

User Manual for Designated Consumer

PATNET Portal

Version 2.2







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1. About this Document

The purpose of this document is to describe how **Designated Consumers (DC)** can use the PAT NET Portal.

Intended Audience

This document is intended for the following list of users.

- Energy Manager/Energy Auditor EM/EA
- Plant Head PH

2. New DC Registration Process

This section explains the registration process for a new Designated Consumers with the PAT NET Portal. Below given is the detailed steps to perform this operation.

- 1. Open e-filing portal by clicking the link (<u>https://escerts.gov.in</u>)
- 2. The 'LOGIN to BEE PATNRET Portal' page appears. Click on **New User** button on the login page as shown in below image.

BUREAU OF ENERGY EFFICIENCY A statutory body under Ministry of Power, Government of India		
LOGIN To BEE PATNET Portal		
2 Enter Userld	Total DCs	30
Password	Deihi	2
Reset Details Forgot UserId Forgot Password	Gujarat	3
Enter Captcha g 0 h X 0 💿	Jharkhand	2
31(03)(03)(03)(03)(03)(03)(03)(03)(03)(03)	Manipur	1
LOGIN NEW USER		

Figure 1: Login Page





3. The system redirects the user to select **User Type** page. Select **DC** from the User Type drop-down and then click on **Submit** button.

User Type For BEE PATnet - Port	al	\otimes
	User Type DC Submit	•
•		

Figure 2: User Type Selection Page

- 4. The **Designated Consumer (DC) Registration Form** page appears as shown in below image.
 - a. Select **Sector and Sub-Sector**, to load all organization based on selected sectors and sub-sectors.
 - b. Select the **organization** from the list.
 - c. **Registration Number** will be populated automatically.
 - d. Fill all the required fields along with recovery email address and then click on **Next** button.

DESIGNATED CONSUM	ER (DC) REGISTRATION FOR	м					
	Organisation Energ	y Manager Plant Head	F	e Upload			
	Sector	Cement	•	Sub Sector	Cemen	t	•
	Organisation *	BHARATH CEMENT222	•	DC Registration No	BH234		
	Year of Establishment	2019	•	Recovery Email Id	sree@g	mail.com	0
	Unit Address						
1.1	Address Line1	MAPLE1		Address Line2	MAPLE	2	
100	City/Town/Village	J.R.NAGAR		District	BANGA	LORE	
-	State	Kamataka	•	Pin code '	560037		
	Telephone No. with STD Code	090 11111111		Fax No. with STD Code	080	22222222	
4-4	PAN NO.	BELPK2076J	0	TAN [°]	TAN 333	3333	G
	GSTIN	G5TIN444444444	0	cin '	CIN 555	55555555555555	O
	State of GST Registration	Kannataka	0	EPFO No.	EPFON	065656666666666666666666666666666666666]0
-	Registration No. under Shops and EStablishment Act	REG1771777777777777777777777777777777777	Ū	'			
						Cancel Next	

Figure 3: Designated Consumer – Registration Page



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- 5. The **Energy Manager Details** section appears as shown in below image, perform the following action:
 - a. Enter the **Energy Manager/Energy Auditor Registration number**, and click on **find** button to auto populate the Energy Manager/Energy Auditor details.
 - b. Name of the energy manager field cannot be editable. Other details of the energy manger/energy auditor can be modified by the user if required.
 - c. Click on **Next** button after filling the Energy Manager/Energy Auditor details.

DESIGNATED CONSUM Note : All fields marked with * are	MER (DC) REGISTRATION FO mandatory	RM		
	Organisation	ergy Manager Plant Head	File Upload	
5	EM Registration No.	EA0123156 Q	③ Name [*]	SHEKAR
	Telephone No. with STD Code	080 6777	Fax No. with STD Code	080 6785677
4-4	Mobile No.	+91 9897755567	Official Email Id	aman1323@gmail.com
			Prev	Cancel Next

Figure 4: Energy Manager Section - Registration Page

<u>NOTE</u>: Some of the sectors BEE restricted that an Energy Manager can work only for one DC at a time. In that case the below error message appears.

	Organisation	Energy Manager	Plant H	ead	File Upload	
	EM Registration No. * The energy manager is associated with	EM10031122	Q) Name [*]		
-7 -7	Telephone No. with STD Code *			Fax No. with	STD Code	
	Mobile No. *	+91		Official Ema	il Id*	

Figure 5: Error Message





6. The **Plant Head Details section** appears enter all the mandatory details and then click on **Next** button.

DESIGNATED CONSUM	IER (DC) REGISTRATIO	N FORM		<u>e</u>
	Organisation	Energy Manager	File Upload	
	Name	Darshan Planthead	Telephone No. with STD Code	080 3333333
	Fax No. with STD Code	080 4444444	Mobile No.	+91 9741192764
4-4	Official Email Id	bgfr@gmail.com		
			Prev	Cancel Next

Figure 6: Plant Head Section – Registration Page

7. The **File Upload** section appears, under **Upload File** field select the file name from the drop-down to upload and click on the **Browse** button to browse the file from your system.

DESIGNATED CONSU	JMER (DC) REGISTRAT are mandatory	ION FORM				
	Organisation	Energy Manager	Plant Head	File Upload		
	Upload Documents	PAN	۲	Browse		
				Prev	Cancel	Submit

Figure 7: File Upload Section – Registration Page

8. All files except "Others" are mandatory to complete the registration process.





9. The browsed file will be added to the list under **Upload Documents** section as shown below. Click **Submit** button.

Upload Documents				
Upload File	Select Document Type			
Document Name	Document For	Format	Size	Action
Document Name	Document For	Format	SIZE	Action
I.E1_PORTAL.JPG	TAN	JPG	57.36 KB	â
IE2_MIGRATION.JPG	PAN	JPG	66.85 KB	۵.
IE_notification.JPG	GSTIN	JPG	44.93 KB	<u>ت</u>
IE_notification.JPG	EPFO No	JPG	44.93 KB	ŵ
IE_notification.JPG	CIN	JPG	44.93 KB	ŵ
IE_notification.JPG	Reg. No. Under Shops and Establishment Act	JPG	44.93 KB	ŵ
IE_notification.JPG	EM Image	JPG	44.93 KB	<u>ت</u>
IE_notification.JPG	PH Image	JPG	44.93 KB	İ
		Prev Ca	ncel	Submit

Figure 8: Browsed Document List

10. The confirmation pop-up message appears, click on the **OK** button to proceed.

patnet.positiveedge.net:447 says		
Are you sure want to proceed?		
	ОК	Cancel

Figure 9: Proceed Message

<u>NOTE</u>: "Others" can be selected if DC need to upload any documents other than mentioned in the drop-down.





The DC **Successfully Registered** page appears as shown in below image.

REGISTRATIO	N STATUS	211
	SUCCESSFULLY REGISTERED	
214	Thank you for registration. Please check your email for more details.	
and the second s	Wour request has been assigned to Mr/Ms. Vinay Songh (Modele: 7411876556)	
100 million (100 million)	For any query please contact Bureau of Energy Efficiency (BEE)	
-47.5		
	ar i i i i i i i i i i i i i i i i i i i	

Figure 10: Registration Success Page

<u>NOTES</u>:

- 1) Mandatory fields to fill are marked with (*) mark.
- 2) The DC Record will be assigned to 'Sector Project Engineer' and the owner details will be updated based on 'Sector Team'.
- 12. After completion of registration, The Login credentials for both the **Energy Manager/Energy Auditor** and the **Plant Head** will be received in their registered email as shown below.



Figure 11: Registration Completion Email with Login Credentials





3. Initial Login Process

This section explain the first time log in process of DC.

- 1. Open e-filing portal by clicking the link (<u>https://escerts.gov.in</u>). (The 'BEE PATNET portal Login' page appears).
- 2. Enter the **User ID** and **Password** which is received via email, enter the **Captcha** and then click on **Login** button as shown in below image.

1	LOGIN To BEE PATNET Portal		
	🔒 Enter Userld		
	Password		
ſ	Reset Details Enter Captcha h	Forgot Userld Forgot Password	
	LOGIN	NEW USER	

Figure 12: Login Page

3. After successful login **Change Credentials** page will be displayed and user has to enter the new **User ID** and a new **Password. Confirm Password** and then click on **Submit** button as shown in below image.

Change Credentials	
	New UserId *
	Confirm Password *

Figure 13: Change Credentials Page





4. Success window appears as shown in below image. Click on **Login Again** button.



Figure 14: Password Change Success Page

5. Login page will be displayed again, enter the **new User Id** and **new Password**, enter the **Captcha** and then click on **Login** button.

	LOGIN To BEE P	ATNET Portal
	2 Enter Userld	
	Password	
(Reset Details Enter Captcha h	Forgot Userid Forgot Password
	LOGIN	NEW USER

Figure 15: Login Page





6. 'One Time Password' page will be displayed. User has to enter the **OTP** received on his/her registered mobile number and click on **Submit** button as shown in below image.

One Time Password			
	One Time Password *	Submit	Re-Send OTP

Figure 16: One Time Password Page

<u>NOTE</u>: If DC is not receiving the OTP in the registered mobile number then click on Re-Send OTP button to receive the new OTP.

One Time Password	
One Time Password	Re-Send OTP Submit

Figure 17: Re-Send OTP

7. If the entered OTP is wrong an error message will show as shown below. Click on **Re-Send OTP** to receive a new OTP.

One Time Password			
Incorrect OTP, Please check the OTP yo One Time Password	u have recieved.	Re-Send OTP	2
	Submit		

Figure 18: Re-send OTP





8. After entering the correct OTP, the DC will get logged in the portal.



Figure 19: Home Page

4. Forgot User ID?

This section explains the step by step procedure for **Designated Consumer** users (EM or PH) to reset their login user ID in case they forgot the user ID.

<u>NOTE</u>: Forgot User ID feature can be used in case if the user remembers the registered email Id.

Below given are the detailed steps to perform this operation from the PATNET portal.

- 1. Open e-filing portal by clicking the link (<u>https://escerts.gov.in</u>). (The 'BEE PATNET portal Login' page appears).
- 2. Click on the **Forgot User ID** link which is present in the login page as shown in below image.

LOGIN To BEE PATNET Portal			
Enter Userld			
Password			
Reset Details	Forgot UserId Forgot Password		
Enter Captcha	Bh3x 📀		
LOGIN	NEW USER		







3. The system navigates to **Forgot User ID** window. Enter the **Email Id**, enter the **Captcha** then click the **Submit** button.



Figure 21: Forgot User ID Field

4. After successful submission, User ID will be sent to registered email ID of user and the system will show success message as shown in below image.



Figure 22: Forgot User ID Success Page





User Name for BEE PATNET Portal
BEE PATNET <pet.rajesht@gmail.com> To: Sredhar <imvishaljaiswal@gmail.com></imvishaljaiswal@gmail.com></pet.rajesht@gmail.com>
Dear Sredhar ,
Please find below your User Id to login to the BEE PATNET Portal
User Name: ShakkeerEMH
Click Here to Login
Regards, Helpdesk-PATNet Bureau of Energy Efficiency Ministry of Power, GOI 4th Floor, Sewa Bhawan, R.K.Puram New Delhi - 110066 Phone: 011-26766815

Figure 23: Email with User ID

<u>NOTE</u>: If the user enters wrong Email ID and clicks on Submit button then the system will show Invalid Email ID message as shown in below image.



Figure 24: Invalid Email Id Message





5. Forgot Password?

This section explains the step by step procedure for Designated Consumer users (EM or PH) to reset their login password.

<u>NOTE</u>: Forgot password feature can be used in case if the user remembers the login ID.

Below given are the detailed steps to perform this operation from the PATNET portal.

- Open e-filing portal by clicking the link (<u>https://escerts.gov.in</u>). (The 'BEE PATNET portal Login' page appears).
- 2. Click on the **Forgot Password** link which is present in the login page as shown in below image.

BUREAU OF A statutory body under	ENERGY EFFICIENCY Ministry of Power, Government of India		
LOGIN To BEE P	ATNET Portal		
Enter Userld		Total DCs	30
Password		Karnataka	5
Reset Details	Forgot UserId Forgot Password	Maharashtra	2
Enter Captcha g	0 h X 0 💿	Chhattisgarh	1
87118		Jammu and Kashmir	1
LOGIN	NEW USER		

Figure 25: Forgot Password

3. The **Forgot Password** window appears in the system. Enter the **User Id**, enter the **Captcha** displayed below the textbox and then click the **Submit** button.



Figure 26: Forgot Password Field





4. After successful changing a password, the system will send the new password to the registered email id and success message as shown in below image.



Figure 27: Forgot Password Success Page

New Sign-in Details For BEE PATNET BEE PATNET <pet.rajesht@gmail.com> To: Amar Kumar <vishall.jaiswall@gmail.com> Dear Amar Kumar , Please find below new sign-in details: Password: 6nHjbivr3JI7fxqr1BGL Regards, Helpdesk-PATNet Bureau of Energy Efficiency Ministry of Power, GOI 4th Floor, Sewa Bhawan, R.K.Puram New Delhi - 110066 Phone: 011-26766815

Figure 28: Email with New Password





<u>NOTE</u>: If user enters wrong user ID, system will show Invalid User ID message as shown in below image.



Figure 29: Invalid User Id Message

6. Reset Login Details for a DC

This section explain the process of changing the details of the Plant head and the energy manager in their absence.

In some cases Plant head leaves organisation without handing over their existing user details. In these scenarios Designated Consumer can reset their details by using "**Reset User**" functionality available in PATNET Portal home page.

Designated Consumer can reset their login Id and password by following the below steps.

- Open e-filing portal by clicking the link (<u>https://escerts.gov.in</u>). (The 'BEE PATNET portal Login' page appears).
- 2. Click on **Reset Details** link which is present in the login page as shown in below image.

LOGIN To BEE P	ATNET Portal
🙎 Enter Userld	
Password	
Reset Details	Forgot UserId Forgot Password
Enter Captcha h	B h 3 X 💿
LOGIN	NEW USER

Figure 30: Reset Details



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3. The system will redirect the user to the **Reset Details** page, enter the recovery **Email Id** given by the DC at the time of registration, enter the **Captcha** displayed below the textbox and then click the **Submit** button.



Figure 31: Reset Details Page

4. After successful submission, a web link will be send to recovery email Id of DC and success message will be displayed as shown in below image.



Figure 32: Reset Details Success Page





<u>NOTE</u>: If given Recovery Email ID is wrong system show Invalid Email ID message as shown in below image.



Figure 33: Invalid Email ID Message

5. The authorized person who handles the recovery email will receive the link to reset the details.



Figure 34: Reset Email Link





6. Click on the **Reset Link**, a portal page opens with the options to select the organisation. Select the organisation from the list to modify the details and click the **Submit** button.



Figure 35: Multi Organization Selection List

7. The organization information page appears, modify the required login details and then click on **Update** button to update the details.

Organisation Details				
Sector*	Sub Sector	Organization '	Year of Establishment	
		INCH 114	2019	
DC Registration No IRN110	Recovery Email Id creed hark@pocitiveedge.net			
Unit Address				
Address Line1*	Address Line2	City/Town/Village*	District	
maple1	maple2.	maple3	bangalore	
State	Fin code	Telephone No. with STD Code	Fax No. with STD Code	
Kamataka	560078	080-1111111	22222222	
PAN No."	TAN '	GSTIN '	CN.	
BELPK2076J	333333333	4444000000000000000	555555555555555555555555555555555555555	
State of GST Registration	EPPO No.	Registration No. under Shops and EStablis	hment Act	
Character Strengy Manager Details Char	nge Person			
Name "	EM Registration No.	Telephone No. with STD Code '	Fax No. with STD Code	
Name SUDHAKAR D	EM Registration No. ' EM100411	Telephone No. with STD Code ' 040 st[sto878	Fax No. with STD Code	
Name" SUDHAKAR D Nobile No."	EM Registration No. ' EM100411 Official Email Id '	Telephone No. with STD Code ' 040 stjøre878	Fax No. with STD Code	
Name" SUDHAKAR D Nobile No." -91 41192764	EM Registration No. ' EM100411 Official Email Id ' calicuted112@gmail.com	Telephone No. with STD Code ' 040 st[616878	Fax No. with STD Code	
Name SUDHAKAR D Nobile No." +91 41192764	EM Registration No. ' EM100411 Official Email Id ' salicuned11dgmail.com	Telephone No. with STD Code ' 040 sijsro878	Fax No. with STD Code	
Name ' SUDHAKAR D Nobile No.' -91 41192764	EM Registration No. ' EM109411 Official Email Id ' salicuned11.dgmail.com	Telephone No. with STD Code ' 040 signs878	Fax No. with STD Code	
Name ' SUDHAKAR D Nobile No.' -91 41192764	EM Registration No. ' EM109411 Official Email Id ' salicuned11.dgmail.com	Telephone No. with STD Code ' 040 signs878	Fax No. with STD Code	
Name ' SUDHAKAR D Nobile No.' -91 41192764	EM Registration No. ' EM109411 Official Email Id ' salicuned11.dgmail.com	Telephone No. with STD Code ' 040 signs878	Fax No. with STD Code	
Name" SUDHAKAR D Nobile No." +91 41192764	EM Registration No. ' EM109411 Official Email Id ' salicuned11.dgmail.com	Telephone No. with STD Code ' 040 sijsro878	Fax No. with STD Code	
Name SUDHAXAR D Nobile No." +91 41192764 Plant Head Details	EM Registration No. ' EM109411 Official Email Id ' saikuned112ggmail.com	Telephone No. with STD Code ' 040 ବର୍ଣ୍ଟମରେଟର	Fax No. with STD Code	
Name SUDHAKAR D Nobile No." +91 41192764 Plant Head Details	EM Registration No. ' EM100411 Official Email Id ' sakuneti 12digmail.com Telephone No. with STD Code '	Telephone No. with STD Code ' 040 st[stroßt6	Pax No. With STD Code	
Name' SUDHAKAR D Noble No.* +91 41192764 Plant Head Details Tome' Nome' Nome' Nome	EM Registration No. ' EM100411 Official Email Id ' salicunet112@gmail.com Telephone No. with STD Code ' 050 accessoo	Telephone No. with STD Code ' 040 st[676876 Fax No. with STD Code 050 7177777	Pax No. With STD Code	
Name* SUDHAKAR D Noble No.* +91 41392764 Plant Head Details Plant Head Details Name* Non PLANTHEAD	EM Registration No. ' EM100411 Official Email Id ' salicuneti 12@gmail.com Telephone No. with STD Code ' oSo seeccoo	Telephone No. with STD Code ' 040 st[070876 Fan No. with STD Code 050 71/77777	Fax No. with STD Code Mobile No.* +51 41152784	
Name" SUDHAKAR D Nobile No." +98 41192764 Plant Head Details Plant Head Details Name" IKON PLANTHEAD Official Emeil Id"	EM Registration No. ' EM100411 Official Email Id ' saicunet(12)@gmail.com Telephone No. with STD Code ' 050 ejeccooo	Telephone No. with STD Code ' 040 store676	Fax No. with STD Code Mobile No.* +91 41192764	
Name SUDHAKAR D Nobile No.* -91 Plant Head Details Plant Head Details Name RON PLANTHEAD Official Envailtd* sakunetwi@gmail.com	EM Registration No. ' EM100411 Official Email Id ' saikuneti 128gmail.com Telephone No. with STD Code ' 080 scieccoo	Telephone No. with STD Code ' 040 store6π6	Fax No. with STD Code	
Name" SUDHAKAR D Nobile No." -91 41192764 Plant Head Details Plant Head Details Name" INON PLANTHEAD Official Enveil Id" calkunetwi@gmail.com	EM Registration No. ' EM100411 Official Email Id.' salicuned112@gmail.com Telephone No. with STD Code.' 080 s(secoco	Telephone No. with STD Code ' 040 stjørøδπ8 Fan No. with STD Code 050 τήτττττ	Fax No. with STD Code	

Figure 36: Modify User Detail



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8. The Confirmation message pop-ups, click **Ok**.



