

# CEA: National Data Registry for Generating Station Help Manual

Contains: Help Manual for Developers, CEA, System Admin

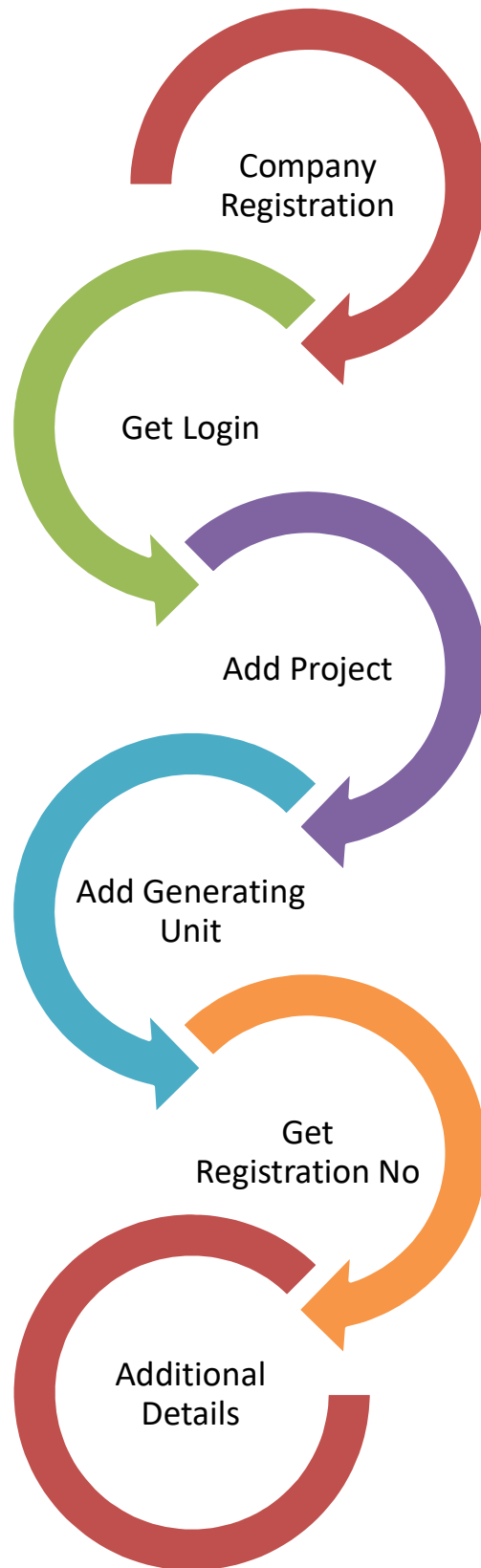
Last Update:06.01.18

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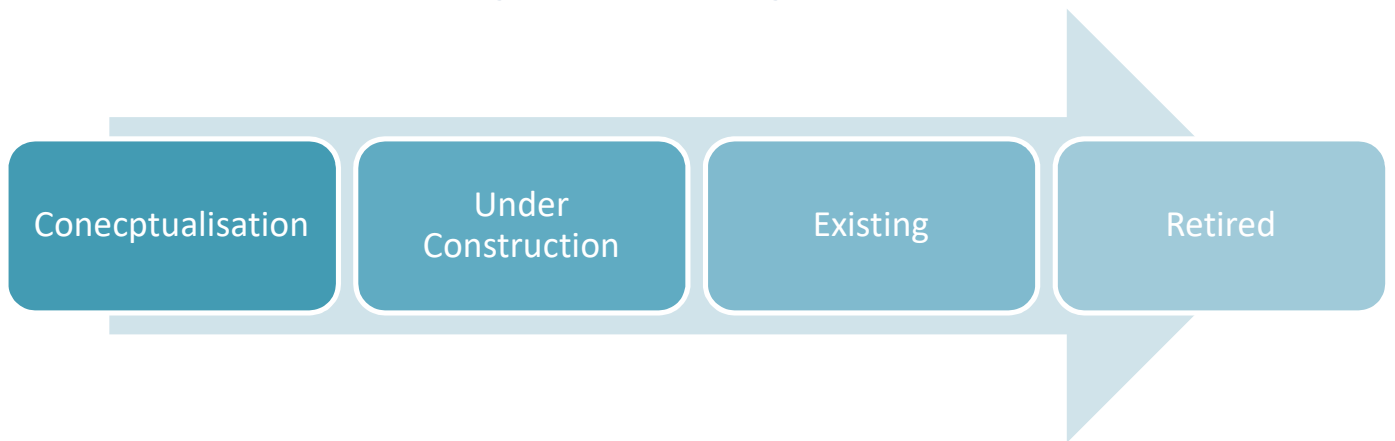
- Process Overview
- Help Manual for Project Developers/ Generating Company
  - Login Process
  - Adding Projects
  - Adding Generating Units under Projects
  - Additional Details
  - Getting Registration Certificate
- Help Manual for CEA Nodal Divisions
  - Correction in Project and Unit Data
  - Approval and Issuing of Registration Number
- Help Manual for System Admins (Sending Email/SMS)

