Annexure-II

Government of India Ministry of New and Renewable Energy (Grid Connected Rooftop)

Subject: Standard Operating Procedure (SOP) for uploading rooftop solar data for Government Building Saturation

[Reference to DO letter no. 318/5/2024-GCRT dated 11th May 2024]

Background:

The PM Surya Ghar National Portal (<u>https://www.pmsuryaghar.gov.in</u>) has been updated with the feature to enable the data collection and collation process necessary as preliminary assessment on the as-is scenario. The functionality of filling or viewing the data will be enabled at all the levels of the logins. Ministry of New and Renewable Energy will be providing login credentials to the Ministries/Departments for their Nodal Officer. The Ministries/Departments will be able to create sub logins for offices below the Ministry/ Department level.

Scope of the Document:

The document lists down the steps to be followed for uploading the data on the National portal regarding the total number of buildings, rooftop area, electricity details and existing rooftop systems. The collated data will enable tracking the status of saturation of all the buildings.

Description of steps at various Levels

The architecture of the portal has been developed with two levels namely Ministry Level and subministry level. The Ministry can create/edit sub-ministry.

A. <u>Steps to Login</u>

Step1: The User to access <u>https://www.pmsuryaghar.gov.in</u> link.

Step 2: User shall click on the "Government Buildings Login" tab on the main page.

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ñ	What Is Ne	ew DISCOM Information - Financing Opt	ions Knowledge Centr	Goverment Buildings Login	🕘 Login 👻 Conta	act Us	_
Ì						All Vendors are requested t	to send their videos/lectures, audio
					The	release of CFA/subsidy for appl	ications submitted on National Po
			National V	^{/endor} Click h	ere to	אי M Surya Ghar Portal. <u>Click H</u> e	ere in
	Quic	k Links	121.20.50	log	gin		(
	👗 Ap	pply For Rooftop Solar	PM SURY	A GHAR			Roof Solar
	🛣 SL	ubsidy Structure egistered Vendors	Naes Intras-Is	SIGNATION			CALCULATOR DOCUMENTS

Step 3: The user shall fill the **User Name** and **Password** as intimated. Fill the Captcha for Human Check.

	Login		
	Username * :	547	
	Enter Username		
	Password * :		
2/1/17	Enter Password		
	Human check*		
	Q9ID6o		
		(AP)	
	Enter Image Value		
	Click to generate a new Image	A A	1 Alexandre
	LOGIN		

After successful log-in, six options will be displayed on the top left side of the ribbon: **Dashboard**, **Organization Master**, **Nodal Officer Details**, **Organization users**, **Site and Building**.



B. Steps to fill the Nodal Officer Details

Step 1:During the **first time login** by the nodal officer, the nodal officer is required to click in the Nodal Officer Details and fill the **basic details** (Name of Ministry, Name of the Department, Name of the Nodal Officer, Designation of the Nodal officer, Mobile number of the Nodal Officer, Email ID of the Nodal officer and office number) as shown below:

Heating and	भारत सरकार Government नवीन और नवी Ministry of N	of India किरणीय ऊर्जा मंत्रालय ew And Renewable Energy	YA GHAR: MUFT National Porta	BIJLI YOJANA	(Ministry) 31-05-2024,13:0:3	LOGOUT 🕞
🖀 Dashbo	ard Organizatio	Add New Nodal Officer Details			×	CHANGE PASSWORD
		Ministry	Department	Name		
		Ministry of New and Renewable Er	Enter department	Enter name		
		Designation	Mobile	Email		
		Enter designation	Enter mobile	Enter email		
		Office Number				
		Enter office number				
				Cancel	SAVE	

Step 2: The user is required to click on "**Save**" button to save the details. The user can check the details by clicking on the Nodal Officer button icon.

C. Steps to fill the Organization Master

Step 1: The nodal officer is required to click on the "Organization Master". The user shall be able to vie w the past entries on the screen. The user can "**Edit**" or "**Delete**" the entry.

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🕋 Dashl	ward Organization Master Nodal Officer Details Organization Details Office Building		CHANGE PASSWORD	
Organiza	tion	ADD N	NEW ORGANIZATION	
S.NO.	Organization Name	Organization Type	Action	
1	Renewable Energy Certificate Registry of India	Others	2 🖸	
2	India Renewable Idea Exchange (IRIX) Portal	Others		
3	Sardar Swaran Singh National Institute of Bio Energy (SSSNIRE)	Autonomous Bodies	2 🖸	
4	National Institute of Wind Energy	Autonomous Bodies	2 🖸	
5	National Institute of Solar Energy	Autonomous Bodies	2 🖸	
6	National Portal for Rooftop Solar, Ministry of New and Renewable Energy	Others	2 🖸	
7	Human Resource Development, Ministry of New and Renewable Energy Sources	Others	2 🖸	
8	BIO-URJA Portal	Others	2 🖸	
9	Biogas Application Portal	Others	2 🖬	

Step 2: The nodal officer is required to fill the details of the Organization and Organization type.