Figure 37: Confirmation pop-up Message

9. On clicking the Update button, record will be updated and user will get success page.

RESET STATUS		
	SUCCESSFULLY UPDATED Ikomer Page	

Figure 38: Reset User Detail Success Page

10. After successful update of login details, an email with new login credentials will be sent to the registered email address of **energy manager** and **plant head**.

<u>NOTE</u>: Reset Link expires once user updates the record using this link.





7. Resubmission of the Reversed DC Registration

This section explains the process of resubmission of reversed DC registration. In some cases BEE may reverse the registration application.

1. EM and PH will receive the **email notification** regarding reversal of registration with the reason for reverse the application.

Your registration to PATNET has been Reversed. ${\it \varSigma}$	Inbox ×
BEE PATNET <pet.rajesht@gmail.com> to me, Vinayak ▼</pet.rajesht@gmail.com>	
Dear Users,	
Your Registration has been reversed. Remarks(If Any):EM image is not proper	
Sincerely, Bureau of Energy Efficiency 4th Floor, Sewa Bhawan, R. K. Puram, New Delhi – 110066	

Figure 39: Registration Reversed Email

- 2. Energy Manger / Plant head can log in to PAT NET portal by using their credentials (Refer to section <u>3</u> for the login steps).
- 3. Click on the **Profile** link. The DC profile page will be displayed with **Reverse** status.

BUREAU OF ENERG A statutory body under Ministry of R	GY EFFICIENCY lower, Government of India	
🛗 HOME 🕜 MY DASHBOARD		Welcome RAVI PLANTHEAD 🛛 🌞
MY PROFILE		Reversed X Edit Profile 🕢
Organisation Details		
Sector	Sub Sector	organisation
Aluminium	Cold Rolling Sheet	Aluminium ALI 222
DC Registration No	Year of Establishment*	Recovery Email Id
ABH23456	2019	tre@gmail.com

Figure 40: Reversed Status





4. Click on **Edit Profile** as shown in the below image.

BUREAU OF ENERGY EFFICIENCY A statutory body under Ministry of Power, Government of India	
😤 HOME 🕜 MY DASHBOARD	Welcome RAVI PLANTHEAD 👘
MY PROFILE	Reversed X Edit Profile

Figure 41: Edit Profile

5. Modify the details and click on the **Submit** button.

VISHAL PLANTHEAD 060 66666666	070	77777777	+91 974119	2764	
Official Email Id [*] VISHALP@GMAIL.COM					
Jploaded Documents					
Jpload File Select Document Type	•				
Document Name	Document	For	Format	View	Delete
REGDIS0001SK_PAT(2)2015-2018_CIN_Image.JPG	CIN		JPG	¢	â
REGDIS0001SK_PAT(2)2015-2018_EPFO No_Image.JPG	EPFO No		JPG	ф	â
REGDIS0001SK_PAT(2)2015-2018_GSTIN_Image.JPG	GSTIN		JPG	ф	â
REGDIS0001SK_PAT(2)2015-2018_Others_Image.JPG	Others		JPG	¢	â
REGDIS0001SK_PAT(2)2015-2018_PAN_Image.JPG	PAN		JPG	¢	Ē
REGDIS00015K_PAT(2)2015-2018_Reg. No. Under Shops and Establishment Act_Image.JPG	Reg. No. Und	er Shops and Establishment Act	JPG	¢	<u>ت</u>
PEGDIS00015K PAT/2/2015 2018 TAN Image IPG	TAN		JPG	¢	Ê

Figure 42: Modify the Email ID

6. The **Confirmation** pop-up message appears, click on **OK** button.



Figure 43: Configuration Pop-up Message



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7. The Portal users details updates successfully and **Status** updates to **Pending Approval**.

м	Y PROFILE		Pending Approval	
D	etails updated successfully!			
	Organisation Details			•
	Sector *	Sub Sector	Organisation	
	Buildings	Buildings	Vishal BUILDERS	
	DC Registration No	Year of Establishment *	Recovery Email Id *	
	REGDIS0001SK	2019	vb7@gmail.com	
	Unit Address			
	Address Line1*	Address Line2	City/Town/Village *	District
	maple12	maple2	sikkim	sikkim
	State *	Pin code *	Telephone No. with STD Code *	Fax No. with STD Code
	Sikkim	560078	010-1111111	020-22222222
	PAN No.*	TAN *	GSTIN [*]	CIN *
	BELPK2076J	TAN3333355	GSTIN444444444	CIN555555555555555555555555555555555555
	State of GST Registration *	EPFO No.	Registration No. under Shops and	

Figure 44: Details Update Successful Message

8. Intimation about DC Registration Approval

EM and PH will receive the **email notification** regarding **Approval** of registration form as shown in below image.



Figure 45: DC Approved Email



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1. On receiving the approved mail, DC can login to BE PAT NET portal and can continue with the PAT activities.

I	MY PROFILE		Approved	
	Organisation Details			
	Sector *	Sub Sector*	Organisation *	
	Buildings	Buildings	Vishal BUILDERS	
	DC Registration No *	Year of Establishment *	Recovery Email Id *	
	REGDIS0001SK	2019	vb7@gmail.com	
	Unit Address			
	Address Line1*	Address Line2	City/Town/Village *	District
	maple12	maple23	sikkim	sikkim
	State *	Pin code *	Telephone No. with STD Code *	Fax No. with STD Code
	Sikkim	560078	010-11111111	020-22222222
	PAN No.*	TAN *	GSTIN *	CIN *
	BELPK2076J	TAN3333355	GSTIN4444444444	CIN555555555555555555555555555555555555
	State of GST Registration	EPFO No.	Registration No. under Shops and	
	Sikkim	EPFONO55555555555555555555555555555555555	EStablishment Act	
			REG666666666666666666666666666666666666	

Figure 46: DC Profile with 'Approved' Status

9. DC Profile Update by the Plant Head

This section explain how the Plant Head updates the DC profile details.

- 1. Log in to PATNET portal by using his/her login credentials (Refer to section <u>3</u> for the login steps).
- 2. On successful login the Plant Head home page appears as shown in below image. User has to click on **Profile** link.



Figure 47: Home Page



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3. The DC profile page will be displayed with **Edit Profile** button as shown in below image.

<u>NOTE</u>: 'Edit Profile' button is enable only for a Plant Head to edit the information.

🛗 НОМЕ 🏼 🙆 МУ ДАЅНВОА	RD	Welcome VISHAL PLANTHEA	D 🌵 👥
MY PROFILE		Approved V Edit Pro	file 🖉
Organisation Details			_
Sector *	Sub Sector	Organisation *	
Buildings	Buildings	Vishal BUILDERS	
DC Registration No* REGDIS0001SK	Year of Establishment * 2019	Recovery Email Id * vb7@gmail.com	
Unit Address			
Address Line1*	Address Line2	City/Town/Village	District
maple12	maple23	sikkim	sikkim
State *	Pin code	Telephone No. with STD Code	Fax No. with STD Code
Sikkim	560078	010-11111111	020-22222222
PAN No.	TAN	GSTIN	CIN *
BELPK2076J	TAN3333355	GSTIN444444444	CIN555555555555555555555555555555555555
State of GST Registration *	EPFO No.	Registration No. under Shops and	
Sikkim	EPFONO55555555555555555555555555555555555	EStablishment Act REG666666666666666	

Figure 48: DC Record with 'Edit Profile' Button for PH

4. Click on **Edit Profile** button, and click on **Change Person** button on 'Energy Manager Details' section as shown in below image.

MY PROFILE		Cornel 2	-
Corporation beauts			
Salter'	had barter	(representation)	
(Fairing	Balance	Explain Prace Britishalian Calques of Adding Patients	most fragment lighted (1) and produced produced and
OC Registration Inc."	near of Establishment	Recovery Education	
noomiae	and the second s	and receipted for the	
Louis Address			
ADD NO LINES	Antonio Linez	C/g Town Visige	destroyt
who	Autor Techniq Layeut	Aurganers	Bangelove
THE	Pre-come -	Temphone No. with 178 Calle	Non-Not, with 270 Lock
Same and the second sec	Marts	dati futifishata	681-6416 3163
Pak be	Tak	64796	CM .
Safe.	Dri Registrativo No.	Temphone Inc. with 178 Cade	Res Inc. with 270-Links
fame a	BHORES	688 TeNedoff	and ServiceSenate
Materia No.	Office Envirol		
10 00000000	mushajatwai@gnat.com		
Re Reserved beliefs			
-			
9			
		And the second later for the	and the second
Rate	Telaphona ko with 570 Colox	Factor with 212 Calls	Property and

Figure 49: DC Profile in Editable Format





5. Once user click on **Change Person** button, the Energy Manager's fields is editable. User has to enter new **EM/EA registration number** and click find button, to populate the energy manager details.

Cancel			
EM Registration No.	Name *	Telephone No. with STD Code	Fax No. with STD Code
Mobile No.*	Official Email id *		

Figure 50: Enter New EM Registration No.

6. Click on **Change Image** button to Upload EM profile image.

Energy Manager Details	Change Person		
Sitive ed Change Imag	3		
Name *	EM Registration No.	Telephone No. with STD Code *	Fax No. with STD Code
Sudhakar I.E	EA144144	080 6778	080 6785678
Mobile No.* +91 9897755567	Official Email Id * aman144@gmail.com		

Figure 51: Change Image

- 7. Click on submit button to update the details. **Success message** will be displayed on successful updated of energy manager.
- 8. **Plant Head** himself can update the details. Otherwise by using **Reset Details** functionality DC can update both EM and PH details.

10. Existing DC Registration Update Process

DCs who already using old PAT Net portal can use the same login details in the new platform. This section explains the process for update their existing registration details.

10.1.Login to the New PATNET Portal

- Open e-filing portal by clicking the link (<u>https://escerts.gov.in</u>). (The BEE PATNET Portal Login page appears).
- 2. Plant Head / Energy Manger Logins to the BEE PATNET Portal with his/her existing **User Id** and **Password** (Refer to section <u>3</u> for the login steps).





10.2. Existing DC Profile Update

Old PAT NET portal registered DC need to update the missing details in the new system. This can be done by an Energy Manager / Plant Head. In the absence of Energy Manager Plant Head can update the details.

- 1. DC user log in to the BEE PATNET Portal with his/her existing **User Id** and **Password** (Refer to section <u>3</u> for the login steps).
- 2. On successful login the Notification Alert message pop-ups, click Proceed.



Figure 52: Notification Alert Message

3. The DC profile Page appears, Click Edit Profile to edit and update the Details.

BUREAU OF ENERGY EFFICIENCY A statutory body under Ministry of Power, Government of India		
i Home 🕜 MY DASHBOARD	Welcome JAYESH K SHAH 🛛 🌲	
MY PROFILE	Migrated Edit Profile	

Figure 53: Click Edit Profile

4. Enter the missing organization Information.

Address Line1 *	Address Line2	City/Town/Village *	District
The Address Line1 field is required.		The City/Town/Village field is required.	
State *	Pin code [*]	Telephone No. with STD Code *	Fax No. with STD Code
Andhra Pradesh	▼		
	The Pin code field is required.	The STD Code field is required. The Telephone number field is required	
PAN No.*	TAN *	GSTIN *	CIN*
The PAN No. field is required.	The TAN field is required.	The GSTIN field is required.	The CIN field is required.
State of GST Registration	EPFO No.	Registration No. under Shops and	
Select State of Registration	•	EStablishment Act	

Figure 54: DC Information Field



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<u>NOTE</u>: If the EM is not mapped to the DC, then the EM information fields appear blank as shown in below image.

Energy Manager Details			
Name *	EM Registration No. *	Telephone No. with STD Code *	Fax No. with STD Code
Mobile No. * +91-	Official Email Id [*]	-	-

Figure 55: Energy Manager Information Fields showing blank

5. Click **Change Person** to update the EM details.

Energy Manager Details	Change Person			
Name *	EM Registration No.*	Telephone No. with STD Code *	Fax No. with STD Code	
Mobile No. * +91	Official Email Id *			

Figure 56: Click Change Person

6. Enter the **EM Registration Number** and click **find** button, then all other information of EM fields auto updates.

Energy Manager Details	s Cancel			
EM Registration No. *	Name*	Telephone No. with STD Code *	Fax No. with STD Code	
Mobile No.*	Official Email Id *			

Figure 57: Enter EM Registration Number

7. Click on **Change Image** button to Upload EM profile image.

Energy Manager Details	Change Person		
Sitive ed Change Image	FM Registration No.*	Telephone No. with STD Code *	Fau No. with FTD Code
Name	Elli Registration No.	Telephone No. with STD Code	Tax No. WITI STD Code
Sudhakar I.E	EA144144	080 6778	080 6785678
Mobile No. * +91 9897755567	Official Email Id * aman144@gmail.com		

Figure 58: Change Image





8. If the mandatory information of PH is missing, update the details, Upload the documents and then click the **Submit** button (refer to section 2 step (<u>7</u>) for the steps to upload documents).

Name *	Telephone No. with STD Code *	Fax No. with STD Code		Mobile No.*		
				+91		
te Name field is required.	The STD Code field is required. The Telephone number field is required			The Mobile No. field is	required.	
fficial Email Id [*]						
ne Official Email Id field is required.						
bloaded Documents						
loaded Documents	Select Document Type	1				
loaded Documents load File	Select Document Type					
loaded Documents oad File [*]	Select Document Type Select Document Type PAN Finite	ocument For	Format	View	Delete	
loaded Documents oad File [*] ocument Name	Select Document Type Select Document Type PAN TAN GSTIN	ocument For	Format	View	Delete	
loaded Documents load File [*] locument Name	Select Document Type Select Document Type PAN TAN GSTIN CIN	ocument For	Format	View	Delete	

Figure 59: Upload Documents

9. The status of the DC record updates as **Approved** on the successful upload of all the documents and the DC can continue with PAT activates.

BUREAU OF ENERGY EFFICIENCY A statutory body under Ministry of Power, Government of India			
in the first the test test test test test test tes	Welcome JAYESH K SHAH	*	
MY PROFILE	Approved 💌		

Figure 60: Status Updates as Approved





11. E-Filling for a Designated Consumer

11.1.Form 1 Filling by the Energy Manager

- Click the link (<u>https://escerts.gov.in</u>). (The 'BEE PATNET Portal' login page appears).
- 2. Refer to section $\underline{3}$ for the login steps.
- 3. On the successful login The 'BEE Energy Manager Home' page appears as shown in below image.



Figure 61: BEE Energy Manager Home Page

4. On the Home page click **My Dashboard** button on the top left of the page.

🐔 HOME 🙆 MY DASHBOARD Welcome vishali7 Energy Manager Testi7 🔅	
--	--

Figure 62: Click My Dashboard

5. The list of 'My Dashboard' functions popups, click **Dashboard** function from the list of dashboard functions.



Figure 63: Click Dashboard Function



- **constitiveed**ge
 - 6. The 'DC Dashboard PAT Cycles' page appears.
 - 7. PAT Cycle which DC is currently participating will be highlighted as shown below.
 - 8. Click on the PAT Cycle image to open that PAT Cycle Dashboard.



Figure 64: Click Running PAT Cycle

9. Click **M&V** Status icon and under **Form 1** for respective financial year click **Submit** link to enter the Form 1 details.