## CEA : Portal Interface for Project Developer/ Generating Company

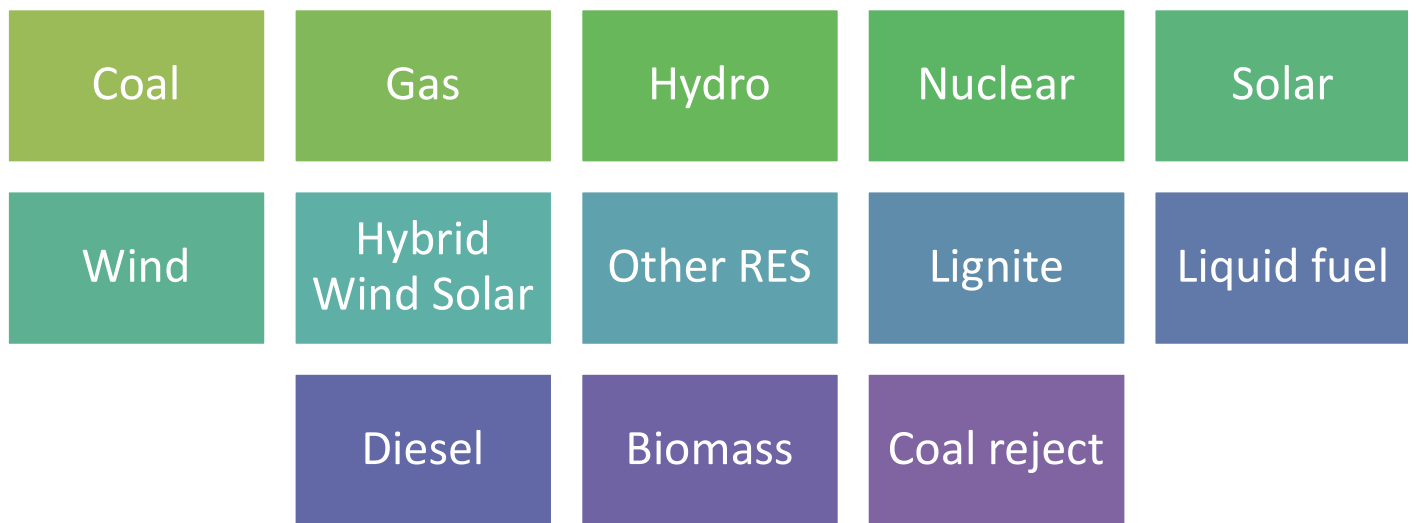




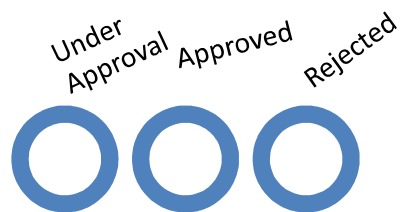
## Stages of Generating Units



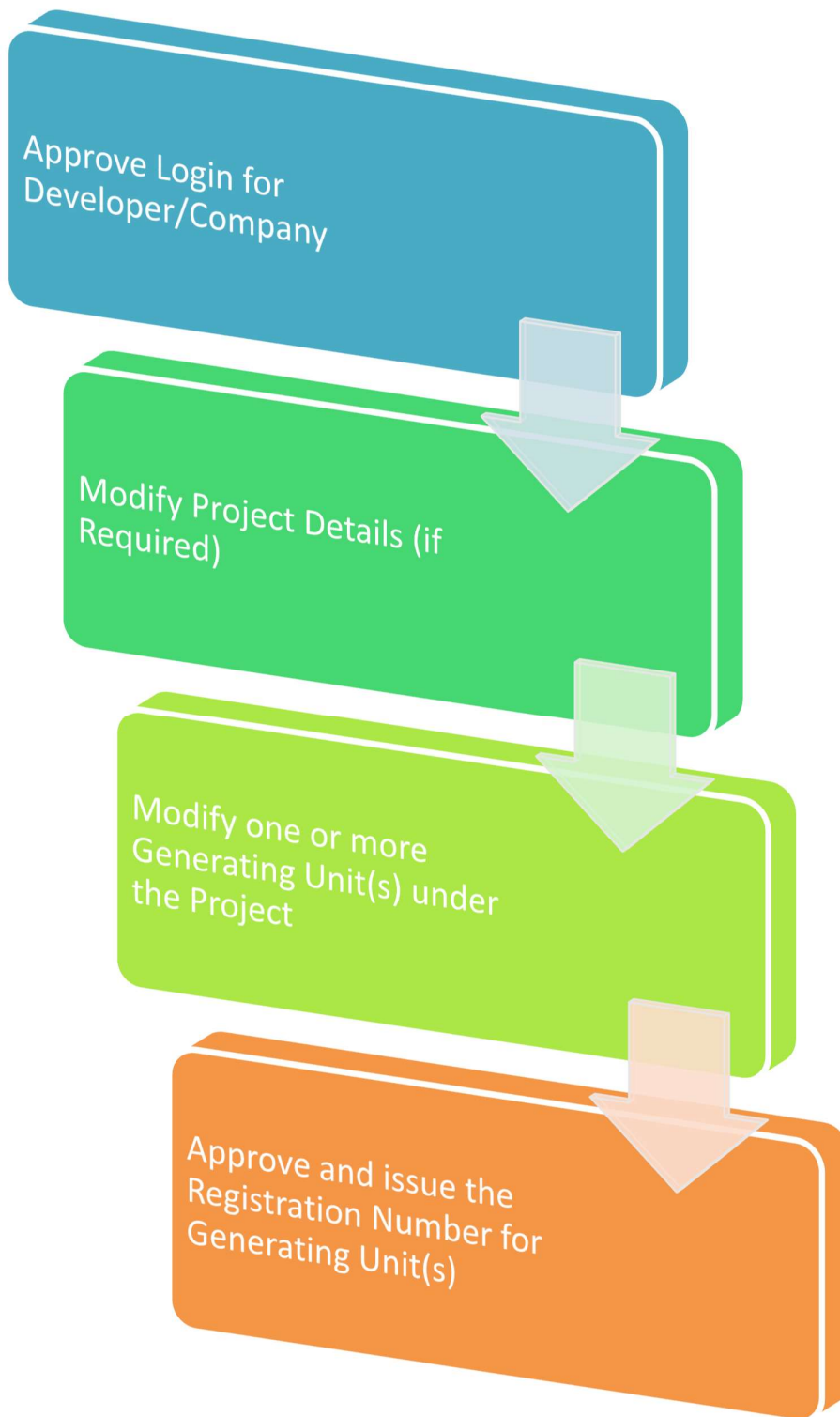
## Types for Generating Unit



## Status of Generating Unit



## CEA: Portal Interface for Nodal Division



Screenshots


Open CEA Portal from <https://cc.ntpc.co.in/cea> (Don't forget to type https) Its mobile and Pad friendly.

## CEA: REGISTRATION OF GENERATING UNITS

Section 74 of Electricity Act, 2003 & and Regulation 4 & 5 of CEA (Furnishing of statistics, returns and information) Regulations, 2007, even though mandates every licensee, generating company, or person(s) generating electricity for its or his own use to furnish the statistics, returns or other information relating to generation, transmission, distribution, trading to CEA, the complete data/information is not made available to CEA particularly from Captive Power Plants and RE Generators. Even in case of some conventional electricity generating units of IPP's, information is sometimes made available to CEA only at the time of commissioning of the electricity generating unit.


Hence, mandatory registration of all the electricity generating units, above a specified capacity, through a National Level Data Registry System, by assigning each of them a unique registration number, is the need of the hour so that generating capacity of all the electricity generating units in India is available with CEA and captured in CEA's data base.

[Get Started →](#)

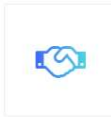


### Registration Process

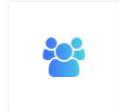
The registration number to be assigned by CEA shall be a unique for each generating unit in the country and the registration number once assigned to a generating unit would not be changed. The status of generating unit may change (planned/ under construction/ commissioned/retired etc.). Even if the generating unit retires, its registration number would not be assigned to any other generating unit. It will be very easy to enter the data in these simple steps.




1. Registration By Generating Company



2. Approval By CEA Division



3. Issuance of Unique ID



4. Get Certificate

### Links

[Generating Company Login](#) | [Nodal Division Login](#) | [Reports](#)

SYSTEM IS INTELLIGENT ENOUGH TO IDENTIFY LOGIN OR SIGN UP. SO JUST ENTER A USER ID YOU WANT TO HAVE.



