





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
 - ii. Member Login of the concerned Discom
 - iii. Member Login of GEDA Officers
- 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



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

- 1. Reason
- 2. Select the appropriate option
 - a. I don't have Consumer Consent Letter
 - b. I don't have Installer Consent Letter
 - c. I have both

(It is to noted that "I have both" is the by default option and the Request selected with this option has the higher priority for approval)

3. Uploading the Consent Letters. In case the option is selected that the one of the consent letter is not available then uploading that particular shall become non-mandatory. The Click on "Submit"

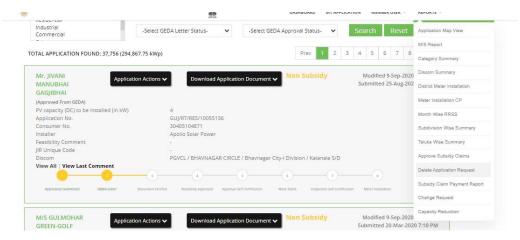
Step 5: Upon successful submission, the Request will go to GEDA for approval for deleting the application which can be accessed from

Reports -> Delete Application Request

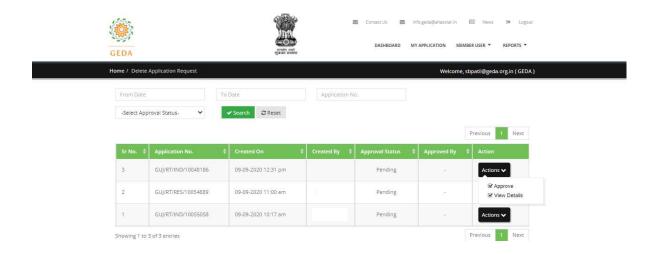








Step 5: Click on Action to "View" the details and "Approve" to approve the request



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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.