BU A state	REAU OF EN	IERGY EFFICIE	NCY of India						ما <mark>م</mark>
🛗 номе 🛛	🧿 MY DASHBO	DARD			w	elcome Pankaja	Menon 🌞		
REGCNA0019A PAT Cycle:2012-3	P - Sree Ray	alseema Alkal	ies & Allied Chem	ical Limited, Go	ondiparla, Kurno	ol			
M & V Status	Escer	🦁 ts Issuance	() Check Verification	Final	Compliance	Es	certs Banked		
2012-13	FORM 1 2013-14	2014-15	FORM A	FORM B	FORM 2	First	FORM 3 Second	Attachments	
Submit	Submit	Submit	Submit	View	Submit	Submit	Submit	6	

Figure 65: Click Submit

10. The 'DC Details Information' page for the selected financial year appears as shown in below image.

FOF Financ	RM-1 ial Year- 2012-13	Details of Information regarding Total Energy Consumed and Specific Energy Consumption per unit of Production				
	Details of Information regarding Total Energy Consumed and	General Details	Description			
	unit of Production	Name of the Unit	Sree Rayalseema Alkalies & Allied Chemical Limited, Gondiparla, Kurnool			
	Production Details	Year of Establishment	2012			
-	Energy Consumption Details Of Manufacturing Industries	Registration Number (As provided by BEE)	REGCNA0019AP			
• U	Specified As Designated Consumers	Sector and Sub-Sector in which designated Consumer falls	Sector : Chlor Alkali Sub-Sector :Chlor-Alkali			
-	Sector - Wise Details	Complete Address of DCs Unit Location (Including Chief Executive's name & designation) with Mobile, Telephone, Fax No & Email	Shiv Email: garimas@positiveedge.net Phone: 08-88782742 Mobile: 8750723137, Fax No: 91-67788777 Address: Gondparta, City: Kurmool District: State: Andhine Pradesh Pincode: 135001			
		Registered Office Address	Address: Gondiparta, City: Kurnool District: State: Andhra Pradesh Pincode: 135001 Fax No: - PAN:ETUIP7600M			
			Pankaja Menon Cancel Next			

Figure 66: DC Details Information Page





- 11. Verify the DC details information and click **Next** button.
- 12. The page navigates to 'Production Details' page as shown in below image.

HOME 🧭 MY DASHBOARD			Welco	ome Pankaja Menon 🛛 🚆		
FORM-1 Financial Year- 2012-13	Manufacturing Inc	dustries Notified as Designated Co	onsumers		•	
Details of Information regarding	Product	Product Name	Unit	Previous Year	Current Year	
Specific Energy Consumption per unit of Production	Product 1	Caustic Soda	tonne		11.00	Ť
Production Details	Product 2	Chlorine	tonne		12.00	T
Energy Consumption Details Of	Product 3	Soda Ash	tonne		13.00	Ũ
Manufacturing Industries Specified As Designated Consumers	Add Row					
Sector - Wise Details	Total Equivalent	Product Produced	tonne		36.00	

Figure 67: Form-1 - Production Details Page

Perform following actions on the 'Production Details' page:

- Enter the **Product Name** and other details as required.
- Click Add Row button to include more products in the list.
- Click **Delete** icon to remove a product from the list.
- Click **Prev** button to navigate back to the 'DC details information' page.
- Click **Next** button to navigate to the 'Energy Consumption' details page.
- 13. On Click Next the page navigates to 'Energy Consumption' details page as shown in below image.

	Details of Information regarding Total Energy Consumed and	ltem	Unit	Previous Year	Current Year
<u>.</u>	Specific Energy Consumption per unit of Production	a) Energy Consumption Details			
	Production Details	1) Total Electricity Purchased from Grid/Other Source	Million kWh		40.00
	Energy Consumption Details Of Manufacturing Industries	2) Total Electricity Generated ⁴	Million kWh		50.00
<u>•</u> U	Specified As Designated Consumers	3) Total Electricity Exported *	Million kWh		60.00
-	Sector - Wise Details	4) Total Electrical Energy Consumption *	Million kWh		70.00
		5) Total Solid Fuel Consumption *	Million kcal		80.45
		6) Total Liquid Fuel Consumption *	Million kcal		90.56
		7) Total Gaseous Fuel Consumption	Million kcal		95.00

Figure 68: Form-1- Energy Consumption Details Page





Perform following actions on the 'Energy Consumption Details' page:

- Enter the **Current Year** 'Energy Consumption Details.
- If the previous year data exists, then the user can view the previous data.
- Click **Next** button to navigate to the 'Sector Wise Details' page.
- 14. The page navigates to the 'Sector Wise Details' page, upload the Pro-forma file and check the declaration and click on submit to submit the Form 1.

FORM-1 Financial Year- 2015-16 Details of Information regarding Total Energy Consumed and	Sector - Wise Details Pulp and Paper Note 1: All sectors specific pro-	Pulp and Paper forma, details of which are given abov	• e, are available on the Bure	au of Energy Ef	Sf ficiency offici	al website.	
Specific Energy Consumption per unit of Production	Upload Pro-Forma		_				
Production Details	Upload File*	Select Proforma	Ŧ				
Manufacturing Industries Specified As Designated Consumers	Uploaded Documents						
Sector - Wise Details	Document Name		Document For	Format	Sizes	Actions	
	REGPNP0030PB_a7b7617 00155d5e9403_BEE DE.xt	Proforma	XLSX	9750	ෂ		
	//We undertake that the information supplied in the Form 1 and pro-forma is accurate to the best of my knowledge and the data furnished in the Form the been adhered to the data given in the concerned pro-forma.						
			Cancel		Prev		Submit

Figure 69: Form-1 - Sector - Wise Details page

15. The Confirmation pop-up message appears, click **OK** button to continue with the submission.



Figure 70: Confirmation Pop-up Message




16. On submitting the Form 1, the **Print** button enables.

Det	ails of Information regarding	Name of The Sector	Sub-Sector	Pro-forma in which the d	etails to be furnished	
. Tota Spe unit	al Energy Consumed and ecific Energy Consumption per t of Production	Chlor Alkali	Chlor-Alkali		SC	
	duction Details	Note 1: All sector specific pro-forma	, details of which are given above	e, are available on the Bureau of En	ergy Efficiency official website.	
Ene Mar Spe Con	ergy Consumption Details Of nufacturing Industries acified As Designated Isumers					
Sec	tor - Wise Details					

Figure 71: Form-1- Print Button

- 17. Click the **Print** button to take print out of Form 1.
- 18. The print format of the Form 1 is as shown in the below image.

Deta	Form1 [See rule3] ils of information regarding total energy consumption per	engergy consumed and specific unit of production.					
Section	Section-A (General Information Details)						
S.No	General Details	Description					
1	Name of the Unit	Sree Rayalseema Alkalies & Allied Chemical Limited, Gondiparla, Kurnool					
2	i) Year of Establishment	2012					
	ii) Registration Number (As provided by BEE)	REGCNA0019AP					
3	Sector and Sub-Sector in which designated Consumer falls	Sector : Chlor Alkali Sub Sector : Chlor-Alkali					
4	i) Complete Address of DCs Unit Location (including Chief Executive's name & designation) with Mobile,Telephone,Fax No & Email	Shiv Designation : Plant Head Email : garimas@positiveedge.net Mobile : 8750723137 TelePhone : 91-67788777 Fax : 08-88782742 Address : Gondiparla, City : Kurnool State : PinCode : 135001					

Figure 72: Form-1- Print Preview



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11.2.Verification of Form 1 by the Plant Head

On successful submission of Form 1 by the Energy Manager the Plant Head will receive and email notification regarding the submission of the Form 1.

This section explains the process of verification of Form 1.

- 1. Click the link (<u>https://escerts.gov.in</u>).
- 2. (The 'BEE PATNET Portal' login page appears).
- 2. Refer to section <u>3</u> for the login steps.

On Successful login to the BEE PATNET portal with Plant Head user name and password, the DC Home page appears and is shown below.

BUREAU C	JF ENERGY EFFICIENCY Ger Ministry of Power, Sovernment of India		
про пределание преде Пределание пределание пределание пределание пределание пределание пределание пределание пределание пределание пре	DASHBOARD	Welcome Shiv 🔹	
Home - Current Highl	ights		
	Welcome to E-filling o	f Energy Returns	
	Please contact for any querie 🜌 vmehta@beenet.in 🐧	s on award application +91-011-2617-9699	

Figure 73: Plant Head Home Page

3. Click My Dashboard next to Home icon on the top left of the DC Home page.



Figure 74: Click My Dashboard

4. The list of 'MY Dashboard' functions popups, click **Dashboard** function from the list of My Dashboard functions.



Figure 75: Click Dashboard Function

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- **constitiveed**ge
 - 5. The 'DC Dashboard PAT Cycles' page appears.
 - 6. PAT Cycle which DC is currently participating will be highlighted as shown below.
 - 7. Click on the PAT Cycle image to open that PAT Cycle Dashboard.



Figure 76: Click Running PAT Cycle

8. The 'Designated Consumer Dashboard' page appears, click **M&V Status** icon and under **Form 1** for respective financial year click **View** button to view the Form 1 details.

REGCNA0019AP PAT Cycle:2012-15	- Sree Raya	alseema Al	kalies & Allied Chemi	cal Limited, Go	ndiparla, Kurnoc	ı		
M & V Status	Escert	? s Issuance	Check Verification	Trading	Compliance	Esce	orts Banked	
2012-13	FORM 1 2013-14	2014-15	FORM A	FORM B	FORM 2	First	FORM 3 Second	Attachments
View 🗩	Submit	Submit	Submit	View	Submit	Submit	Submit	ত্তি

Figure 77: Click View

9. The 'DC Details Information' page for the selected financial year appears as shown in below image.

FOF Financ	RM-1 ial Year- 2012-13	Details of Information regarding Total Energy Consumed and Spec Production	ific Energy Consumption per unit of
-)	Details of Information regarding Total Energy Consumed and	General Details	Description
	specific Energy Consumption per unit of Production	Name of the Unit	Sree Rayalseema Alkalies & Allied Chemical Limited, Gondiparla, Kurnool
	Production Details	Year of Establishment	2012
-	Energy Consumption Details Of Manufacturing Industries	Registration Number (As provided by BEE)	REGCNA0019AP
* U	Specified As Designated Consumers	Sector and Sub-Sector in which designated Consumer falls	Sector : Chlor Alkali Sub-Sector :Chlor-Alkali
-	Sector - Wise Details	Complete Address of DCs Unit Location (Including Chief Executive's name & designation) with Mobile,Telephone,Fax No & Email	Shiv Email: garimas⊚positiveedge.net Phone: 08-88782742 Mobile: 8750723137, Fax No: 91-67788777 Address: Gondiparta, City: Kurmool District: State: Andhra Pradesi Pincode: 135001
		Registered Office Address	Address: Gondiparla, City: Kurnool District: State: Andhra Pradesh Pincode: 135001 Fax No: - PAN:ETUIP7600M
			Pankaja Menon v Cancel Next

Figure 78: Form-1- DC Details Information Page

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- 10. Verify the DC details page information and click **Next** button.
- 11. The page navigates to 'Production Details' page as shown in below image.

FORM-1 Financial Year- 2012-13	Manufacturing Ind	ustries Notified as Designated Consu	umers			
Details of Information regarding	Product	Product Name	Unit	Previous Year	Current Year	
Specific Energy Consumed and Specific Energy Consumption per unit of Production	Product 1	Caustic Soda	tonne		11.00	
Production Details	Product 2	Chlorine	tonne		12.00	
Energy Consumption Details Of	Product 3	Soda Ash	tonne		13.00	
Manufacturing Industries Specified As Designated Consumers	Total Equivalent F	Product Produced	tonne		36.00	
Sector - Wise Details						
				Prev	Cancel Next	

Figure 79: Form-1 - Production Details Page

Perform following actions on the 'Production Details' page:

- Click the **Previous** button to navigate back to the 'DC Details Information' page.
- Click the **Next** button to navigate to the 'Energy Consumption Details' page.

12. The page navigates to 'Energy Consumption Details' page as shown in below image.

FORM-1 Financial Year- 2012-13	Energy Consumption Details Of Manufacturing Industries Specified As Designated Consumers Note: All fields are marked with * are mandatory					
Details of Information regarding	ltem	Unit Previous Year	Current Year			
Specific Energy Consumption per unit of Production	a) Energy Consumption Details					
Production Details	1) Total Electricity Purchased from Grid/Other Source*	Million kWh	40.000			
Energy Consumption Details Of Manufacturing Industries	2) Total Electricity Generated *	Million kWh	50.000			
U Specified As Designated Consumers	3) Total Electricity Exported *	Million kWh	60.000			
Sector - Wise Details	4) Total Electrical Energy Consumption *	Million kWh	70.000			
	5) Total Solid Fuel Consumption *	Million kcal	80.450			
	6) Total Liquid Fuel Consumption *	Million kcal	90.560			
	7) Total Gaseous Fuel Consumption *	Million kcal	95.000 🗸			
		Prev Can	Next			

Figure 80: Form-1- Energy Consumption Details Page

Perform following action on the 'Energy Consumption Details' page:

- Click the **Previous** button to navigate back to the 'Production Details' page.
- Click the **Next** button to navigate to the 'Sector Wise' details page.



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13. The page navigates to 'Sector wise Details' page as shown in below image.

FORM-1 Inancial Year- 2015-16	Sector - Wise Details	Pulp and Paper			Sf		2
Details of Information regarding Total Energy Consumed and Specific Energy Consumption per unit of Production	Note 1: All sectors specific pro	forma, details of which are given ab	ove, are available on the Bure	au of Energy Eff	ficiency offici	al website.	
	Upload Pro-Forma						
Production Details	Upload File*	Select Proforma	*				
Energy Consumption Details Of Manufacturing Industries Specified As Designated Consumers	Uploaded Documents						
Sector - Wise Details	Document Name		Document For	Format	Sizes	Actions	
	REGPNP0030PB_b944b7 00155d5e9403_BEE DE.x	dc-8bd4-e911-80e0- lisx	Proforma	XLSX	9750	¢	Ø
	I/We undertake that the in has been adhered to the data	nformation supplied in the Form 1 an given in the concerned pro-forma.	d pro-forma is accurate to the	e best of my kno	wledge and t	he data furnishe	ed in the F
				-		-	

Figure 81: Form-1 - Sector – Wise Details Page

Perform following action on the 'Sector Wise Details' page:

- PH will review the Form 1 details entered by the EM and click the **Submit** button.
- The Confirmation pop-up message appears, click **OK** button to submit Form 1 to the PH for verification.



Figure 82: Confirmation Pop-up Message



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14. On submit of Form 1, the print button enables. Click the **Print** button to take a printout of Form 1 PDF pages.

FOR	IM-1	Sector - Wise Details				-
	Details of Information regarding	Name of The Sector	Sub-Sector	Pro-forma in which t	he details to be furnished	
- 1	Specific Energy Consumption per unit of Production	Cement	Cement	۲	Sb	
{	Production Details	Note 1: All sector specific pro-f	orma, details of which are giv formation supplied in the Fo	ven above, are available on th rm 1 and pro-forma is accura	e Bureau of Energy Efficienc te to the best of my knowled	y official websit ige and the data
<mark>.</mark> 1	Energy Consumption Details Of Manufacturing Industries Specified As Designated Consumers		en donered to the data green	in the concerned pro-torna.		
-	Sector - Wise Details					
				Cancel	Prev	Print

Figure 83: Form-1 - Print Button

15. The print format of the Form 1 will be as shown in the below image.

	Form1 [See rule3]							
Detai	Details of information regarding total engergy consumed and specific energy consumption per unit of production.							
Section	on-A (General Information Details	;)						
S.No	General Details	Description						
1	Name of the Unit	SRIVARI CEMENT						
2	i) Year of Establishment	2019						
	ii) Registration Number (As provided by BEE)	SRIVARI CEMENT 179						
3	Sector and Sub-Sector in which designated Consumer falls	Sector : Cement Sub Sector : Cement						
4	i) Complete Address of DCs Unit Location (including Chief Executive's name & designation) with Mobile, Telephone, Fax No & Email	shov planthead Designation : Plant Head Email : bdew@gmail.com Mobile : 9741192764 TelePhone : 080-33333333 Fax : Address : maple1,maple2 City : marnalli State : bangalore PinCode : 560078						
	ii) Registered Office Address	Address : maple1,maple2 City : marnalli State : bangalore						







- If PH is not satisfied with the Form 1 details entered by the EM, click the **Reverse** button to send back Form 1 for the EM to modify.
- The confirmation pop-up message appears, click **OK** button to reverse Form 1 to the Energy Manager.



Figure 85: Confirmation Message

11.3.Modify Form 1 Details by the Energy Manager

If the Form 1 reversed by PH, EM will receive email notification. EM can log in and can update the Form 1 and can resubmit again for PH verification.

- Click the link (<u>https://escerts.gov.in</u>). (The 'BEE PATNET Portal' login page appears).
- 2. Refer to section <u>3</u> for the login steps.
- 3. Modify the Form 1 details and click on the **Update** button on the 'Sector Wise Details' page. (Refer to section 11.1 <u>4</u> for navigation).



Figure 86: Click Update

<u>NOTES:</u>

- 1) Once Form 1 (1st year) is submitted, EM will be eligible to fill the 2nd year Form 1 as mentioned above. Once the Second year submits then EM can start with 3rd year Form 1.
- 2) Same process will be followed for all the three year Form 1.





11.4.Form A Filling by the Energy Manager

On submission of 3rd year Form 1 EM can fill the Form A details as explained below.

- Click the link (<u>https://escerts.gov.in</u>) (The 'BEE PATNET Portal' login page appears).
- 2. Refer to section <u>3</u> for the login steps.

Perform the following actions on the Designated Consumer Dashboard page (Refer to section 11.1 **4** for navigation).