## CEA LOGIN:

All Generating Unit(s) Developer can do the Login from here.

For login related help. Contact the CEA Team: Phone: xxxxxxxx Email : xxxxxxx

Login →

### Login/Signup:

Go

- New user enter a userID, like your company name (eg: ntpc )
- Existing users may enter the existing ID already created
- CEA Users may enter the allotted id

**Info!**

PLEASE ENTER THE DETAILS SHOWN IN SIGNUP SCREEN. IF YOU COMPANY IS NOT AVAILABLE ON LIST THAN CLICK ON CHECKBOX AND ENTER COMPANY NAME.

## Signup:

NTPC

....

....

ED PP&M

cpmc@ntpc.co.in

9650990512

NATIONAL THERMAL POWER CORPORATION ▼

☐ Company Not in above List

Enter Full Name of Company

Sign Up

- Please select the company from List
- If not in the list than enter the name of company in box
- CEA may approve/reject company name entered.



ON SUCCESFULL REGISTRATION YOU WILL SEE FOLLOWING MESSAGE "User Created". NOW ENTER YOUR USERNAME TO DO THE LOGIN.

## User Created:

Go

- New user enter a userID, like your company name (eg: ntpc )
- Existing users may enter the exisiting ID already created
- CEA Users may enter the allotted id

NOW SYSTEM WILL ASK FOR PASSWORD. YOU CAN ALSO CHANGE YOUR PASSWORD OR OPT FOR FORGOT PASSWORD FROM HERE.

## Login:

Login

[Forgot Password](#) | [Change Password](#)

- Enter correct ID and Password

## CHANGE PASSWORD

Login:

NTPC

Enter Old Password

Enter New Password

Repeat New Password

Change PAssword

- Enter old password followed by New

**FORGOT PASSWORD: CLICK ON SEND PASSWORD BUTTON AND IT WILL BE MAILED AND SEND ON SMS**

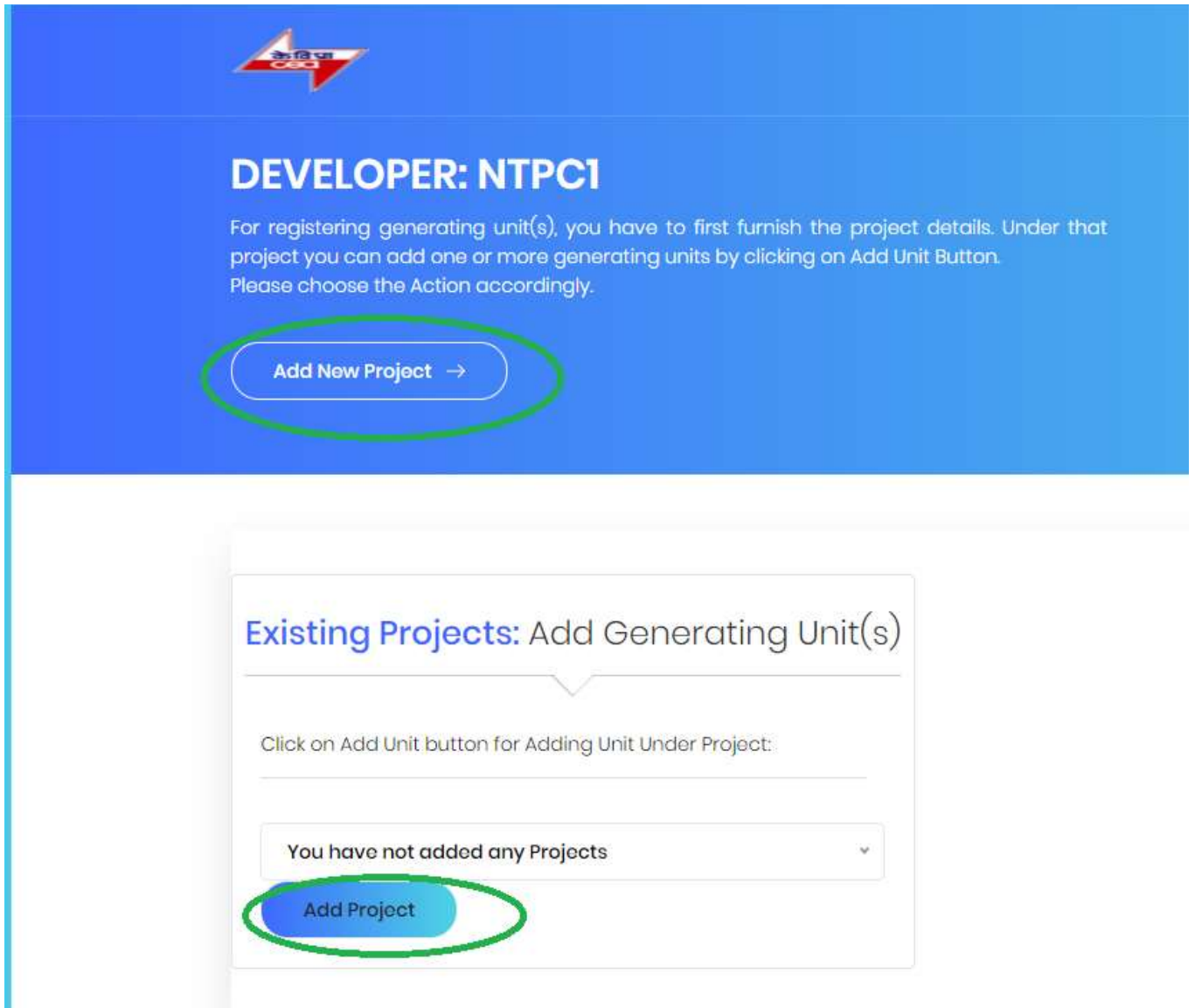
Login:

NTPC

Send Password

**LOGOUT BUTTON IS ALWAYS AT BOTTOM**

AFTER SUCCESFULL LOGIN YOU WILL SEE FOLLOWING SCREEN. YOU HAVE TO ADD NEW PROJECT:



The screenshot displays the NTPCI Developer portal interface. At the top left is the NTPCI logo. The main heading is "DEVELOPER: NTPCI". Below this, a paragraph explains that users must first furnish project details to register generating units and that they can add one or more units by clicking the "Add Unit Button". A green oval highlights the "Add New Project →" button. Below the main heading is a section titled "Existing Projects: Add Generating Unit(s)". Inside this section, there is a message "Click on Add Unit button for Adding Unit Under Project:" followed by a dropdown menu showing "You have not added any Projects". A green oval highlights the "Add Project" button at the bottom of this section.

**DEVELOPER: NTPCI**

For registering generating unit(s), you have to first furnish the project details. Under that project you can add one or more generating units by clicking on Add Unit Button. Please choose the Action accordingly.

**Add New Project →**

**Existing Projects: Add Generating Unit(s)**

Click on Add Unit button for Adding Unit Under Project:

You have not added any Projects

**Add Project**

FURNISH THE DETAILS OF YOUR PROJECT AS SHOWN:



## GENERATING COMPANY: NTPC1

Please Furnish the Details

You are entering Project details for one/many Generating Units.

### Adding New Project for generating unit(s)

Mandatory Information to be filled at the time of registration

Project Name\*

Telangana Phase II

Sector\*

Central Sector

Fuel\*

- ☒ Coal ☐ Gas ☐ Liquid fuel ☐ Hydro ☐ Nuclear  
☐ Solar ☐ Lignite ☐ Gas ☐ Diesel ☐ Biomass  
☐ Coal reject ☐ Wind-solar Hybrid ☐ Other RES

FR Approval Date\*

24.05.2018

Address\*

G5 Krishi Nagar


District\*

Ramagundam

|                                |                        |
|--------------------------------|------------------------|
| State*                         | Telangana              |
| Latitude*                      | 23.64                  |
| Longitude*                     | 85.24                  |
| Name of Owner(s)*              | NTPC Limited           |
| Phone*                         | 094066444297           |
| Fax*                           | 123455                 |
| Email*                         | vinodkotiya@ntpc.co.in |
| Developer*                     | NTPC1                  |
| Last Updated By*               | NTPC110.0.254.24       |
| Updated On*                    | 2018-44-01 11:44:04    |
| <a href="#">Submit Details</a> |                        |

SUBMIT DETAILS AND YOUR PROJECT WILL BE CREATED.

YOU WILL BE SHOWN WITH FOLLOWING SCREEN. NOW ADD YOUR GENERATING UNIT DETAILS:



## DEVELOPER: NTPC1

For registering generating unit(s), you have to first furnish the project details. Under that project you can add one or more generating units by clicking on Add Unit Button. Please choose the Action accordingly.

