Procedure for Meter Installation Update on the Unified Single Window Rooftop PV Portal of GEDA

A. For Solar PV Systems below 10 kW
1. Installer/Supplier has to upload the **Self-Certificate** to complete the CEI Approval Stage
2. **Installer**/Supplier has to updated the details on the "**Work Order**" Tab
3. Once, the details in the "**Work Order**" tab is completed then CEI Inspection stage will be cleared
4. **Installer**/Supplier has to enter the all the details in the "**Execution**" window except the Meter Details (which will be provided by the concerned DisCom) and submit the details. The Joint Inspection Report/ DisCom Inspection Report will be auto generated from the Portal once the details of the PV Modules and Inverters are entered in the Execution Page.
5. When the Point 1 to 4 is completed then only the Unified Single Window Rooftop PV Portal of GEDA shall start auto-communicating with the DisCom server for the update on the Meter Installation
6. **DisCom** Officials has to enter the following details and **close the task** in the E-urja Portal:
    a. Solar Meter No. and Manufacturer Name
    b. Bi-directional Meter No. and Manufacturer Name
    c. Task Agreement Receipt at DisCom
7. Till all the activity mentioned in 6 (a), 6 (b) and 6 (c) is not closed in e-Urja Portal, the Unified Single Window Rooftop PV Portal of GEDA server shall not start communicating with the DisCom server and closure of the Meter Installation stage will not be reflected in the Unified Single Window Portal.

B. For Solar PV Systems above 10 kW
1. Installer/Supplier has to **enter the Application ID** to complete the CEI Approval Stage
2. **Installer/Supplier** has to updated the details on the "**Work Order**" Tab
3. Installer/Supplier has to **enter the Application ID** to complete the CEI Inspection Stage
4. **Installer/Supplier** has to enter the details in the "**Execution**" window and submit the details
5. When the Point 1 to 4 is completed then only the Unified Single Window Rooftop PV Portal of GEDA shall start auto-communicating with the DisCom server for the update on the Meter Installation
6. **DisCom** Officials has to enter the following details and **close the task** in the E-urja Portal:
    a. Solar Meter No. and Manufacturer Name
    b. Bi-directional Meter No. and Manufacturer Name
    c. Task Agreement Receipt at DisCom
7. Till all the activity mentioned in 6 (a), 6 (b) and 6 (c) is not closed in e-Urja Portal then the Unified Single Window Rooftop PV Portal of GEDA server shall not start communicating with the DisCom server and closure of the Meter Installation stage will not be reflected in the Unified Single Window Portal.

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