3. Click **M&V Status** icon and under **Form A** click **Submit** link to enter the Form A details.

F P/	TZ0019AP - NF AT Cycle:2015-18	FCL Kakina ⁸	da - II, Kakina	da East Godava	ari, Andhra	Pradesh			2	
	M & V Status	Esce	🧑 rts Issuance	Check Verificat	tion	Trading	Compliance	Escerts	Banked	
	2015-16	FORM 1 2016-17	2017-18	FORM A	FORM B	FORM 2	 First	FORM 3 Second	Attachments	
	<u>View</u>	<u>View</u> 📜	<u>View</u> 📜	<u>Submit</u>	View	Submit	Submit	Submit	ক্তি	

Figure 87: Click Submit

4. The 'Performance Assessment Document' details page appears as shown in below image.

FORM-A	Perfomance Assessment Document	🔋 Guidelines
Performance Assessment Document	General Details	Description
List of Document Submit	Name of the Designated Consumer	SRIVARI CEMENT
Specific Energy Consumption	Registration Number	SRIVARI CEMENT 179
	Sector	Cement
Implemented During Current Cycle	Sub Sector	Cement
	Accredited Energy Auditor	
	Empanelled Accredited Energy Auditor	AARTHI INTERNATIONAL
	Registration Number	AEA012345
		Cancel Next

Figure 88: Performance Assessment Document Page

5. View the DC details information and click **Next** button.



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6. The page navigates to 'List of Document Submitted' page which displays all the three Form 1 submission dates.

FORM-A	List of Document Submitte	ed	B Guidelines
Performance Assessment Document	Document	Financial Year	Submission Date
List of Document Submit	Baseline Data		dd/mm/yyyy
	Form 1	2012-13	10-05-2019
	Form 1	2013-14	10-05-2019
Energy Efficiency Project Implemented During Current Cycle	Form 1	2014-15	10-05-2019
	Form 2		dd/mm/yyyy
	Form 3		dd/mm/yyyy
			Prev Cancel Next

Figure 89: List of Documents Submitted page

Perform following actions on the 'Documents Submit' details page:

- Click the **Previous** button to navigate back to the 'Performance Assessment Document' details page.
- Click the **Next** button to navigate to the 'Specific Energy Consumption' details page.
- 7. The 'Specific Energy Consumption' page appears as shown in below image.

FORM-A	Specific Energy Consumption Note: All fields are marked with * are mandatory		📲 Guidelines
Performance Assessment Document	Specific Energy Consumption	Value	Unit
List of Document Submit	a) Specific Energy Consumption		
Specific Energy Consumption	1) Specific Energy Consumption (Baseline) as Notified *	29.000	Toe/Tonne 🔻
Energy Efficiency Project	2) Production (Baseline) as Notified '	14.000	Tonne 🔻
Cycle	3) Target specific energy consumption SEC as Notified *	18.000	Toe/Tonne 🔻
	4) Difference of Baseline SEC & Target SEC as Notified	11.000	Toe/Tonne 🔻
	5) Normalized Specific Energy Consumption Achieved '	12.000	Toe/Tonne 🔻
	6) Energy Saving Certificates *	84.000	No's
		Prev	Cancel Next

Figure 90: Specific Energy Consumption Page

Enter the following values in the 'Specific Energy Consumption' details page.

- Enter the **Specific Energy Consumption** (Baseline) as Notified value.
- Enter the **Production** (Baseline) as Notified value.



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 - Enter the **Target SEC** as Notified value.
 - The **Difference of Baseline SEC & Target SEC as Notified value**, the application auto calculates the value as follows:



- Enter the Normalized Specific Energy Consumption Achieved value.
- The **Energy Saving Certificates** value, the application auto calculates the value as follows:



- Enter the values and click **Prev** button to navigate back to the 'Specific Energy Consumption' details page.
- Enter the values and click **Next** button to navigate to the 'Energy efficiency Project' details page.
- 8. The 'Energy Efficiency Project Implemented' details page appears as shown in below image.

FORM-A	Energy Effici	ency Project Implem	ented During (Current Cycle			9	Guidelines	
Performance Assessment Document	Project	Year Of	Annual Energy Savings	Annual Energy	Annual Energy	Annual Energy	Energy Cost (Rs.	Investment (Rs. in	
List of Document Submit		Implementation	in Lakh kWh	in toe*	(before) in Toe	(after) in Toe	per Kwh/tie)	crores)	
Specific Energy Consumption	Proje	2018	10	20	30	50	10	4	T
Energy Efficiency Project	Proje	2017	20	30	40	60	15	4.5	đ
Implemented During Current Cycle	Proje	2015	30	50	60	70	20	5	T
	Proje	2014	45	70	80	90	25	3	T
	Proje	2013	55	80	90	100	30	2	T
	Add Ro	N							
	* Please indica	te the weighted average	Gross Calorific	Value (GCV) of c	oal considered for calc	ulation of toe: kc	al/kg		*
						Prev	Cancel		Submit

Figure 91: Energy Efficiency Project Implemented



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- Enter the **Project Name** and other related details.
- Click **Add Row** button to include more projects in the list.
- Click **Delete** icon to remove a project from the list.
- Click **Prev** button to navigate back to the 'Specific Energy Consumption' details page.
- Select the **Declaration Checkbox** to validate the project information entered.
- Click on **Submit** button to submit the Form A.
- 9. The Confirmation pop-up message appears, click **OK** button to continue with the submission.



Figure 92: Confirmation Pop-up Message

10. On submitting the Form A, the **Print** button enables.

FOR	M-A	Energy Efficiency	Project Impleme	ented During	Current Cy	cle	19	Guidelines	
	Performance Assessment Document	Project	Year Of Implementation	Annual Energy Savings in Lakh kWh	Annual Energy Saving in toe*	Annual Energy Consumption (before) in Toe	Annual Energy Consumption (after) in Toe	Energy Cost (Rs. per Kwh/tie)	Investment (Rs. in crores)
Î	List of Document Submit	project 1	2018	12.00	13.00	14.00	15.00	16.00	18.00
7 1	Specific Energy Consumption	* Please indicate the	weighted average	Gross Calorifi	: Value (GCV)) of coal considered	d for calculation of	f toe: kca	al/kg
	Energy Efficiency Project Implemented During Current Cycle	Vectaration ✓ I/We undertake and if any of the info Government or any i extend necessary as	that the information rmation supplied i of the authority un sistance in case of	on supplied in s found to be i der them or ar any enquiry to	this Perform ncorrect and ny other pers be made in i	ance Assessment [I such information on affected, I/we u the matter.	Document is accur result into loss to indertake to inden	ate to the be the Central G nnify such lo:	st of my knowledge sovernment or State ss. I /We agree to
						Prev	Canc	el	Print

Figure 93: Print Button

11. Click the **Print** button to get the print out of Form A.





12. The print format of the Form A is as shown in the below image.

	FOR [(See I	Rule 6.1)]					
	PEREFORMANCE ASS	ESSMENT DOCUME	NT				
	(To be filled by Do	esignated Consumer)					
	Name of designated consumer	SDIVADI CEMENT					
1.	Registration Number	SRIVARI CEMENT 179					
2.	Sector	Cement					
۵. ۸	Sub-Sector	Cement					
5.	Accredited Energy Auditor						
a	Empanelled Accredited Energy auditor Firm name	AARTHI INTERNATIONAL					
b	Registration number of Firm	AEA012345					
6.	List of documents submitted (Attac counter signed by Accredited Energ	h a copy self attested by y Auditor)	Energy Manager and				
	Baseline Data	Submission Status	Submission Date				
	Form 1 - 2019-20_SRIVARI CEMENT 179 (2019-20)	PH Submitted to SPE	09/09/2019				
	Form 1 - 2020-21_SRIVARI CEMENT 179 (2020-21)	PH Submitted to SPE	10/09/2019				
	Form 1 - 2021-22_SRIVARI CEMENT PH Submitted to SPE 10/09/2019						

Figure 94: Form A Print Preview

11.5.Verification of Form A by the Plant Head

On successful submission of FORM A the PH will receive and email notification to verify the details submitted by the EM.

- Click the link (<u>https://escerts.gov.in</u>) (The 'BEE PATNET Portal' login page appears).
- 2. Refer to section <u>3</u> for the login steps.





3. On Successful login to the BEE PATNET portal with Plant Head user name and password, the Plant Head Home page appears as shown below.



Figure 95: Plant Head Home Page

Perform the following actions on the Designated Consumer Dashboard page to **Submit/Reverse** Form A. (Refer to section 11.2 (<u>3</u>) for navigating to the Designated Consumer Home page).

4. Click the **M&V** Status icon and for the DC Registration Number under **Form A** click **View** button to view and Submit or Reverse Form A.

R P/	EG200PL - Ir AT Cycle:2015-	idian Petro	oleum							
	M & V Status	Es	Certs Issuance	(Interpretation)	Frading	() Compliance	Escerts	Banked		•
	2015-16	FORM 2016-17	1 2017-18	FORM A	FORM B	FORM 2	First	FORM 3 Second	Attachments	
	<u>View</u> 🗐	<u>View</u> 🗐	<u>View</u> 📃	<u>View</u> 🗐	<u>View</u>	<u>View</u> 🔳	View 🗐	<u>View</u> 📃	6	

Figure 96: DC Dashboard Page



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5. The 'Performance Assessment Document' details page appears as shown in below image.

FOR	M-A	Perfomance Assessment Document	📳 Guidelines
	Performance Assessment Document	General Details	Select Empanelled Accredited Energy auditor Iffoco Energy Audittor montronbas Energy Auditorr
Ê	Performance Assessment Document List of Document Submit Specific Energy Consumption Energy Efficiency Project Implemented During Current Cycle	Name of the Designated Consumer	orgin Energy Auditor woods Energy Auditor
		Registration Number	AAA Energy Audittor PES Energy Auditing Organisation Sun Energy Audittor
* 10		Sector	Complex Energy Auditor Gaurav Energy Auditor
Ĩõ	Energy Efficiency Project Implemented During Current Cycle	Sub Sector	Sanjay Energy Auditor Sreedhar Enery Auditor Amaraa Energy Auditor
		Accredited Energy Auditor	PET Positiveedge TEST EmAEA
		Empanelled Accredited Energy Auditor	AARTHINTERNATIONAL AARTHINTERNATIONAL
		Registration Number	AEA012345
			Cancel Next

Figure 97: Performance Assessment Document Page

Perform the following action:

- Select the **EmAEA organization** from the 'Empanelled Accredited Energy Auditor' dropdown.
- On the selection of EmAEA organisation from the drop-down, the **Registration Number** of selected EmAEA organisation auto populates.
- Click the **Next** button to navigate to the 'List of Document' page.
- 6. The 'List of Document Submitted' details page appears as shown in below image.

FORM-A	List of Document Submit	ted	🛽 Guidelines
Performance Assessment Document	Document	Financial Year	Submission Date
List of Document Submit	Baseline Data		dd/mm/yyyy
Specific Energy Consumption	Form 1	2015-16	15-05-2019
	Form 1	2016-17	15-05-2019
Implemented During Current Cycle	Form 1	2017-18	15-05-2019
	Form 2		dd/mm/yyyy
	Form 3		dd/mm/yyyy
			Prev Cancel Next

Figure 98: List of Document Submit Page





Perform the following action:

- Click the **Prev** button to navigate to the 'Performance Assessment Document' details page.
- Click the **Next** button to navigate to the 'Specific Energy Consumption' details page.
- 7. The 'Specific Energy Consumption' details page appears as shown in below image.

FORM-A	Specific Energy Consumption Note: All fields are marked with * are mandatory		📲 Guidelines
Performance Assessment Document	Specific Energy Consumption	Value	Unit
List of Document Submit	a) Specific Energy Consumption		
Specific Energy Consumption	1) Specific Energy Consumption (Baseline) as Notified $\ ^{*}$	129.000	Toe/Tonne 🔻
Energy Efficiency Project	2) Production (Baseline) as Notified *	10.000	Tonne 🔻
Cycle	3) Target specific energy consumption SEC as Notified '	112.000	Toe/Tonne 🔻
	4) Difference of Baseline SEC & Target SEC as Notified *	17.000	Toe/Tonne 🔻
	5) Normalized Specific Energy Consumption Achieved	50.000	Toe/Tonne 🔻
	6) Energy Saving Certificates	620.000	No's
		Prev	Cancel Next

Figure 99: Specific Energy Consumption Page

Perform the following action:

- Click the **Prev** button to navigate back to the 'List of Document Submitted' details page.
- Click the **Next** button to navigate to the 'Energy Effeciency Project' details page.
- 8. The 'Energy Efficiency Project Implemented during Current Cycle' page appears as shown in below image.

FOF	RM-A	Energy Efficiency Project Implemented During Current Cycle							nes
	Performance Assessment Document	Project	Year Of Implementation	Annual Energy Savings in Lakh kWh	Annual Energy Saving in toe*	Annual Energy Consumption (before) in Toe	Annual Energy Consumption (after) in Toe	Energy Cost (Rs. per Kwh/tie)	Investment (Rs. in crores)
Î	List of Document Submit	PROJECT 1	201	123.00	124.00	125.00	126.00	127.00	128.00
<mark>#</mark> 1	Specific Energy Consumption	* Please indicate the	e weighted average Gro	oss Calorific Value (GCV) of coal cor	sidered for calculatio	n of toe: kcal/kg		
FORM-A Image: Performance Assessment Image: Decomment Submini Image: Decomment Submini Image: Decompt Specific Energy Consumption Image: Decompt Specific Energy Consumpt Specific Energy Consumpt Specific Energy Consumpt Sp		y knowledge and vernment or any ase of any enqui	l if any of the of the authority under ry to be made in the						
					Consol			cut —tt	

Figure 100: Energy Efficiency Project Page





Performs the following action:

- PH will review the Form A project details and click the **Submit** button after select the Declaration check box.
- Then confirmation pop-up message appears, click **OK** button to continue with the Form A submission.



Figure 101: Confirmation Pop-up Message

- 9. Click the **Print** button to take a printout of Form A PDF pages. The format of the Form A will be as shown in the below image.
- 10. The format of the Form A will be as shown in the below image.

	F([(S	DRM A ee Rule 6.1)]				
	PEREFORMANCE A	ASSESSMENT DOCUM	ENT			
	(To be filled b	y Designated Consumer)			
1.	Name of designated consumer	Alumn Company Ltd				
2.	Registration Number	REG100AL				
3.	Sector	Aluminium				
4.	Sub-Sector	Cold Rolling Sheet				
5.	Accredited Energy Auditor					
	Empanelled Accredited Energy auditor	Mahesh m				
	Registration Number	HREGA22354NA				
6.	List of documents submitted (Attach a copy self attested by Energy Manager and counter signed by Accredited Energy Auditor)					
	Document	Submission Status	Submission Date			
6.1.	Form 1 - 2015-16_REG100AL(201 16) Specify the year in bracket	15-	19/04/2019			
6.2.	Form 1 - 2015-16_REG100AL(2016)	15-	18/04/2019			

Figure 102: Form-A Print Preview

<u>NOTE</u>: On Updating of Form A by the PH an email notification will be sent to the 'SDA-Technical Officer (TO)' to Verify/Review the Form A.





- 11. If PH is not satisfied with the Form A details entered by the EM, click the **Reverse** button to send back to the EM to update Form A details.
- 12. The confirmation pop-up message appears, click **OK** button.



Figure 103: Confirmation Message

11.6. Modify Form A Details by the Energy Manager

If a PH reverses Form A, then an EM receive an email notification, then EM has to re-login and update the Form A details.

- Click the link (<u>https://escerts.gov.in</u>) (The 'BEE PATNET Portal' login page appears).
- 2. Refer to section $\underline{3}$ for the login steps.
- 3. Modify the Form A details and click **Update** button on the 'Energy Efficiency Project' page. (Refer to section 11.1 <u>4</u> for navigation).

FORM-A	Energy Efficie	ncy Project Impleme	ented During	Current Cy	cle	E	Guidelines	- 21	
Performance Assessment Document	Project	Year Of Implementation	Annual Energy Savings in Lakh kWh	Annual Energy Saving in toe*	Annual Energy Consumption (before) in Toe	Annual Energy Consumption (after) in Toe	Energy Cost (Rs. per Kwh/tie)	Investment (Rs. in crores)	
List of Document Submit	Project 1	2018	12.00	13.00	14.00	15.00	16.00	17.00	6
Specific Energy Consumption	Add Row								
Energy Efficiency Project Implemented During Current Cycle	* Please indicate Declaration I/We under and if any of the Government or extend necessar	e the weighted average take that the informatil information supplied any of the authority un ry assistance in case of	Gross Calorif on supplied in is found to be der them or a any enquiry to	c Value (GCV this Perform incorrect and ny other pers b be made in) of coal considere ance Assessment d such information son affected, I/we the matter.	d for calculation o Document is accur n result into loss to undertake to inder	f toe: kc rate to the be the Central (nnify such lo	al/kg ist of my know Government o Government o Sis, I /We agree	ledge State to
			Prev		Cancel	Prin	a d	Upda	te

Figure 104: Energy Efficiency Project Page





<u>NOTE</u>: Already completed PAT Cycle details can be viewed by DC from the dashboard. Completed PAT Cycle will greyed out and the running pat cycle is in highlighted as shown below.

i home 🕜 my dasi	HBOARD	Welcome JAYESH K SHAH	*		
DC Dashboard - PAT Cyc	les				
0 PAT(2)2015-2018	0 PAT(1)2012-2015			•	

Figure 105: Completed PAT Cycle and Running PAT Cycle

11.7.Form 2 Filling by the Plant Head

On successful submission of Form 1 by the Energy Manager for the first financial year the Plant Head can fills the Form 2.