[Add New Project →](#)

### Existing Projects: Add Generating Unit(s)

Click on Add Unit button for Adding Unit Under Project:

Telangana Phase II ▼

[Add Generating Unit for Telangana Phase II](#)

FILL UP THE DETAILS OF UNIT AND CLICK ON SUBMIT BUTTON:

Mandatory Information to be filled at the time of registration

Project Code\*

162

Project\*

Telangana Phase II

Stage\*

I

Unit No\*

1

Capacity (in MW)\*

660.05

Technology\*

Super Critical

Grid Type\*



☐ Off-Grid

Letter of Award (LoA) Date\*

15.06.2018

Commissioning Date

21.07.2022

Name of the Industry/Installation, in case of Captive

NA

Last Updated By\*

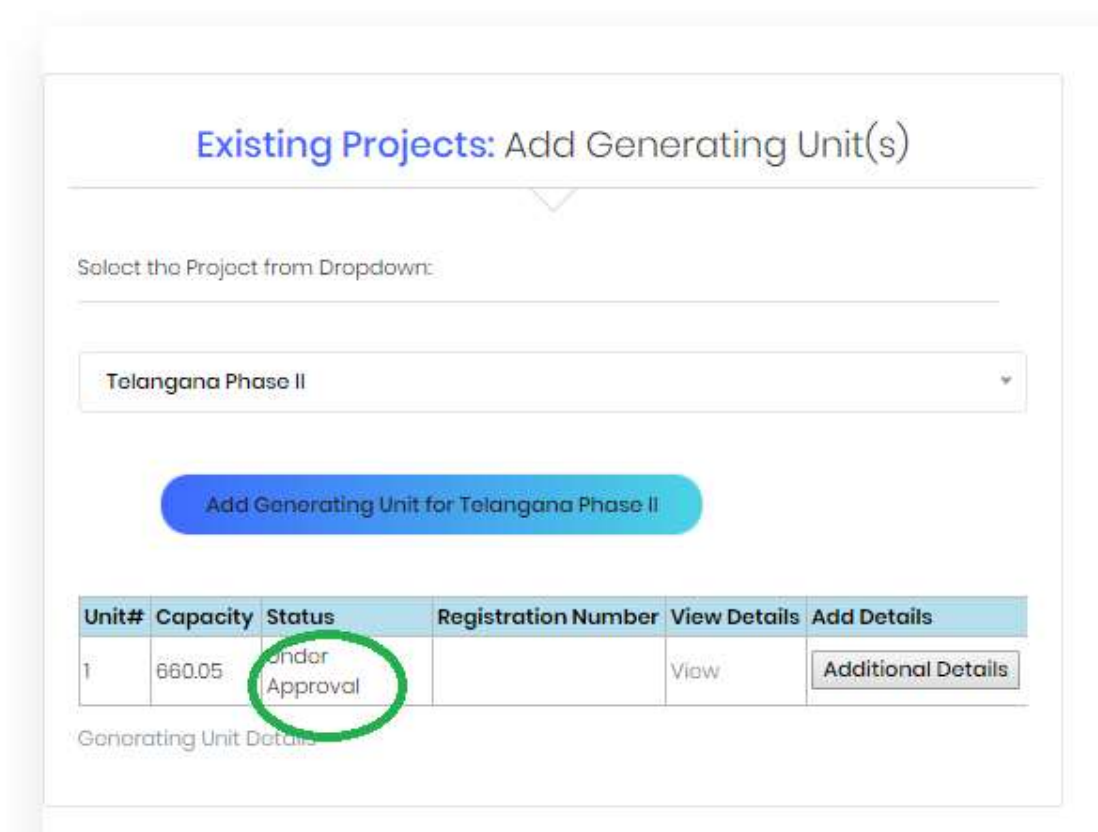
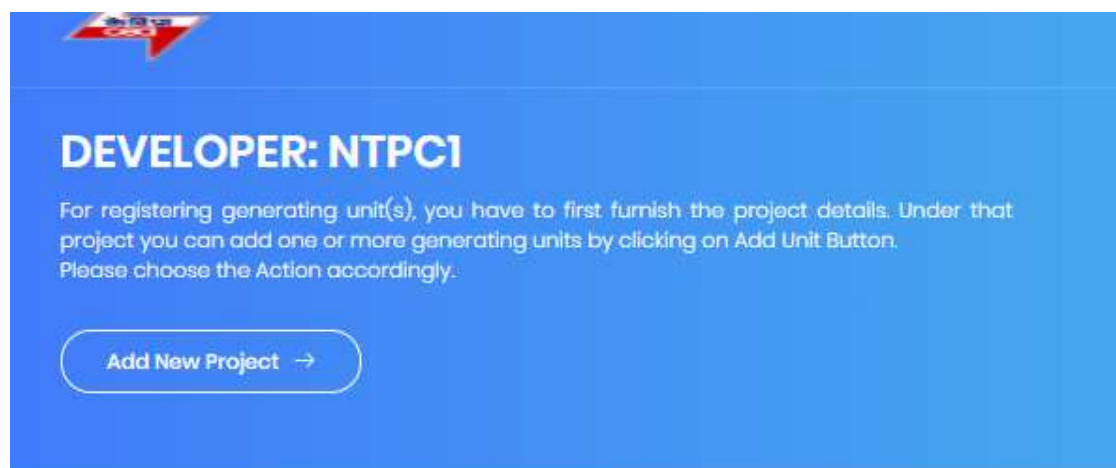
10.0.254.24