Read	भारत सरकार Government o नवीन और नवी Ministry of Ne	of India কংগীয ত্র্য্যা শঙ্গালয w And Renewable Energy	HAR: MUFT BIJLI YOJA National Portal	NA (Ministry) 31-05-2024,12:58:41	
希 Dast	nboard Organization	n Master Nodal Officer Details Organization Details C		СНА	ANGE PASSWORD
Organiza	ation	Add New Organization		×	ORGANIZATION
S.NO.	Organization Nar	Ourseitetier	Operation Trans		Action
1	Renewable Ener	Organization	Organization Type		2 🖸
2	India Renewable	Enter name of the organization		¥	_ □
3	Sardar Swaran S			Cancel SAVE	_ 0
4	National Institut				_ Ū
5	National Institute	e of Solar Energy		Autonomous Bodies	2 🗅
6	National Portal f	or Rooftop Solar, Ministry of New and Renewable Energy	y	Others	_ □
7	Human Resource	e Development, Ministry of New and Renewable Energy :	Sources	Others	_ Ū
8	BIO-URJA Portal			Others	20
9	Biogas Applicatio	on Portal		Others	_ ₿

Step 3: The nodal officer is required to save the details.

D. Steps to add sub user logins

Step 1: In order to create Sub user profile, the nodal officer is required to select the "**Organization Details**" tab as shown below:

भारत सरकार Government o नवीन और नवी Ministry of Ne	f India কংগীয কর্জা मंत्रालय w And Renewable Energy	SURYA GHAR: MUFT BIJL National Portal	.I YOJANA (Ministry) 30-05-2024,10:28:28
भारत सरकार Government of India जीन और नवीकरणीय ऊर्जा मंत्रायग Ministry of New Ad Renewable Energy PM - SURYA GHAR: MUFT BIJLI YOJANA National Portal • • • • • • • • • • • • • • • • • • •		CHANGE PASSWORD	
Organization Details			ADD NEW ORGANIZATION DETAILS
S.NO.	Organization	Username	Action
1	Department of Agricult Education (DARE)	ural Research and namehai1234	
2	Department of Agricult Education (DARE)	ural Research and vikasjoshiraj@gmail.com	
3	Department of Agricult Education (DARE)	ural Research and APL0108	
4	Department of Agricult Education (DARE)	ural Research and av	
Row Per Page 10 - Go T	·o 1		

The nodal person shall be able to view the table with the Sub-user already created in the past. The nodal person can check the details and shall have the option to **"Delete"** and **"Edit"** any entry from the options available in the **Action** column.

Step 2: The user shall click on "**Add New Organization Details**" to create the logins. For creating sub-user, the user shall fill in the details Organization(from dropdown), Estimated number of buildings associated with that organization, Username and Password (for sub-user).

स्विवेद जवने	भारत सरकार Government नवीन और नवी Ministry of N	of India किरणीय ऊर्जा मंत्रालय ew And Renewable Energy	PM - SURY	A GHAR: MUFT BI National Portal	JLI YOJANA	(Ministry) 31-05-2024,13:12	LOGOUT 🕞
🖌 Dashboard	Organizatio	Add New Organi	ization Dataila	utalla Office Building		×	CHANGE PASSWORD
Organization	Details	Add New Organi	zation Details			~	GANIZATION DETAILS
0.10		Organization		Estimated Number of Building	Username		
S.NO.			-	Enter Estimated Number of buil	d Enter usernam	e	
		Password					
		Enter password					
						Cancel SAVE	
				Data Not Found			

Step 3: The user can save the data by clicking "Save" button.

E. Steps to create Site

Step 1: The user shall fill the details related to the attached offices data by clicking "Site".

भारत सरकार Government of India नवीन और नवीकरणीय ऊर्जा मंत्रालय Ministry of New And Renewable Energy				PM rgy	- SURY/	A GHA	(M 31-05-20	inistry) LOGOI 024,13:16:26	л 🕞				
1	🏠 Das	nboard	Organization Master	Nodal Offic	cer Details	Organization Deta	iils <u>Office</u>	Building				CHANGE PA	SSWORD
	Sites											ADD N	EW SITES
	S.NO.	Org	anization Name	Sites	Address	District	State	Pincode	Energy Consume	Latitude	Longitude	Sanction Load	Action
											i	Click here to add new site	

The nodal person shall be able to view the table with the sites already created in the past. The nodal person can check the details and shall have the option to "**Delete**" and "**Edit**" any entry from the options available in the **Action** column.

Step 2: The nodal officer can add a new office detail by clicking on the "**Add New Sites**". the Nodal Officer shall fill in the following details related to the attached office:

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Dashboard Organizati	ic Organization	Name of the Sites	Address	CHANGE PASSWORD
Sites	•	Enter name of the sites	Enter the address	ADD NEW SITES
	State	District	Pin Code	
S.NO. Organization Na	ar 🗸		Enter the pincode	tion Load Action
	Latitude	Longitude	Sanctioned Load (kW)	
	Enter latitude	Enter longitude	Enter sanctioned	
	Annual Energy Consumption (kWh)	Ownership type		
	Enter annual energy consumptio	-		
			Cancel	

Step 3: Name of the Organization is to be selected from the drop down. Name of the site, Address, District, State, Pin Code, Latitude, Longitude shall be filled. The cumulative Sanctioned load of all the buildings (kW) and annual Energy Consumption (kWh) shall be filled.