This section explains the process of Form 2 Filling.

- 1. Click the link (<u>https://escerts.gov.in</u>)
- 2. (The 'BEE PATNET Portal' login page appears).
- 2. Refer to section <u>3</u> for the login steps.
- 3. On the successful login The 'BEE Plant Head Home' page appears as shown in below image.



Figure 106: BEE Energy Manager Home Page

4. On the Home page click **My Dashboard** button on the top left of the page.

HOME MY DASHBOARD Welcome vishall? Energy Manager Testl?





5. The list of 'My Dashboard' functions popups, click **Dashboard** function from the list of dashboard functions.



Figure 108: Click Dashboard Function

- 6. The 'DC Dashboard PAT Cycles' page appears.
- 7. PAT Cycle which DC is currently participating will be highlighted as shown below.
- 8. Click on the PAT Cycle image to open that PAT Cycle Dashboard.

A HOME MY DASHBOARD	Welcome vishal17 Energy Manager Test17 🔹
DC Dashboard - PAT Cycles	
PAT(2)2015-2018	
TDS deduction clarification	Email ID for Queries related to PATNet Portal/Trading
Registry Gommentation Amended Checklist for Registration Application	helpdesk-patnet@beenet.in 011-26174634
Bank Details of Registry	

Figure 109: Click Running PAT Cycle

9. Click **M&V** Status icon and under **Form 2** for respective financial year click **Submit** link to enter the Form 2 details.

arathi CEMENT Cycle:2019-22	2179 - Bhara	thi CEMENT						
M & V Status	Scerts Issu	lance	() Check Verification	F Trading	D Compliance	Escerts Banl	ked	
2019-20	FORM 1 2020-21	2021-22	FORM A	FORM B	FORM 2	F0 First	RM 3 Second	Attachments
<u>View</u> 🗩	<u>View</u> 🗐	<u>View</u> 🗩	View 🗩	View 🗩	Submit	Submit	Submit	6

Figure 110: Click Submit



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10. The 'Details of Energy Saving' page appears as shown in below image.

ORM-2 etails of energy saving measure	ures recommen	ded in the energy audit repo	rt(year)							
NO Energy Saving Measures	Investment (Million Rs)	Reason for Not implementing the measure	Date of completion of measure/ likely completion	Life Cycle Years	Oil	Gas	Annual energ Coal	gy Savings Electricity	Others	Dele
										1
Add Row										
									_	
								Cancel	Si	ubmit

Figure 111: Production Details Page

Perform following actions on the 'Details of Energy Saving' page:

- Enter the **Energy Saving Measures** and other details as required.
- Click Add Row button to include more Energy Saving Measures in the list.
- Click **Delete** icon to remove a line item from the list.
- Click **Submit** button.
- 11. The Confirmation pop-up message appears, click **OK** button to continue with the submission.



Figure 112: Confirmation Pop-up Message





12. On submitting the Form 2, the **Print** button enables.

FO	RM-2										
For	m has been submitte	d successfully.									
Deta	ils of energy saving measu	ures recommended in the e	nergy audit report(year)								
s			Reason for Not	Date of completion of	The second second			Annual energ	y Savings		
.No	Energy Saving Measures	investment (Million KS)	implementing the measure	likely completion	Life Cycle tears	Oil	Gas	Coal	Electricity	Others	
1	test1	12.00	12	11-09-2019	12	12	13	14	15	16	
							(Cancel		Print	

Figure 113: Print Button Enables

- 13. Click the **Print** button to take print out of Form 2.
- 14. The print format of the Form 2 is as shown in the below image.

	Details of e	nergy	saving r [f	neasures r report() Refer Regu	ecomn year) alatior	nended 1 5(2)]	in the	energy	y audit	
S. N	Energy Saving	Inves tmen	Reason for not	Date of completion	Life Cylce		Annual	Energy	Savings	
0	Measures(S uggested categories of areas of improvemen t and modificactio n for obtaining details of energy savings - See annexure 3)	t (Milli on Rs)	Impleme nting the measure	of measure/li kely to completion	Years	Oil	Gas	Coal	Electri	Othe r
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	test1	12.00	12	11-09-2019	12	12	13	14	15	16

Figure 114: Print Preview

<u>NOTE</u>: On the verification of Form 2 an email notification will be sent to the SDA-Technical Officer (TO) to Review/Verify Form 2.





11.8.Initial Form 3 Filling by the Plant Head

On successful submission of Form 2 Plant Head logins and fills the initial Form 3 as per the Mandatory Audit feedback.

This section explains the process of submission of Form 3.

- Click the link (<u>https://escerts.gov.in</u>). (The 'BEE PATNET Portal' login page appears).
- 2. Refer to section <u>3</u> for the login steps.
- 3. On the successful login The 'BEE Energy Plant Head Home' page appears as shown in below image.



Figure 115: BEE Energy Manager Home Page

4. On the Home page click **My Dashboard** button on the top left of the page.

🛗 HOME 🕜 MY DASHBOARD	Welcome vishal17 Energy Manager Test17		

Figure 116: Click My Dashboard

5. The list of 'My Dashboard' functions popups, click **Dashboard** function from the list of dashboard functions.



Figure 117: Click Dashboard Function

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 - 6. The 'DC Dashboard PAT Cycles' page appears.
 - 7. PAT Cycle which DC is currently participating will be highlighted as shown below.
 - 8. Click on the PAT Cycle image to open that PAT Cycle Dashboard.



Figure 118: Click Running PAT Cycle

9. Click **M&V** Status icon and under **Form 3** for the first year click **Submit** link to enter the Form 3 details.

arathi CEMENT Cycle:2019-22	2179 - Bhara	thi CEMEN7	r					
M & V Status	Escerts Iss	uance	(Interpretation)	Trading	() Compliance	Escerts Banke	ed	•
2019-20	FORM 1 2020-21	2021-22	FORM A	FORM B	FORM 2	F0 First	RM 3 Second	Attachments
<u>View</u> 🗩	<u>View</u>	View 🗩	View 💭	<u>View</u> 🗩	<u>View</u> 🗩	Submit	Submit	60

Figure 119: Click Submit

10. The 'Details of Energy Conservation' page appears as shown in below image.

Γ	FO	RM-3								
	Detai	ls of energy conservation measure	s implemented, inv	vestment made and	savings in energy ac	hieved and progres	s made in imple	mentation of other r	ecommendations.	
	A. Im	plemented								
	S.No	Description of energy efficiency improvement measure	Category	Investment (Rupees)	Verified savings (Rupees)	Verified energy savings	Units	Fuel	Remarks	Delete
	1									Ð
	A	dd Row								
	B. Un	der Implementation								
		Description of energy efficiency		Investment	Verified savings	Verified energy			Status of	
	S.No	improvement measure	Category	(Rupees) estimated	(Rupees) estimated	savings estimat	ed Units	Fuel	Implementation	Delete
	1									T
	, A	dd Row								
								Cancel	Submit	

Figure 120: Production Details Page

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Perform following actions on the 'Details of Energy Conservation' page:

- Enter the **Energy Saving Measures Implemented** and other details as required.
- Click **Add Row** button to include more **Energy Saving Measures Implemented** in the list.
- Click **Delete** icon to remove a line item from the list.
- Enter the **Energy Saving Measures under Implementation** and other details as required.
- Click Add Row button to include more Energy Saving Measures under Implementation in the list.
- Click **Delete** icon to remove a line item from the list.
- Click **Submit** button.
- 11. The Confirmation pop-up message appears, click **OK** button to continue with the submission.



Figure 121: Confirmation Pop-up Message

12. On submitting the Form 3, the **Print** button enables.

FOF	RM-3							
Form	has been submitted succes	sfully!						
Detail	s of energy conservation measures	implemente	ed, investment made and sa	vings in energy achieved and pro	gress made in implementation of	of other rec	ommenda	ions.
A. Imp	lemented							
S.No	Description of energy efficiency improvement measure	Categor	y Investment (Rupees)	Verified savings (Rupees)	Verified energy savings	Uni	ts Fuel	Remarks
1	test1	cement	12.0000	13.0000	14	15	16	testd
B. Und	ler Implementation Description of energy efficiency improvement measure	Category	Investment (Rupees) estimated	Verified savings (Rupees) estimated	Verified energy savings estimated	Units Fu	Status o Impleme	ntation
1	test2	cemnt	14.0000	15.0000	161	18 19	testd	
						ncel	_	Print

Figure 122: Print Button Enables

13. Click the **Print** button to take print out of Form 3.





14. The print format of the Form 3 is as shown in the below image.

			FC	RM 3				
			[Refer Re	gualation	5(3)]			
DE	TAILS OF ENE MADE AND SA IM	RGY CONS VING S IN E PLEMENT/	SERVATION ENERGY AC ATION OF C	MEASUR CHIEVED A OTHER RE	ES IMPL ND PRO COMMEI	EMEN GRES NDATI	TED, II SSMAI ONS	NVESTMENT DE IN THE
A. Ir	mplemented:							
SI. No	Description of energy efficiency improvement measure	Category	Investmen t(Rupees)	Verified Savings(Rupees)	Verified Energy Savings	Units	Fuel	Remarks
1	test1	cement	12.00	13.00	14.00	15	16	testd
8. U	Inder Implementa	tion:						
SI. No	Description of energy efficiency improvement measure	Category	Investmen t(Rupees) estimated	Verified Savings(Rupees) estimate d	Verified Energy Savings estimat ed	Units	Fuel	Status of Implementation
1	test2	cemnt	14.00	15.00	161.00	18	19	testd
Sigr SUI Bha SH/ erdf 080 080 msp	nsture DHAKAR Irathi CEMENT AKKEER PLANTH (@gmail.com -00000000 -77777777 pie1maple2 mams	IEAD Ilibangalore	560078			Signati Abison AEA00 Seal	I.E 78	

Figure 123: Form-3- Print Preview

<u>NOTE</u>: On verification of Form 3 an email notification will be sent to the SDA-Technical Officer (TO) to Review/Verify Form 3.

11.9. Final Form 3 Filling by the Plant Head

On successful submission of initial Form 3 Plant Head logins and fills the Final Form 3 before the end of PAT Cycle.

This section explains the process of submission of final Form 3.

- Click the link (<u>https://escerts.gov.in</u>). (The 'BEE PATNET Portal' login page appears).
- 2. Refer to section <u>3</u> for the login steps.





3. On the successful login The 'BEE Energy Plant Head Home' page appears as shown in below image.



Figure 124: BEE Energy Manager Home Page

4. On the Home page click **My Dashboard** button on the top left of the page.



Figure 125: Click My Dashboard

5. The list of 'My Dashboard' functions popups, click **Dashboard** function from the list of dashboard functions.



Figure 126: Click Dashboard Function



- **c** positiveedge
 - 6. The 'DC Dashboard PAT Cycles' page appears.
 - 7. PAT Cycle which DC is currently participating will be highlighted as shown below.
 - 8. Click on the PAT Cycle image to open that PAT Cycle Dashboard.



Figure 127: Click Running PAT Cycle

9. Click **M&V** Status icon and under **Form 3** for the second year click **Submit** link to enter the Form 3 details.

M & V Status	Escerts Is	suance	Check Verification	rrading	() Compliance	Escerts Banke	ed	
2019-20	FORM 1 2020-21	2021-22	FORM A	FORM B	FORM 2	FOR) First	M 3 Second	Attachmen
View	<u>View</u> =	View 🗐	<u>View</u>	View	View	<u>View</u> 🔳	Submit	ক্তি

Figure 128: Click Submit



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10. The 'Details of Energy Conservation' page appears as shown in below image.

ł	FO	RM-3								
٥	Detai	s of energy conservation measure	s implemented, in	vestment made and s	savings in energy ac	hieved and progres	ss made in imple	ementation of other r	ecommendations.	
A	L Imj	plemented								
	S.No	Description of energy efficiency improvement measure	Category	Investment (Rupees)	Verified savings (Rupees)	Verified energy savings	Units	Fuel	Remarks	Delete
	1									8
Į	Ac	id Row								
E	3. Un	der Implementation								
	S.No	Description of energy efficiency improvement measure	Category	Investment (Rupees) estimated	Verified savings (Rupees) estimated	Verified energy savings estimat	ed Units	Fuel	Status of Implementation	Delete
	1) T
Į	Ad	id Row								
								Cancel	Submit	

Figure 129: Production Details Page

<u>Perform following actions on the 'Details of Energy Conservation' page:</u>

- Enter the **Energy Saving Measures Implemented** and other details as required.
- Click **Add Row** button to include more **Energy Saving Measures Implemented** in the list.
- Click **Delete** icon to remove a line item from the list.
- Enter the **Energy Saving Measures under Implementation** and other details as required.
- Click Add Row button to include more Energy Saving Measures under Implementation in the list.
- Click **Delete** icon to remove a line item from the list.
- Click **Submit** button.
- 11. The Confirmation pop-up message appears, click **OK** button to continue with the submission.



Figure 130: Confirmation Pop-up Message



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12. On submitting the Form 3, the **Print** button enables.

FOF	RM-3								
Form	has been submitted succes	sfully!							
Detail	s of energy conservation measures	implemente	d, investment made and sa	vings in energy achieved and prog	gress made in implementation o	fother	recon	nmendati	ons.
A. Imp	olemented								
S.No	Description of energy efficiency improvement measure	Category	y Investment (Rupees)	Verified savings (Rupees)	Verified energy savings		Units	Fuel	Remarks
1	test1	cement	12.0000	13.0000	14		15	16	testd
B. Un	der Implementation								
S.No	Description of energy efficiency improvement measure	Category e	Investment (Rupees) estimated	Verified savings (Rupees) estimated	Verified energy savings estimated	Units	Fuel	Status of Implemen	tation
1	test2	cemnt 1	14.0000	15.0000	161	18	19	testd	
					Car	ncel		Ľ	rint

Figure 131: Print Button Enables

- 13. Click the **Print** button to take print out of Form 3.
- 14. The print format of the Form 3 is as shown in the below image.

olemented:							
Description of energy efficiency improvement measure	Category	Investmen t(Rupees)	Verified Savings(Rupees)	Verified Energy Savings	Units	Fuel	Remarks
test1	cement	12.00	13.00	14.00	15	16	testd
der Implementz	ation:						
Description of energy efficiency improvement measure	Category	Investmen t(Rupees) estimated	Verified Savings(Rupees) estimate d	Verified Energy Savings estimat ed	Units	Fuel	Status of Implementatio
test2	cemnt	14.00	15.00	161.00	18	19	testd
	plemented: Description of energy efficiency improvement measure lest1 der Implementa Description of energy efficiency mprovement measure est2 est2 est2 est4 est4 est4	plemented: Description of energy officiency improvement measure lest1 cement offer Implementation: Description of energy officiency energy officiency energy est2 cemnt ture HAKAR	plemented: Description of energy efficiency improvement measure Lest1 cement 12.00 ider Implementation: Description of energy efficiency improvement measure est2 cemnt 14.00 iture HAKAR	plemented: Description of energy officiency improvement measure lest1 cement 12.00 13.00 ider Implementation: Description of energy efficiency mprovement measure lower in Verified Savings(Rupees) mprovement mprovement measure estimated d Savings(Rupees) estimated d Savings(Rupees) estimated d Savings(Rupees) estimated d Savings(Rupees) estimated d Savings(Rupees) estimated d Savings(Rupees) estimated d Savings(Rupees) estimated d Savings(Rupees) estimated d Savings(Rupees) estimated d Savings(Rupees) estimated d Savings(Rupees) estimated d Savings(Rupees) estimated d Savings(Rupees) estimated d Savings(Rupees) estimated d Savings(Rupees) estimated d Savings(Rupees) estimated d Savings(Rupees) estimated d Savings(Rupees) estimated d Savings(Rupees) estimated	plemented: Description of energy officiency improvement measure Lest1 Category t(Rupees) Lest1 cement 12.00 13.00 14.00 14.00 Lest1 Category linvestmen t(Rupees) escription of energy efficiency energy estimated estimate	plemented: Description of energy officiency improvement measure Lest1 Description of energy cement Category lest1 Coment 12.00 13.00 14.00 14.00 15 Category lowestment t(Rupees) estimated Savings estimated es	plemented: Description of energy trified energy trified energy efficiency improvement measure (Rupees) and the energy savings (Rupees) and the energy savings (Rupees) and the energy energy energy energy trified energy energy energy energy entry is an energy entry of the entry of



<u>NOTE</u>: On the verification of Form 3 an email notification will be sent to the SDA-Technical Officer (TO) to Review/Verify Form 3.

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12. Eligible Entity Registration Process

12.1. Login to the New PATNET Portal

- Open e-filing portal by clicking the link (<u>https://escerts.gov.in</u>). (The BEE PATNET Portal Login page appears).
- 2. Plant Head Logins to the BEE PATNET Portal with his/her existing **User Id** and **Password** (Refer to section <u>3</u> for the login steps).
- 3. On the successful login The 'Home' page appears as shown in below image.



Figure 13333: BEE Energy Manager Home Page

12.2. Eligible Entity Registration and ESCerts Information

1. On the Home page click **My Dashboard** button on the top left of the page.



Figure 134: Click My Dashboard

2. The list of 'My Dashboard' functions popups, click **Dashboard** function from the list of dashboard functions.



Figure 135: Click Dashboard Function

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- < positiveedge
 - 3. The 'DC Dashboard PAT Cycles' page appears.
 - 4. PAT Cycle which DC is currently participating will be highlighted as shown below.
 - 5. Click on the PAT Cycle image to open that PAT Cycle Dashboard.



