

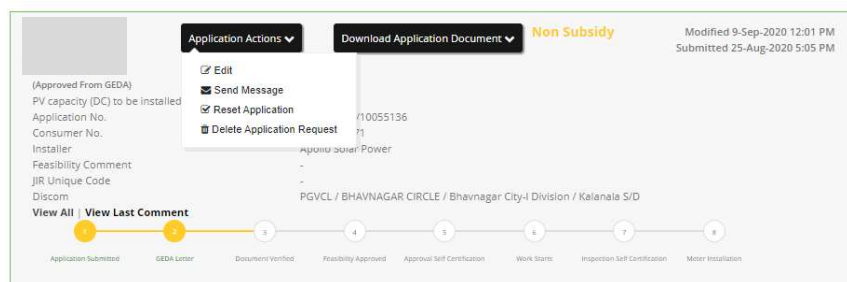
Guidelines for Deleting Application on the Unified Single Window Rooftop PV Portal of GEDA

Step 1: Click on “My Application” to view the list of the applications.

Step 2: An Application shall be deleted based on two step process i.e.

- a) **Raising Request – It can be raised by**
 - i. Installer Login who has applied on the Portal
- b) **Approving Request**
 - i. Member Login of GEDA Officers

Step 3: Click on “Application Action” and then on “Delete Application Request” to request for raising the request to delete



The screenshot shows the GEDA application portal interface. At the top, there are buttons for 'Application Actions' and 'Download Application Document'. Below these, a dropdown menu is open, showing options: 'Edit', 'Send Message', 'Reset Application', and 'Delete Application Request'. The 'Delete Application Request' option is highlighted. To the right of the dropdown, there is a 'Non Subsidy' label and a timestamp 'Modified 9-Sep-2020 12:01 PM Submitted 25-Aug-2020 5:05 PM'. Below the dropdown, there is a list of application details including 'PV capacity (DC) to be installed', 'Application No.', 'Consumer No.', 'Installer', 'Feasibility Comment', 'JIR Unique Code', and 'Discom'. At the bottom, there is a progress bar with steps: 1. Application Submitted, 2. GEDA Letter, 3. Document Verified, 4. Feasibility Approved, 5. Approval Self Certification, 6. Work Starts, 7. Inspection Self Certification, and 8. Meter Installation. The current step is 2, 'GEDA Letter'.

Step 4: The following details are to be entered in the request form:

1. Reason
2. Select the appropriate option
 - a. I have both and upload
 - i) Consumer Consent Letter (Link: <https://rb.gy/gxmd6r>)
 - ii) Installer Consent Letter (Link: <https://rb.gy/bgbmzn>)

(It is to noted that “I have both” is the by default option and the Request selected with this option is mandatory for all the Installers and any request without both the consent will be rejected)

3. Uploading the Consent Letters properly signed is mandatory.

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Disclaimer: It is to be noted that once the Application is deleted then it can't be retrieved so Installer shall check all the details before raising the request.