- 1. In case the nodal officer wishes to fill the sanctioned load and annual energy consumption data at building level then the two options can be left empty at this step.
- 2. The nodal officer shall select the Ownership type (either owned or leased) from the drop down. In case the nodal person selects "Leased", then another option will be visible to select if the organization has the **roof rights**.

Step 4: The user can save the data by clicking "Save" button

F. Steps to add Building

Step 1: The user shall fill the details related to the attached offices data by clicking "Building".

भारत सरकार Government of India नवीन और नवीकरणीय ऊर्जा मंत्रालय Ministry of New And Renewable Energy Mational Portal										LOGOU 49	T 🕞		
🚮 Dashboa	rd Nodal Officer Det	ails Organiza	ation Details Off	ice <u>Building</u>								CHANGE PAS	SWORD
Building	List											ADD NEW BU	JILDING
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										n	ew buil	ding	

The nodal person shall be able to view the table with the buildings associated with the offices already created in the past. The nodal person can check the details and shall have the option to **"Delete"** and **"Edit"** any entry from the options available in the **Action** column.

Step 2: Once the "**Add new building**" is clicked, the nodal shall fill in the following details related to the attached office as shown below:

and a	भारत सरकार Government नवीन और नवी Ministry of N	of India কংগীয কর্জা मंत्रालय ew And Renewable Energy	YA GHAR: MUFT BIJ National Portal	LI YOJANA (Minis 30-05-2024,	try) LOGO 11:3:09	UT 🕞
箭 Dashboa	rd Nodal Officer Deta	Add New building		:	CHANGE P/	SSWORD
Building	List	Office	Name/identifier of the building	Total Rooftop area available in sq.m	ADD NEW	BUILDING
-		*	Enter the name of the building	Enter Rooftop area available		
	Organization	Total feasible area for RTS installation in (kW)	Total feasible capacity for RTS installation in (kW)	Current status of RTS installation - Installed capacity in (kW)		al lastice
S.NO. Or Na	Name	Enter feasible area for RTS	Enter total feasible capacity for I	Enter current installed capacity c	Remarks	Action
		Sanctioned Load (kW)	Average Energy Consumption (kWh)	Remarks (if any)		
		Enter Sanctioned	Enter Average Energy Consumpt	Enter Remarks		
				Cancel		

Step 3: Name of the site is to be selected from the drop down. *In case the organization is not visible then the nodal person is first required to add "New Site" from the Site tab.* Name/identifier of the building, Total Rooftop area available in sq.m, Total feasible area for RTS installation in sq.m, Total feasible capacity for RTS installation in kW, Current status of RTS installation – installed capacity in kW, Remarks (if any) shall be filled.

In case the organization didn't fill the sanctioned load and annual energy consumption at the site level, the nodal officer shall fill the sanctioned load and energy consumption data at the building level.

Step 4: The user can save the data by clicking "Save" button.

G. Steps to view details on the Dashboard

Step 1: The nodal officer can view the overall details filled on the Dashboard. The details that can be viewed on the dashboard is shown below:

	भारत सरकार Government of Inc नवीन और नवीकरण Ministry of New A	lia गिय ऊर्जा मंत्रालय nd Renewable End	PM -	SURYA	GHAR: Nation	MUFT B al Portal	IJLI YO	JANA	(Minis) 31-05-2024,	try) LOGO 15:17:39	оот 🕞
ashboard	Organization Ma	ster Nodal Off	icer Details Or	ganization Details	Office Buildi	ng				CHANGE P	ASSWORD
	Total Organization 0 (@ View)	Dast Estimated No of Building	Estimated No of Office	Jatiopal Per linistr	y of New an Total Sanctioned Load: kW	d Renewable Total Annual Consumption: kWh	Char: Mu Energy Total feasible Area: sq.m.	ft Bijli Yoj Total feasible capacity: kW 0 @ View	ana)	Last Actual Number of buildings	
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Note: In case of any correction is required, the same shall be intimated to the Nodal Officer of MNRE.

Annexure-III

Name of the CPSE	Nodal person of CPSE	Designation	Email ID	Contact Number
SJVN Limited	Shri Hemant Kumar Shaklya	General Manager (RTS)	sjvn.rts@sjvn.nic.in	+91 98181 58668
SECI	Shri Vineet Kumar	Senior Manager	vkumar@seci.co.in	+91 96545 54990
NHPC	Shri C. P. K. Roy	DGM Civil	re-co@nhpc.co.in	+91 95938 49064
NVVN Limited	Shri Raj Kumar Jaiswal	DGM	rajkumarjaiswal@ntpc.co.in	+ <u>91</u> 96509 93664

Subject: Details of the Nodal Officers from allocated CPSEs-regarding