Figure 136: Click Running PAT Cycle

- 6. Click on **ESCerts Issuance** tab to view the ESCerts related and Eligible entity related information as shown below.
 - a. No.Of ESCerts(Claimed) is the number of ESCerts claimed by DC as per the M&V
 - b. No.Of ESCerts (Approved by MOP) is the final number of ESCerts approved by MoP
 - c. Serial No.Of Issued ESCerts: This will be the serial number of the issued ESCerts.
 - d. Eligibility Type : Eligibility type of the DC for the PAT Cycle
 - e. Blocked ESCerts: Number of ESCerts Blocked to meet the compliance from the banked ESCerts in case the DC is a Buyer.
 - f. Banked ESCerts: Number of ESCerts Banked from the previous cycle.

BUREAU OF ENE A statutory body under Ministry	ERGY EFFICIENCY y of Power, Government of India				
HOME 🕜 MY DASHBOA	IRD		Welcome PARMESH		
Z0078623KA - AGRO INDU T Cycle:PAT(2)2016-2019	JSTRIES KARNATAKA				
0		9 ()	9		•
PAT Forms ESCerts	Issuance Check Verification	Trading Complia	nce ESCerts E	anked	
No.Of ESCerts(Claimed)	No.Of ESCerts(Approved by MOP)	Serial No.Of Issued ESCerts	Eligibility Type	Blocked ESCerts	Banked ESCerts
700	700	02-00177044- FTZ0078623KA-201020 to 02-00177743- FTZ0078623KA-201020	NA	0	0
		Eligible Entity Registration			
	Form	<u>Submit</u>	Status		Activa Go to St
	Figure 137	2: Click ESCerts I	ssuance		
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- 7. Eligible Entity Registration section will have different link based on the registration status
 - a. **Submit :** In case if the DC is Registering as fresh eligible entity then the link will be "Submit"

PAT Cycle:	PAT(1)2012-	2015					
PAT Fo	orms	ESCerts Issuance	Check Verification	Trading	Compliance	ESCerts Banked	•
No.01	ESCerts(Claime	ed) No.Of ESC	erts(Approved by MOP)	Serial No.Of Issued ESCerts	Eligibility Type	Blocked ESCerts	Banked ESCerts
	14600		14600	01-05714666- CMT340031KA-171120 to 01-05729265- CMT340031KA-171120	NĂ	0	0
			Elij	gible Entity Registration			
		Form			Statu	5	
				<u>Submit</u>			

Figure 138 : Fresh Eligible Entity-Submit

b. **Participate In Trade:** In case DC already registered as an Eligible Entity and need to trade only the paid banked ESCerts then the option will be Participate in Trade. The same link will be available if the DC is an eligible entity already and need to buy the ESCerts (Buyer) in that particular PAT Cycle.

No.Of ESCerts(Claimed)	No.Of ESCerts(Approved by MOP)	Serial No.Of Issued ESCerts	Eligibility Type	Blocked E	SCerts I	Banked ESCerts
17800	17800	NA	NA	0		o
		Eligible Entity Registration				
	Form		St	atus		
Edit Info		Par	ticipate In Trade			
	Partial Participation Details			Down	load	
Form		Status	Certificate	Invoice	Advance Receipt	Refund Voucher
						Cancel

Figure 139: Participate in-Trade

c. Submit Transaction: In case DC already registered as an Eligible Entity and need to trade the un-paid banked ESCerts (Both Banked / New ESCerts) then the option will be Participate in Trade.

PAT Forms	C ESCerts Issuance	(intersection) Check Verification	F Trading	() Compliance	ESCerts Banked	•
No.Of ESCerts(Claim	ned) No.Of ESC	erts(Approved by MOP)	Serial No.Of Issued ESCerts	Eligibility Type	Blocked ESCerts	Banked ESCerts
23400 23400		23400	02-00041933- CMT340031KA-171120 to 02-00065332- CMT340031KA-171120	NA	0	0
	Form	E	igible Entity Registration	Status	5	
<u>Edit Ir</u>	<u>ifo</u>		Submit Transaction Details			
		Figure 14	0: Submit Trans	action		
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12.3.New Eligible Entity Registration

DCs who are coming for the first time to register as an eligible entity can click on the Submit button available in the dash board as explained in the above section. New Eligible Entity Application contains mainly 4 sections as explained below

1. **Section A- PAT Cycle Details:** This is section contains the details of the PAT Cycle and DC information as shown below. User no need to fill any information in this section all information are read only here. Click on Next button to move to the next section.

REGISTRATION FORM Eligible Entity Registration Form	Registration Form For Designated Consumer to become Elig	jible Entity
Section A - PAT Cycle Details	General Details	Description
Soction B. Owner Datails	PAT Cycle	PAT(2)2016-2019
Section B - Owner Details	DC Registration Number	CMT02002KA
Section C - Payment Break-Up Info	DC Name	Orient Cement Jalgao KARNATAKA
Section D - Uploaded Files & Declaration	Sector	Cement
	State	Karnataka
	Name of State Designated Agency	Karnataka Renewable Energy Development Limited (KREDL)
	Plant Address *	maple1, maple2, maple 3, bangalore, Karnataka, 560002
	Plant Head Name	Sofia 🗸
		Cancel Next

Figure 141: EE Registration - Section A- PAT Cycle Details

2. **Section B – Owner Details:** In this section DC needs to fill the details of primary and secondary contact details of the DC also needs to fill the details of the mandatory document which is required for the Eligible Entity registration as per the Registry. Click on Next button to move to the next section.

REGISTRATION FORM	Manufacturing industries Notified as Designated Consumers Note: All fields are marked with * are mandatory	2
Section A - PAT Cycle Details	Primary Contact Name (Name of the Authorised Signatory)	
Section B - Owner Details	Designation '	
Section C - Payment Break-Up	Phone No. (with STD Code) *	
	Fax	
Section D - Uploaded Files & Declaration	Mobile No '	
	E-mail Addess *	
	Permanent Account Number(PAN)*	
	Tax Deduction and Collection Account Number(TAN) *	
	EPFO-Employees Provided Fund Organisation Registration No	Wind
	Prev Cancel Next	

Figure 142: EE Registration - Section B- Owner Details





- 3. Section C Payment Break-Up Info : This section contains two sections as explained below
 - **a. ESCerts Info:** This section explain the details of the information about the ESCerts as shown below.
 - **i.** No. Of ESCerts Issued: Number of ESCerts issued in that PAT Cycle if DC is a seller. For Buyer it will be 0
 - **ii. Banked ESCerts :** Total number of ESCerts carried from the previous cycle
 - **iii. Paid Banked ESCerts:** ESCerts fee paid ESCerts from the Banked ESCerts.
 - **iv. Un-Paid Banked ESCerts**: ESCerts fee not paid ESCerts from the Banked ESCerts.
 - v. Available ESCerts: Number of ESCerts available to introduce for trading.
 - vi. ESCerts Introduced: Total Number of ESCerts introduced for Trading.
 - vii. **Opening Balance:** Number of ESCerts available in the trading account.
 - viii. Total Sold : Number of ESCerts Sold by that particular DC

REGISTRATION FORM Eligible Entity Registration Form	ESCerts, Payment Break-up Information	
Section A - PAT Cycle Details	General Details	Description
Section B - Owner Details	No of ESCerts Issued	18532
Section C - Payment Break-Up Info	Banked ESCerts	9032
Section D - Uploaded Files & Declaration	Paid Banked ESCerts	3000
	Un-paid Banked ESCerts	6032
	Available ESCerts	24564
	ESCerts Introduced	0
	Opening Balance	0
	Total Sold	0

Figure 143: EE Registration - Section C- Payment Break-Up Info

- **b. Registration Info:** This section explains the fees details of the Introducing ESCerts as shown below.
 - **i. One Time Registration Fee:** This fees is applicable only for the new DC who are registering for the first time. Its system calculated field.
 - **ii. ESCerts to be introduced for Trading:** The number of ESCerts which DC want to introduce for Trading.
 - iii. ESCerts Fee: Total value for the ESCerts. Its system calculated field.
 - **iv.** Total Fee Basic Value: This is the sum of registration fee and ESCerts Fee. Its system calculated field
 - v. **TDS deducted by DC (%):** DC can enter the TDS deducted (Proof for the same to be uploaded at the final submission)
 - vi. **POSOCO's TDS share (50%):** Share for POSOCO after applying the TDS. Its system calculated field





- vii. **BEE's TDS Share (50%) :** Share for BEE after applying the TDS. Its system calculated field
- **viii.** Total TDS deducted by DC : Total TDS deducted from the DC. Its system calculated field
- **ix. Central GST (9.00%) :** Its system calculated field will be decided based on the DC's state.
- **x. State GST (9.00%) :** Its system calculated field will be decided based on the DC's state
- **xi. Integrated GST (18.00%):** Its system calculated field will be decided based on the DC's state
- **xii.** Total amount payable by DC: The final amount to be paid by DC. Its system calculated field.
- **xiii. POSOCO's share:** Share of POSOCO from the total amount. Its system calculated field.
- xiv. BEE's share: Share of BEE from the total amount. Its system calculated field.

General Details	Description
One Time Registration Fee	15000
ESCerts to be introduced for Trading	24564
ESCerts Fee	122820
Total Fee: Basic Value	137820
TDS deducted by DC (%)	0
POSOCO's TDS share (50%)	0
BEE's TDS share (50%)	0
Total TDS deducted by DC	0

Figure 144: EE Registration – Calculation



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Central GST (9.00%)	0
State GST (9.00%)	0
Integrated GST (18.00%)	24807.6
Total amount payable by DC	162627.6
POSOCO's share	68910.0
BEE's share	68910.0
	Prev Cancel Next

Figure 145: EE Registration - Calculation

4. **Section D – Upload Files & Declaration:** The mandatory documents required to complete the Eligible Entity Registration should be uploaded here. All mandatory document will be list out in the Upload File drop down list. Select the document from the list and click on Browse button to upload the document.

REGISTRATION FORM	Uploaded Files & Declaration	
Section A - PAT Cycle Details	Upload Documents	
Section B - Owner Details	Upload File * PAN * Browse	
Section C - Payment Break-Up Info	I/We certify that all information furnished above is/are true to the best of my/our knowledge and belief. I/We shall abide by such terms and conditions that the Central Electricity Regulatory Commission may impose from time to time, to participate in the ESCerts Exchange Mechanism from time to time.	
Section D - Uploaded Files & Declaration	INDEMNIFICATION The Designated Consumer shall keep each of the Registry indemnified at all times and shall undertake to indemnify, defend and save the Registry harmless from any and all damages, losses, claims and actions, including those relating to injury to or death of any person or damage to property, demands, suits, recoveries, costs and expenses, court costs, attorney fees, and all other obligations by or to third parties, arising out of or resulting from the Registration/Exchange of ESCerts under SECerts Exchange Mechanism. The Designated Consumer shall keep Registry indemnified at all times and shall undertake to indemnify, defend and save the Registry harmless from any and all damages, losses, claims and actions, arising out of disputes with Administrator, SDAs, as well as with Power Exchange(s), inclusive of confidentiality issues.	
	Prev Cancel Submit and Pay	

Figure 146: EE Registration – Section D- Uploaded Files and Declaration

After uploading all documents accept the declaration by selecting the check box and click on **Submit and Pay** button to submit the Eligible Entity Registration. On successful registration user will receive the success message as shown below.


for positiveedg	e	TRAIL IS LIFE, CONSULT
home 🙆 my dashboard		Welcome PARMESH 🌲
REGISTRATION FORM Eligible Entity Registration Form	Registration Completed Successfully! Registration Form For Designated Consumer to beco	ome Eligible Entity
Section A - PAT Cycle Details	Sector	Fertilizer
Section B - Owner Details	State	Karnataka
Section C - Payment Break-Up	Name of State Designated Agency	Karnataka Renewable Energy Development Limited (KREDL)
Section D - Uploaded Files &	Plant Address *	61/C, Chikkakallasandra, , Village, Subramanyapura, Bengaluru,, Karnataka, Karnataka, 560061
Declaration	Plant Head Name	PARMESH
	Plant Head Contact Details	9741192764
	Number of ESCerts Issued	700
	Postal Address *	61/C, Chikkakallasandra, , Village, Subramanyapura, Bengaluru,, Karnataka, Karnataka, 560061

Figure 147: EE Registration – Application Submission

After successful registration there will be button available to submit the payment details by clicking **Submit Transaction** as shown below.

0	Section A - PAT Cycle Details	Sector	Fertilizer
	Section B - Owner Details	State	Karnataka
	Section C - Payment Break-Up	Name of State Designated Agency	Karnataka Renewable Energy Development Limited (KREDL)
	Section D - Uploaded Files &	Plant Address *	61/C, Chikkakallasandra, , Village, Subramanyapura, Bengaluru,, Karnataka, Karnataka, 560061
6	Declaration	Plant Head Name	PARMESH
		Plant Head Contact Details	9741192764
		Number of ESCerts Issued	700
		Postal Address *	61/C, Chikkakallasandra, , Village, Subramanyapura, Bengaluru,, Karnataka, Karnataka, 560061
		Year of Establishment	2020 Activate Windo
			Cancel Next Submit Transaction

Figure 148: EE Registration – Submit Transaction

On click of Submit Transaction user will re direct to the payment details page as shown below. Fill all mandatory field in this page and click on Submit button after check on the self-declaration check box.



PAYMENT TRANSACTION DETAILS	Details of Payment Transaction Note: All fields are marked with * are mandatory		
	Transaction Reference Number *	635643651821	
	Transaction Date [*]	27-10-2020	
	Upload Online (RTGS/NEFT) Payment Document Sci	an Copy Choose File No file chosen	
	Document Name	Document For	Action
	Document Name	Document For	Action
	Structure-of-tan.png	Online	Ê
	Structure-of-tan.png	Online s/are true to the best of mylour knowledge and belief. UWe sh ose from time to time	all abide by such terms and the
	Structure-of-tan.png We certify that all information furnished above i tentral Electricity Regulatory Commission may imp The ESCerts Exchange Mechanism from time to e IN times and shall undertake to indemnify, defend and	Online s/are true to the best of mylour knowledge and belief. UWe sh ose from time to time DEMNIFICATION The Designated Consumer shall keep each of save the Registay baess from any and all damages, losses, cla	all abide by such terms and the the Registry indemnified at all ims and actions, including those

Figure 149: EE Registration – Transaction Details

On successful submission user will receive successful message as shown below.

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home 🕜 my dashboard		Welcome PARMESH 🐥
TRANSACTION DETAILS SUBMITTED	SUCCESSFULLY	
PAYMENT TRANSACTION DETAILS	Details of Payment Transaction Note: All fields are marked with " are mandatory	
	General Details	Description
	PAT Cycle	PAT(2)2016-2019
	DC Registration Number	FTZ0078623KA
	Designated Consumer Name	AGRO INDUSTRIES KARNATAKA
	Net Amount Payable(In Rupees)	24780.0000
	Payment Type	Online
	Online (RTGS/NEFT) Payment	

Figure 150: EE Registration - Transaction Submission

The status of the Eligible Entity Application will be shown in the dashboard as shown below.

c positivee	dge				
FTZ0078623KA - AGRO INDUSTRI PAT Cycle:PAT(2)2016-2019	IES KARNATAKA				
PAT Forms ESCerts Issuan	ce Check Verification	Trading Complian	nce ESCerts	Banked	
No.Of ESCerts(Claimed)	No.Of ESCerts(Approved by MOP)	Serial No.Of Issued ESCerts	Eligibility Type	Blocked ESCerts	Banked ESCerts
700	700	02-00177044- FTZ0078623KA-201020 to 02-00177743- FTZ0078623KA-201020	NA	0	0
		Eligible Entity Registration			
	Form		Stat	us	
	Submit 🗐			D	Iraft
Form	Partial Participation Details	Status	Certificate	Download Invoice Advance	Activate Windows Réceipto ^S Réfind Voucher ^{tiva}

Figure 151: EE Registration - Application Status

On the successful registration of Eligible Entity Registration the application will be submitted to Registry for further verification and approval. DC can download the Advance Receipt for the Payment they made as shown below

	Eligible Entity Registration						
	Form				Status		
<u>Edit Info</u>		Submit Transaction Details					Draft
	Partial Participation Details				Dov	vnload	
Form	Partial Participation Details	Status		Certificate	Dov Invoice	vnload Advance Receipt	Refund Voucher

Figure 152: EE Registration – Transaction Details

Before approving the Eligible Entity Registration Registry verifier will verify the payment submitted by the DC. Once the payment is verified then DC can download the Invoice for the same as shown below. Even the payment is verified the Eligible Entity Registration status remain as Draft. But the payment status will show as verified.

	Eligible Entity Registration					
Form				Status		
Edit Info	Submit Transaction Details [Ð				Draft
Partial	Participation Details			Dow	vnload	
Form	Status		Certificate	Invoice	Advance Receipt	Refund Voucher
<u>View</u> (=)	Verified			(La)		

Figure 153: EE Registration -Application Verification by Registry

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12.4.On-Hold Eligible Entity Registration

On the successful registration of Eligible Entity Registration the application will be submitted to Registry for further verification and approval.

Some of the cases Registry may require some additional information required to process to application. In this scansion will keep those application in On-Hold with their comments. Once registry kept the application On-Hold DC can see the status as On-Hold in PAT Net portal as shown below. Also DC can see the reason for keeping the application On-Hold.

			Eligible Entity Registratio	n			
		Form				Status	
Edit Info			Submit Transaction Details	P			On Hold
			View all comments given for E	ligible			
		Partial Participation Details	Entity Registration form.			Do	wnload Activate Windows
	Form		Status		Certificate	Invoice	Advance Receipt SeRefund Voucheriva
	<u>View</u> 🗐		Verified			¢.	



Click on the comment box to view the comment button to view the comments given by the Registry as shown below.