Updated On\*

2018-18-01 15:18:44

Submit Details

ON ADDING THE GENERATING UNIT YOU WILL GET FOLLOWING SCREEN:

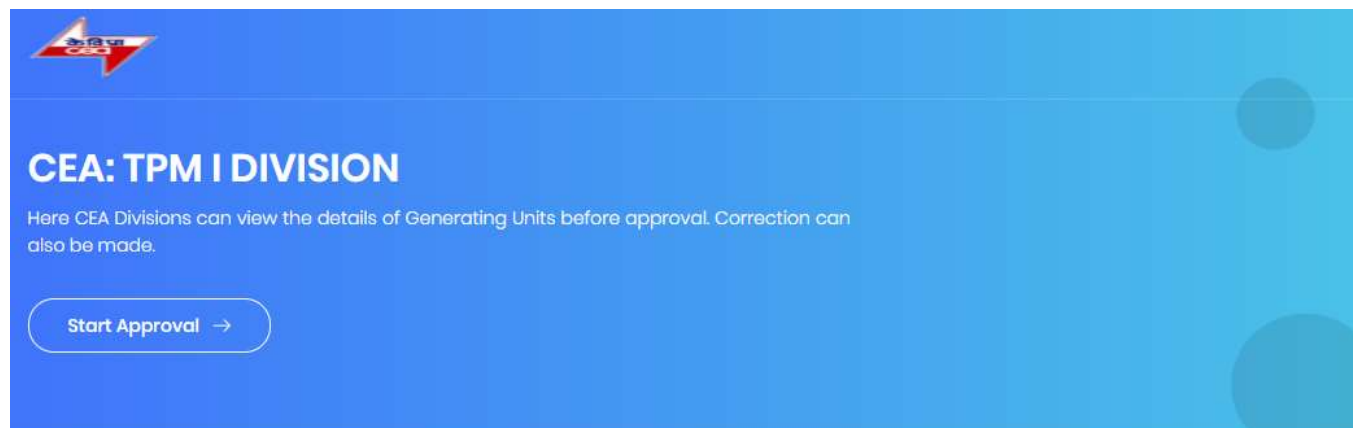


TO ADD ANOTHER UNIT UNDER SAME PROJECT PLEASE CLICK AGAIN ON "ADD GENERATING UNIT BUTTON" AND REDO THE PROCESS EXPLAINED ABOVE.



**ON LOGIN CEA DIVISION CAN TAKE FOLLOWING ACTION FOR APPROVAL REQUESTS:**

View the details, Correction in Proj Data, Correction in Generating Unit Data, Approval or Rejection



**Dashboard:**

Under Approval

| Project             | Unit# | Capacity | Status         | Registration Number | View Details | Project Correction | Unit Correction | Approve/Reject |
|---------------------|-------|----------|----------------|---------------------|--------------|--------------------|-----------------|----------------|
| Telangana Phase II  | 1     | 660.05   | Under Approval |                     | View         | Edit Proj          | Edit Unit       | Take Action    |
| Telangana Phase II  | 2     | 660      | Under Approval |                     | View         | Edit Proj          | Edit Unit       | Take Action    |
| Telangana Phase III | 1     | 660.05   | Under Approval |                     | View         | Edit Proj          | Edit Unit       | Take Action    |

