center	: MAHINAGAR CCC-3113500	
Consumer Details		
Consumer Id	: 100004026	
Consumer Name	: SHARMISTHAMUKHERJEE	
Consumer Type	: Individual Owner	
Contract Demand (in KVA)	: 120	
Appl. Tariff Scheme	: B(I-R)	
Application No	: 1000002007	
Phase	: Three	
CT Ratio	: NA	
CT Serial Number	: NA	
Security Deposit (Rs.)	: 12966	
Consumer Address	: KOLKATA	
Meter Details		
Meter Installation Date	: 03-Nov-2017	
Meter Number	: MET128	
Meter Make	: BHEL	
Meter Type	: Whole Day	
Meter Initial Reading	: 120	
Manufacture Seal Details(Manf1,Manf2,Term Blk,PP Box,Sec.Seal1,Sec.Seal2)	: xt0124,g1225,3244	
Optical Port Seal No	: NA	
Meter Cost (Rs.)	: 0 (as rented)	