BUREAU OF ENER A statutory body under Ministr	COMMENTS	-	⊗	
CMT00254098KA - Aditi Indi PAT Cycle:PAT(2)2016-2019	Name: Test Reg Verifier Designation: Registry Verifier Submitted Document is not clear. Please update new copy	Date: 27-11-2020		
PAT Forms ESCerts			d	
No.Of ESCerts(Claimed)			SCerts	Banked ESCerts
700				0
Edit Info	Submit Transaction Details 📺		Ŧ	On Hold
	Partial Participation Details	autifiante Invaia	Download Ac	tivate Windo

Figure 155: EE Registration -Comments on the application by Registry

In this case DC needs to update the application by uploading the necessary documents as per the comments provide by the Registry. DC has to give the comment at the time of uploading the documents. And finally click on Update button to submit back to Registry.

🛔 HOME 🛛 🕜 MY DASHBOARD		Welcome DEVRAJ 🐥		્રા
REGISTRATION FORM	Uploaded Files & Declaration			
Eligible Entity Registration Form	tan.png	Declaration	PNG	6
Section A - PAT Cycle Details	CMT00254098KA_Authorized Signature_Structure- of-tan.png	Authorized Signature	PNG	۵ 🕯
Section B - Owner Details	CMT00254098KA_GSTIN_CMT00254098KA_GSTIN_ Test.JPG	GSTIN	JPG	ය 🗑
Section C - Payment Break-Up	CMT00254098KA_CIN_CMT00254098KA_CIN_Test. JPG	CIN	JPG	ය 💼
Section D Unloaded Files &	CMT00254098KA_TAN_CMT00254098KA_TAN_Test .JPG	TAN	JPG	۵ 🕯
Declaration	CMT00254098KA_PAN_CMT00254098KA_PAN_Test .JPG	PAN	JPG	ය 💼

Figure 156: EE Registration - Application Resubmission

12.5.Rejected Eligible Entity Registration

On the successful registration of Eligible Entity Registration the application will be submitted to Registry for further verification and approval.

Some of the cases Registry may reject the application with their comments. Once registry Reject the application DC can see the status as Reject in PAT Net portal as shown below. Also DC can see the reason for keeping the application got Reject.

	Eligible Entity Reg	gistration
Fa	m	Status
	Submit	Rejected
	Partial Participation Details	Download
Form	Partial Participation Details Status	Download Certificate Invoice Advance Receipt Refund Vouch

Figure 157: EE Registration – Application Rejected by Registry

Once the application Reject DC will get provision to request for the Refund for the money paid for the ESCerts. DC has to fill the bank details to get the refund. Click on Submit Bank Details to submit the bank details. Fill all required details and click on Submit button. Once the refund is success DC will get an intimation via Email.

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ER EFUND DETAILS	Details of EER Refund Details Note: All fields are marked with * are mandatory	
	General Details	Description
	PAT Cycle	PAT(2)2016-2019
	DC Registration Number	ALM00034KA
	Designated Consumer Name	Balajisteel karnataka - TEST RECORD
	Bank Account Name*	SREEDHAR
	Bank Name [*]	HDFCBANK
	Branch Address	MARTHAHALLI
	A/c No	987887777777777
	Account Type	Current
		Submit Cancel

Figure 158: EE Registration –Refund Details

12.6. Approved Eligible Entity Registration

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On the successful registration of Eligible Entity Registration the application will be submitted to Registry for further verification and approval.

Once the Registry Approve the application DC can see the status as approved in PAT Net portal. Once the application approved DC can download EER Certificate as shown below.

Eligible Entity Registration							
	Form				Status		
<u>Edit Info</u>		Submit Transaction Details 🗐				Арр	roved
David Davide action Datelle						wnload	
Form	Turdur Turdepadon Deans	Status		Certificate	Invoice	Advance Receipt	Refund Voucher
<u>View</u> (Verified		(da			

Figure 159: EE Registration – Approved application by Registry

12.7.Partial ESCerts Introduction

Partials ESCerts Introduction is the feature available for the DC who have valid ESCerts in hand. Incase DC don't want to introduce all the ESCerts at a time by paying the ESCerts Fee, can pay only few ESCerts at the time of Registration. The number of ESCerts DC want to introduce need to mention at the time of registration in the Payment Section as shown below. So DC need to pay only for those many ESCerts. On verification of this payment this ESCerts will get added to the trading account of DC.





Registration Info

General Details	Description	Î	
One Time Registration Fee	0		
ESCerts to be introduced for Trading	0		
ESCerts Fee	39000		
Total Fee: Basic Value	39000		
TDS deducted by DC (%)	0		
POSOCO's TDS share (50%)	0.00		
BEE's TDS share (50%)	0.00		
Total TDS deducted by DC	0.00 Go to Settings to	activ	at

Figure 160: Partial ESCerts Introduction

Later if DC want to introduce some more ESCerts for trading then click on the Submit Transaction link available in the dashboard. All introduced ESCerts information also can see and the related Invoice can be downloaded as shown below.

Eligible Entity Registration						
Form	Form					
<u>Edit Info</u>	Submit Transaction Details			Approved		
, Partial Pa	Download					
Form	Status	Certificate	Invoice	Advance Receipt Refund Voucher		
View 🚍 View 🚍 View 🚍	Verified Verified Verifier	ය ප	لطه الع			

Figure 161: Partial ESCerts Introductions



construction

13. Trading Dashboard

On Click of *MY DASHBOARD*, list of options will be available for the menu. On click of *Trading Dashboard*, it navigates to Trading Dashboard which contains Trading information of a participated PAT Cycle.

BUR A statute	EAU OF ENERGY EFFI	ICIENCY Iment of India	
А НОМЕ	MY DASHBOARD	Welcome Freya	۲
Home - Curren	Dashboard Trading Cycles		
	Trading Dashboard Directory Info Guideline		2

Figure 162: BEE PATNet Trading Dashboard

The Trading Dashboard includes 3 sections.

- a) ESCerts ISSUED\ENTITLED TO BE PURCHASED
- **b)** Trading
- c) BANKED/EXTINGUISHED ESCERTS

13.1.ESCerts ISSUED\ENTITLED TO BE PURCHASED

On approval of E-filing by the Ministry of Power (MoP) "ESCerts ISSUED\ENTITLED TO BE PURCHASED "information will show for the corresponding PATCYCLES.

DC TRADING DASHBOA	RD				
DC Registration Number : DIS00361KA	DC Name: ELECTRICITY DISCO	M KARNTAKA JAYANagar ASED			
PAT Cycle ESCerts Claim	ed ESCerts Issued	Entitled to be Purchased	Eligibility Type	Sr.No. From	Sr.No. To
PAT(1)2012- 2015 3100	3100	0	Seller	01-05907256-DIS00361KA-110521	01-05910355-DIS00361KA-110521

Figure 163: ESCerts ISSUED\ENTITLED TO BE PURCHASED

13.2.Trading

In this section, trading information of different Trading PAT Cycles is included. On click of Trading PAT Cycle, it displays the list of ESCerts sold or purchased in different Exchanges (IEX/PXIL).

	3							
0 PAT(1)2012-2	2015	PAT	(2)2016-201	9				
anked ESCert: om Previous Cy	/cle	Eligibili Seller	ty Type:	ESCerts Issued: 3100	Opening Balance: (Banked ESCerts From Previo 3100	us Cycle + ESCerts Issued)	Closing Balance:	Total So 1900
Trading C Date B	Dpening Balance	Closing Balance	No. of ESCerts Sold	Balance ESCerts Sr.No From - Sr.No To	Exchange	No. of ESCerts Traded		
27-05-2021 2	2400	500	1900	01-05909156-DIS00361KA- 110521 to	IEX	1900		

Figure 164: Trading Section

If trading records are not available for corresponding Trading PAT Cycle, a meesage will appear "There is no Trading records available" as shown in below image.



Figure 165: Banked/Extinguished ESCerts section



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13.3.Banked/Extinguished ESCerts

On approval of ESCerts Extinguishment by users of Power System Operation Corporation Limited – POSOCO, a view for "BANKED/EXTINGUISHED ESCERTS" will be presented for the corresponding PAT Cycle.

	BANKED	/EXTINGUIS	HED ESCERTS										
	PAT Cycle	Eligibility	Opening Balance (Banked ESCert From Previous Cycle + ESCerts Issued)	Closing Balance	Total Sold	Entitle to be Purchased	Total to be Purchased (Entitled to be Purchased - Banked ESCert From Previous Cycle)	Total Purchased	Short Fall	Extinguished	Banked	Form D Submission Date	Compliance
	PAT(1)2012- 2015	Seller	3100	1200	1900	0	0	0	0	0	1200	10-05-2021	Yes
1													

Figure 166: Banked/Extinguished ESCerts section

14. Submission of FORM D by Plant Head for Non-Eligibility Entity Registration

This section explains the process of filing Form D.

The DCs who were not part of Eligibile Entity Registration (EER) process will be able to submit FORM D for a PAT Cycle.

- 3. Click the link (<u>https://escerts.gov.in</u>).
- 4. The 'BEE PATNET Portal' login page appears.
- 5. On Successful login to the BEE PATNET portal with Plant Head user name and password, the DC Home page appears.
- 6. Click **My Dashboard** on the top left of the home page.



Figure 167: Click My Dashboard

7. The menus available under 'MY Dashboard' are presented. Click **Dashboard** menu from the list.



Figure 168: Click Dashboard Function

- 8. The 'DC Dashboard PAT Cycles' page appears as shown in below image.
- 9. The PAT Cycle in which DC is currently participating will be highlighted as shown below.

BUREAU OF ENERGY EFFICIENCY A statutory body under Ministry of Power, Government of India		
A HOME MY DASHBOARD	Welcome Hamendra	*
DC Dashboard - PAT Cycles		
PAT(2)2016-2019		

Figure 169: Click Running PAT Cycle

10. Click on PAT Cycle image to open the respective PAT Cycle Dashboard.



Figure 170: DC DASHBOARD

11. Click on the Compliance tab to view Compliance data.



Figure 171: Compliance Information

10. Click on **Submit** link under 'Form D' field to enter Form D details.



Figure 172: Submit link





If Eligibility type for a DC for that PAT cycle is seller then following fields will be presented on Form-D:

Let's consider an example, in which DC was issued 345 ESCerts from MoP for that PAT Cycle.

- 1. On Successful login to the BEE PATNET portal with Plant Head user name and password, the DC Home page appears.
- 2. Click on the PAT Cycle image to open that PAT Cycle Dashboard.
- 3. Click on the Compliance tab to view Compliance Data.
- 4. 'FORM D' page appears for a DC having Eligiblity type as Seller as shown in the below image.

		-
Energy Saving Certificates	345	Issued by MoP
ESCerts Sold	0	ESCerts Sold
Banked ESCerts	0	NA
Balance Energy Saving Certificates	345	Validity till next PAT Cycle
Balance Energy Saving Certificates J/We undertake that the information supplied in ccurate to the best of my/our knowledge and if any ito loss to the Central Government or State Govern ordertake to indemnify such loss. L/we agree to exit	345 n compliance with energy consum y of the information supplied is for iment or any of the authority und end necessary assistance in case	Validity till next PAT Cycle nption and standard documents in this Form 'D' is ound to be incorrect and such information result der them or any other person affected, I/we of any enquiry is made in the matter

Figure 173: FORM D page details for a seller

- 5. Energy saving certificates ISSUED by MOP is 345.
- 6. If DC has not sold any ESCerts, ESCerts sold value is zero.
- 7. There is no banked ESCerts for the DC
- 8. Balance Energy Saving Certificates (ESCerts) will be 345 and those will be marked as valid till next PAT Cycle. The balance no. of ESCerts will be same as the no. of issued ESCerts, since DC didn't sell any of the ESCerts and has Banked ESCerts values as zero.
- **9.** Select the **Check bo**x to acknowledge the presnted field information.
- **10.** Click on **Submit** button to submit the form.





11. Below confirmation pop-up message is presented to proceed with Form D submission, click **OK**.



Figure 174: Proceed Message

12. On click of OK, a confirmation message 'Form has been Generated Successfully' is presented as shown below.

FORM-D	Form has been generated successfully! Compliance of Energy Consumption Norms and St	andard Document
	General Info	Details
	Name of Designated Consumer	ELECTRICITY DISCOM KARNATAKA RAMMURTHYNAGAR
	Registration Number	DIS00165KA
	Sector	DISCOM
	Sub Sector	DISCOM
	Performance Assessment Document(Form 'A')	Submitted Oxfore Not Submitted 02-06-2021

Figure 175: FORM D Success Page

<u>If Eligibility type for a DC for that PAT cycle is buyer then following fields will be</u> <u>presented on Form-D:</u>

Let's consider an example, in which DC was asked to purchase 345 ESCerts from MoP for that PAT Cycle.

- 1. On Successful login to the BEE PATNET portal with Plant Head user name and password, the DC Home page appears.
- 2. Click on the PAT Cycle image to open that PAT Cycle Dashboard.
- 3. Click on the Compliance tab to view Compliance Data.
- 4. On Click of **Submit** link, under 'Form D' field to enter the Form D details. The 'FORM D' page appears as shown in the below image.

DRM-D	Compliance of Energy Consumption Norms and Stand	dard Document	🕒 Guidelines
	Compliance	Value	Info
	Energy Saving Certificates	345	Entitled to be Purchased by MoP
	Energy Saving Certificates submitted for Compliance	0	
	ESCerts Purchased	0	ESCerts Purchased
	Banked ESCerts	0	NA
	ESCerts Blocked for Compliance	0	
	Balance Energy Saving Certificates	345	Shortfall - Non Compliance

FORM 176: FORM D page details for a buyer

- 5. Energy saving certificates entitled to be purchased by MoP is 345.
- 6. DC has not purchased any ESCerts, ESCerts Purchased value is zero.
- 7. There is no Energy saving Certificates submitted for Compliance for the DC.
- 8. There is no Banked ESCerts for that DC.
- 9. There is no ESCerts Banked for Compliance for that DC.
- 10. Balance Energy Saving Certificates will be 345 and will be marked as Shortfall Non Compliance as DC has not purchased any ESCerts for that PAT cycle and did not meet the complaince.
- 11. Select the Check box to acknowledge the presented field information.
- **12.** Click on **Submit** button to submit the form.
- 13. The confirmation pop-up message to proceed Form D submission appears, click **Ok**.

patnet.positiveedge.net:447 says		
Are you sure want to proceed?		
	ОК	Cancel

Figure 177: Proceed Message

14. On click of OK, a confirmation message - 'Form has been Generated Successfully' is presented as shown below.

c positivee	dge	
FORM-D	Form has been generated successfully! Compliance of Energy Consumption Norms and	Guidelines Standard Document
	General Info	Details
	Name of Designated Consumer	ELECTRICITY DISCOM KARNATAKA GULBARG
	Registration Number	DIS00167KA
	Sector	DISCOM
	Sub Sector	DISCOM
	Performance Assessment Document(Form 'A')	Submitted Not Submitted 02-06-2021

Figure 178: FORM D Success Page

15. <u>Submission of FORM D by Plant Head for a DC who has</u> <u>participated in Eligibility Entity Registration Process</u>

This section explains the process of filing Form D.

The DCs who were part of Eligibile Entity Registration (EER) process will be able to submit FORM D for that PAT Cycle.

- 1. Click the link (<u>https://escerts.gov.in</u>).
- 2. The 'BEE PATNET Portal' login page appears.

3. On Successful login to the BEE PATNET portal with Plant Head user name and password, the DC Home page appears and is shown below.

4. Click My Dashboard on the top left of the home page.



Figure 179: Click My Dashboard

5. The menus available under 'MY Dashboard' are presented. Click **Dashboard** menu from the list.



Figure 180: Click Dashboard Function

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- **constituteedge**
 - 6. The 'DC Dashboard PAT Cycles' page appears.
 - 7. The PAT Cycle in which DC is currently participating will be highlighted as shown below.

BUREAU OF ENERGY EFFICIENCY A statutory body under Ministry of Power, Government of India		
🖀 HOME 🕜 MY DASHBOARD	Welcome Hajay	-
DC Dashboard - PAT Cycles		
PAT(2)2016-2019		

Figure 181: Click Running PAT Cycle

8. Click on the PAT Cycle image to open the respective PAT Cycle Dashboard.

0	BUR A statut	EAU OF ENEI	RGY EFFICIE	ENCY of India	,									
6	номе	MY DASHBOAR	RD						Welco	me Haj	ay 😩			
DI PA	S00162KA - E T Cycle:PAT(2)2	LECTRICITY D	ISCOM KAR	NATA	KA HOSPE	т								3
		Q)				P		(•
	PAT Forms	ESCerts Is	suance	Ch	eck Verificatio	'n	Trading		Comp	liance				
	2016-17	FORM 1 2017-18	2018-19	T	FORM A	I	FORM B	I	FORM 2	I	FOI Initial	RM 3 Final	I	Attachments
	View 🗩	View 🗩	<u>View</u> 🗐		View 🗐		View 🗐		<u>Submit</u>		Submit	Submit		ক্তি

Figure 182: DC information page

9. Click on the Compliance tab to view Compliance data.

BURE A statutory	AU OF ENERGY EFFIC	IENCY nt of India			
付 номе 🧕	MY DASHBOARD		Welcome Hajay		
DISOO162KA - ELI PAT Cycle:PAT(2)20:	ECTRICITY DISCOM KA 16-2019	RNATAKA HOSPET			
PAT Forms	CO ESCerts Issuance	(I) Check Verification	Trading		
Form D Submit	ESCerts Submitted For 0	ompliance	Balance ESCerts [After Compliance] 0	T	Penalty[No. Of ESCerts] 0

Figure 183: Compliance information page

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10. Click on **Submit** link under 'Form D' field to enter Form D details.