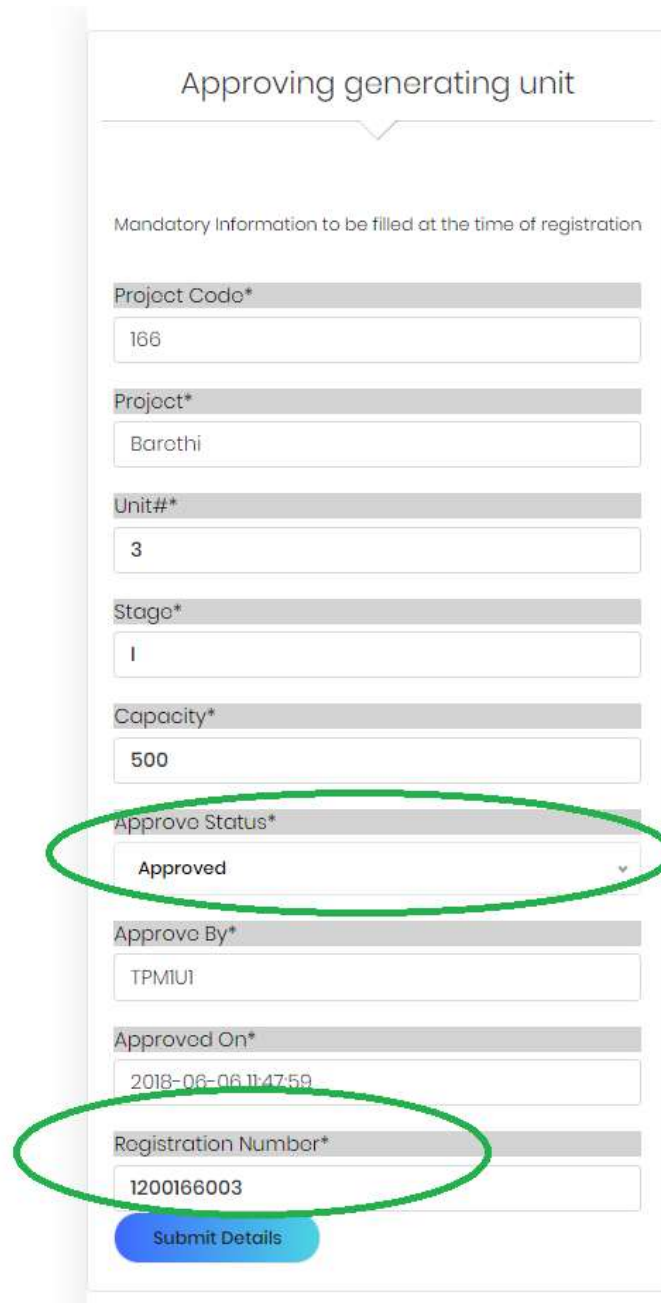
Generating Unit Details

Project

These actions View, Edit Proj, Edit Unit are self-explanatory.

## APPROVE/REJECT GENERATING UNIT:

If CEA Division is satisfied with details, it can proceed for approval by clicking on Take Action Button



The screenshot shows a web form titled "Approving generating unit". Below the title is a section labeled "Mandatory Information to be filled at the time of registration". The form contains several input fields, each with a label and an asterisk indicating it is mandatory. The fields are: "Project Codo\*", "Project\*", "Unit#\*", "Stago\*", "Capacity\*", "Approve Status\*", "Approve By\*", "Approved On\*", and "Registration Number\*". The values entered in these fields are: "166", "Barothi", "3", "I", "500", "Approved", "TPMIU1", "2018-06-06 11:47:59", and "1200166003". A blue button labeled "Submit Details" is located at the bottom of the form. Two green circles are drawn around the "Approve Status" and "Registration Number" fields, highlighting them.

| Field Label          | Value               |
|----------------------|---------------------|
| Project Codo*        | 166                 |
| Project*             | Barothi             |
| Unit#*               | 3                   |
| Stago*               | I                   |
| Capacity*            | 500                 |
| Approve Status*      | Approved            |
| Approve By*          | TPMIU1              |
| Approved On*         | 2018-06-06 11:47:59 |
| Registration Number* | 1200166003          |

Submit Details

Registration number is generated by default as per scheme, Status can be changed to approved and Submit.

REGISTRATION NUMBER HAS BEEN ALLOTTED TO THE GENERATING UNIT.

## Dashboard:

Approved

| Project | Unit# | Capacity | Status   | Registration Number | View Details         | Project Correction        | Unit Correction           | Approve/Reject              |
|---------|-------|----------|----------|---------------------|----------------------|---------------------------|---------------------------|-----------------------------|
| Barethi | 3     | 500      | Approved | 1200166003          | <a href="#">View</a> | <a href="#">Edit Proj</a> | <a href="#">Edit Unit</a> | <a href="#">Take Action</a> |

Generating Unit Details