	BURE A statutor	EAU OF ENERGY EFFIC	IENCY nt of India				
付 ном	IE 🧕	MY DASHBOARD			Welcome Hajay		
DISOO1 PAT Cycl	62KA - EL e:PAT(2)20	ECTRICITY DISCOM KAI 16-2019	RNATAKA HOSPET				
		0		6	0		•
PAT	Forms	ESCerts Issuance	Check Verification	Trading	Compliance		
For	m D	ESCerts Submitted For Co	ompliance	Balance ESCerts [Afte	er Compliance]	1	Penalty[No. Of ESCerts]
Sul	omit	0		0			0

Figure 184: Submit Link

If Eligibility type for a DC for that PAT cycle is seller then following fields will be presented on Form-D:

Let's consider an example, in which DC was issued 567 ESCerts from MoP for that PAT Cycle and sold 400 EScerts during trading sessions.

- 1. On Successful login to the BEE PATNET portal with Plant Head user name and password, the DC Home page appears.
- 2. Click on the PAT Cycle image to open that PAT Cycle Dashboard.
- 3. Click on the Compliance tab to view Compliance data.
- 4. 'FORM D' page appears for a DC having Eligiblity type as Seller as shown in the below image.

FORM-D	Compliance of Energy Consumption Norms an	d Standard Document	🔋 Guidelines
	Sub Sector	DISCOM	
	Performance Assessment Document(Form 'A')	Submitted O Not	Submitted 02-06-2021
	Compliance	Value	Info
	Energy Saving Certificates	567	Issued by MoP
	ESCerts Sold	400	ESCerts Sold
	Banked ESCerts	0	NA
	Balance Energy Saving Certificates	167	Validity till next PAT Cycle
	/We undertake that the information supplied in or accurate to the best of my/our knowledge and if any or into loss to the Central Government or State Govern undertake to indemnify such loss. I/we agree to exter	compliance with energy consumption of the information supplied is found to nent or any of the authority under the id necessary assistance in case of any	n and standard documents in this Form 'D' is to be incorrect and such information result em or any other person affected, I/we y enquiry is made in the matter.
			Cancel Submit

Figure 185: FORM D Page Details for a Seller

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- **c** positiveedge
 - 5. Energy saving certificates ISSUED by MOP is 567
 - 6. DC has sold 400 ESCerts
 - 7. There is no banked ESCerts for that DC
 - 8. Balance Energy Saving Certificates (ESCerts) will be 167 and those will be marked as valid till next PAT Cycle..
 - **9.** Select the **Check bo**x to acknowledge the presented field information.
 - **10.**Click **Submit** to submit the form.
 - 11. Below confirmation pop-up message is presented to proceed with Form D submission, click **OK**.



Figure 186: Proceed Message

12. On click of OK, a confirmation message 'Form has been Generated Successfully' is presented as shown below

🔞 HOME 🕜 MY DASHBOARD		Welcome Hajay 🔹
FORM-D	Form has been generated successfully! Compliance of Energy Consumption Norms and St	andard Document
	General Info	Details
	Name of Designated Consumer	ELECTRICITY DISCOM KARNATAKA HOSPET
	Registration Number	DIS00162KA
	Sector	DISCOM
	Sub Sector	DISCOM
	Performance Assessment Document(Form 'A')	Submitted O2-06-2021

Figure 187: FORM D Success Page





If Eligibility type for a DC for that PAT cycle is buyer then following fields will be presented on Form-D:

Let's consider an example, in which DC was asked to purchase 1900 ESCerts from MoP for a PAT Cycle and DC has purchased 1200 ESCerts during Trading sessions.

- 1. On Successful login to the BEE PATNET portal with Plant Head user name and password, the DC Home page appears.
- 2. Click on the PAT Cycle image to open the respective PAT Cycle Dashboard.
- 3. Click on the Compliance tab to view Compliance data.
- 4. 'FORM D' page appears for a DC having Eligiblity type as Buyer as shown in below image.

FORM-D	Compliance of Energy Consumption Norms and	d Standard Document	🖺 Guidelines
	Compliance	Value	Info
	Energy Saving Certificates	1900	Entitled to be Purchased by MoP
	Energy Saving Certificates submitted for Complian	1200	
	ESCerts Purchased	1200	ESCerts Purchased
	Banked ESCerts	0	NA
	ESCerts Blocked for Compliance	0	
	Balance Energy Saving Certificates	700	Short fall - Non-compliance
	/We undertake that the information supplied in c acc rate to the best of my/our knowledge and if any o into loss to the Central Government or State Govern undertake to indemnify such loss. I/we agree to exten	ompliance with energy consum f the information supplied is for ent or any of the authority unde d necessary assistance in case o	ption and standard documents in this Form 'D' is und to be incorrect and such information result er them or any other person affected, I/we of any enquiry is made in the matter.
			Cancel

Figure 188: FORM D Details Page

- 5. Energy saving certificates entitled to be purchased by MOP is 1900.
- 6. DC has Purchased 1200 ESCerts
- 7. Energy saving certificates submitted for compliance 1200
- 8. There is no banked ESCerts for the DC
- 9. There is no ESCerts Blocked for Compliance for the DC
- 10. Balance Energy Saving Certificates (ESCerts) will be 700 and marked as Shortfall

 Non Compliance. Though DC has purchased ESCerts during trading for that PAT cycle but did not meet complaince
- **11.**Select the **Check bo**x to acknowledge the presented field information.
- 12. Click Submit to submit the form.
- 13. The confirmation message is presented to proceed with Form D submission, click **OK**.



Figure 189: Proceed Message

14. On click of OK, a confirmation message, 'Form has been Generated Successfully' is presented as shown below.

i home 🕜 my dashboard		Welcome Nixon 🚸
FORM-D	Form has been generated successfully! Compliance of Energy Consumption Norms and S	andard Document
	General Info	Details
	Name of Designated Consumer	ELECTRICITY DISCOM KARNATAKA MAHADEVAPURA
	Registration Number	DIS00964KA
	Sector	DISCOM
	Sub Sector	DISCOM
	Performance Assessment Document(Form 'A')	Submitted O Not Submitted 01-06-2021 ·

Figure 190: FORM D Success Page

Let's consider another example, in which DC was asked to purchase 225 ESCerts from MoP for a PAT Cycle , however, DC has purchased 625 ESCerts during Trading sessions i.e. 400 ESCerts more (extra bought)

- 1. On Successful login to the BEE PATNET portal with Plant Head user name and password, the DC Home page appears.
- 2. Click on the PAT Cycle image to open that PAT Cycle Dashboard.
- 3. Click on the Compliance tab to view Compliance data.
- 4. 'FORM D' page appears for a DC having Eligiblity type as Buyer and who bought extra ESCerts as shown in below image.

ORM-D	Compliance of Energy Consumption Norms a	nd Standard Document	Guidelines
	Compliance	Value	Info
	Energy Saving Certificates	225	Entitled to be Purchased by MoP
	Energy Saving Certificates submitted for Compliance	225	
	ESCerts Purchased	625	ESCerts Purchased
	Banked ESCerts	0	NĂ
	ESCerts Blocked for Compliance	0	
	Balance Energy Saving Certificates	400	Extra Bought - For compliance purpose only

Figure 191: FORM D Details Page

- 5. Energy saving certificates (EScrts) entitled to be purchased by MOP is 225.
- 6. DC has Purchased 625 ESCerts
- 7. Energy saving certificates submitted for compliance 225
- 8. There is no banked ESCerts for the DC
- 9. There is no ESCerts Blocked for Compliance for the DC
- 10. Balance Energy Saving Certificates (ESCerts) will be 400 and marked as Extra Bought –Compliance Purpose Only. This means the extra bought ESCerts can be utilized only for compliance (can not be sold) and are valid till next PAT Cycle.
- **11.**Select the **Check bo**x to acknowledge the presented information.
- 12. Click **Submit** to submit the form.
- 13. The confirmation message is presented to proceed with Form D submission, click **OK**.

patnet.positiveedge.net:447 says		
Are you sure want to proceed?		
	ОК	Cancel

Figure 192: Proceed Message

14. On click of OK, a confirmation message, 'Form has been Generated Successfully' is presented as shown below.

FORM-D	Form has been generated successful Compliance of Energy Consumption Norms	Illy! Guidelines
	General Info	Details
	Name of Designated Consumer	ELECTRICITY DISCOM KARNATAKA MYSORE
	Registration Number	DIS00166KA
	Sector	DISCOM
	Sub Sector	DISCOM
	Sub Sector	DISCOM

Figure 193: FORM D Success Page

Let's consider another example, in which DC was issued 1000 ESCerts from MoP for a PAT Cycle and DC has 1200 Banked ESCerts from previous PAT cycle.

- 1. On Successful login to the BEE PATNET portal with Plant Head user name and password, the DC Home page appears.
- 2. Click on the PAT Cycle image to open that PAT Cycle Dashboard.
- 3. Click on the Compliance tab to view Compliance Data.
- 4. 'FORM D' page appears for a DC having Eligiblity type as Seller as shown in below image.

FORM-D	Compliance of Energy Consumption Norms and Standard Document			
	Sub Sector	DISCOM		
	Performance Assessment Document(Form 'A')	Submitted	Not Submitted 28-05-2021	
	Compliance	Value	Info	
	Energy Saving Certificates	1000	Issued by MoP	
	ESCerts Sold	0	ESCerts Sold	
	Banked ESCerts(from PAT(1)2012-2015)	1200	Compliance + Sell Validity till current PAT Cycle	
	Balance Energy Saving Certificates	2200	1200 – Validity till current PAT Cycle 1000 – Validity till next PAT Cycle	
	We undertake that the information supplied in accurate to the best of my/our knowledge and if an into loss to the Central Government or State Gover undertake to indemnify such loss. I/we agree to ext	n compliance with energy cons y of the information supplied is iment or any of the authority u end necessary assistance in cas	umption and standard documents in this Form 'D' is s found to be incorrect and such information result inder them or any other person affected, I/we se of any enquiry is made in the matter.	
			Cancel Submit	

Figure 194: FORM D Details Page

- 5. Energy saving certificates ISSUED by MOP is 1000.
- 6. DC has not sold any ESCerts during the trading sessions
- 7. The no. of banked ESCerts from earlier PAT cycle for that DC is 1200 and those are valid in current PAT Cycle only.





- 8. Balance Energy Saving Certificates (ESCerts) will be 2200. In this value of 2200, 1000 ESCerts issued as part of this PAT cycle are valid till next PAT CYCLE and 1200 Banked ESCerts from previous PAT cycle are valid in current PAT cycle only.
- 9. Select the **Check bo**x to acknowledge the presented information.
- 10. Click **Submit** to submit the form.
- 11. The confirmation message is presented to proceed with Form D submission, click **OK**.



Figure 195: Proceed Message

12. On click of OK, a confirmation message, 'Form has been Generated Successfully' is presented as shown below

FORM-D	Form has been generated success	fully!		ସା	Guidelines	L.
	Compliance of Energy Consumption Norms and Standard Document					
	Registration Number		DIS00361KA			
	Sector		DISCOM			
	Sub Sector		DISCOM			
	Performance Assessment Document(Form 'A	(')	Submitted	O Not Submitted	28-05-2021	
	Compliance	Value		Info		
	Energy Saving Certificates	1000)	Issued by Mo	P	
	ESCerts Sold	0		ESCerts Sold		
	Banked ESCerts(from PAT(1)2012-2015)	1200)	Compliance Validity till c	+ Sell urrent PAT Cycle	
	Balance Energy Saving Certificates	2200)	1200 – Validi 1000 – Validi	ty till current PAT Cycle ty till next PAT Cycle	•

Figure 196: FORM D Success Page





Let's consider another example, in which DC was asked to purchase 200 ESCerts from MoP for a PAT Cycle whereas DC was having 2700 Banked ESCerts from previous PAT cycle where the DC was Seller.

- 1. On Successful login to the BEE PATNET portal with Plant Head user name and password, the DC Home page appears.
- 2. Click on the PAT Cycle image to open that PAT Cycle Dashboard.
- 3. Click on the Compliance tab to view Compliance data.
- 4. 'FORM D' page appears for a DC having Eligiblity type as Buyer but in a way the DC becomes Seller owing to banked ESCerts as shown in below image

FORM-D	Compliance of Energy Consumption Norms and Sta	🖺 Guidelines	
	Compliance	Value	Info
	Energy Saving Certificates	200	Entitled to be Purchased by MoP
	Energy Saving Certificates submitted for Compliance	200	
	ESCerts Sold	2400	ESCerts Sold
	Banked ESCerts(from PAT(1)2012-2015)	2700	Compliance + Sell Validity till current PAT Cycle
	ESCerts Blocked for Compliance	200	
	Balance Energy Saving Certificates	100	Validity till current PAT Cycle
	//We undertake that the information supplied in comp accurate to the best of my/our knowledge and if any of the into loss to the Central Government or State Government o undertake to indemnify such loss. I/we agree to extend nee	liance with energy consumptic information supplied is found or any of the authority under th cessary assistance in case of ar	on and standard documents in this Form 'D' is to be incorrect and such information result nem or any other person affected, I/we ny enquiry is made in the matter.
			Cancel Submit

Figure 197: FORM D Page Details

- 5. Energy saving certificates entitled to be purchased by MOP is 200.
- 6. Energy Saving Certificates submitted for Compliance is 200.
- 7. DC has sold 2400 ESCerts from Banked ESCerts.
- 8. Banked ESCerts for the DC is 2700 and validity till current PAT CYCLE only.
- 9. The ESCerts Blocked for Compliance 200
- 10. Balance Energy Saving Certificates will be 100. In this 100 ESCerts validity will be till next PAT CYCLE.
- 11. Select the **Check bo**x to acknowledge the presented information.
- 12. Click **Submit** to submit the form.
- 13. The confirmation message is presented to proceed with Form D submission, click **OK**.



Figure 198: Proceed Message

14. On click of OK, a confirmation message - 'Form has been Generated Successfully' is presented as shown below

i home 🕜 my dashboard		Welcome Farryn 🌲
FORM-D	Form has been generated successfully Compliance of Energy Consumption Norms and	/! Guidelines
	r General Info	Details
	Name of Designated Consumer	ELECTRICITY DISCOM
	Registration Number	DIS00368KA
	Sector	DISCOM
	Sub Sector	DISCOM
	Performance Assessment Document(Form 'A')	Submitted Not Submitted 28-05-2021

Figure 199: FORM D Success Page

Let's consider another example, in which DC was issued 300 ESCerts from MoP for a PAT Cycle whereas DC is having 2800 Banked ESCerts from previous PAT cycle where he was Seller

- 1. On Successful login to the BEE PATNET portal with Plant Head user name and password, the DC Home page appears.
- 2. Click on the PAT Cycle image to open that PAT Cycle Dashboard.
- 3. Click on the Compliance tab to view Compliance data.
- 4. 'FORM D' page for a DC having Eligiblity type as Seller having banked ESCerts from previous PAT cycle is shown in below image.



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	•

Compliance	Value	Info		
Energy Saving Certificates	300	Issued by MoP		
ESCerts Sold	1100	ESCerts Sold		
Banked ESCerts(from PAT(1)2012-2015)	2800	Compliance + Sell Validity till current PAT Cycle		
Balance Energy Saving Certificates	2000	1700 – Validity till current PAT Cycle 300 – Validity till next PAT Cycle		
/We undertake that the information supplied in compliance with energy consumption and standard documents in this Form 'D' is accurate to the best of my/our knowledge and if any of the information supplied is found to be incorrect and such information result into loss to the Central Government or State Government or any of the authority under them or any other person affected, I/we undertake to indemnify such loss. I/we agree to extend necessary assistance in case of any enquiry is made in the matter.				
		Cancel		

Figure 200: FORM D Details Page

- 5. Energy Saving certificates Issued by MOP is 300.
- 6. DC has sold 1100 ESCerts from Banked ESCerts during the trading sessions.
- 7. Banked ESCerts for the DC is 2800 that are carried forward from previous PAT cycle for which validity is till current PAT CYCLE.
- 8. Balance Energy Saving Certificates will be 2000. In this value of 2000, there are 1700 ESCerts which are valid till Current PAT cycle and 300 ESCerts that will be valid till Next PAT cycle.
- 9. Select the **Check bo**x to acknowledge the entered field information.
- 10. Click **Submit** to submit the form.
- 11. The confirmation message is presented to proceed with Form D submission, click **OK**.

patnet.positiveedge.net:447 says		
Are you sure want to proceed?		
	ОК	Cancel

Figure 201: Proceed Message

12. On click of OK, a confirmation message - 'Form has been Generated Successfully' is presented as shown below.



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FORM-D	Form has been generated successfu	Illy!	🖁 Guidelines	
	Sub Sector	DISCOM		
	Performance Assessment Document(Form 'A')	A') Submitted Not Submitted 28-05-2021		
	Compliance	Value	Info	
	Energy Saving Certificates	300	Issued by MoP	
	ESCerts Sold	1100	ESCerts Sold	
	Banked ESCerts(from PAT(1)2012-2015)	2800	Compliance + Sell Validity till current PAT Cycle	
	Balance Energy Saving Certificates	2000	1700 – Validity till current PAT Cycle 300 – Validity till next PAT Cycle	
	I/We undertake that the information supplied in compliance with energy consumption and standard documents in this Form 'D' is accurate to the best of my/our knowledge and if any of the information supplied is found to be incorrect and such information result into loss to the Central Government or State Government or any of the authority under them or any other person affected, I/we undertake to indemnify such loss. I/we agree to extend necessary assistance in case of any enquiry is made in the matter.			

Figure 202: FORM D Success Message