

**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 (<https://www.pmsuryaghar.gov.in>) 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 sub-ministry level. The Ministry can create/edit sub-ministry.

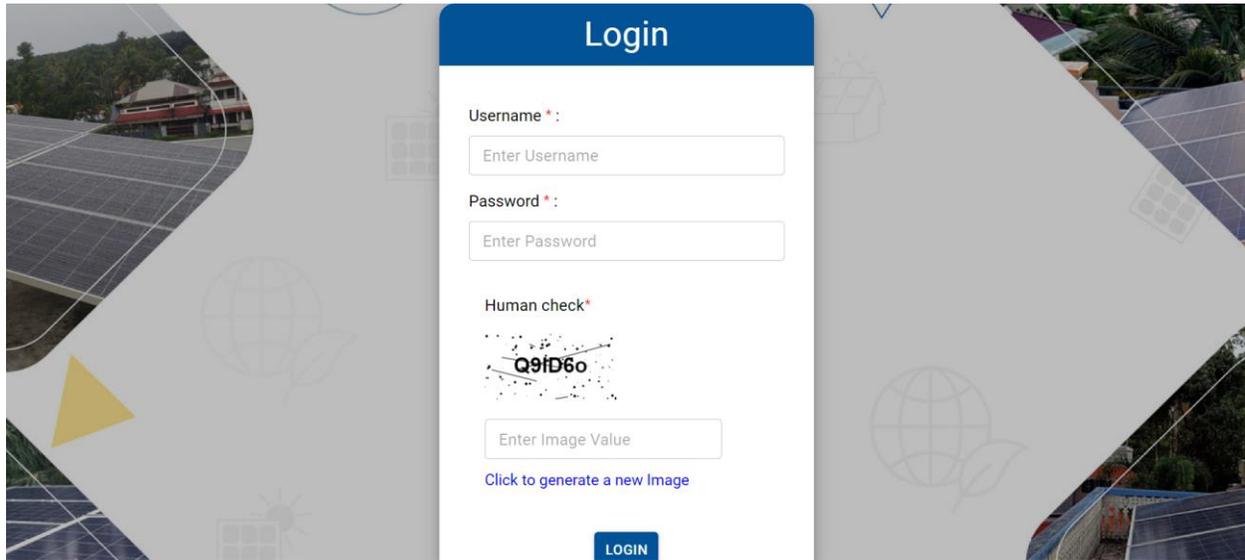
A. Steps to Login

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

Step 2: User shall click on the “*Government Buildings Login*” tab on the main page.



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



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:

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.

S.NO.	Organization Name	Organization Type	Action
1	Renewable Energy Certificate Registry of India	Others	
2	India Renewable Idea Exchange (IRIX) Portal	Others	
3	Sardar Swaran Singh National Institute of Bio Energy (SSSNIRE)	Autonomous Bodies	
4	National Institute of Wind Energy	Autonomous Bodies	
5	National Institute of Solar Energy	Autonomous Bodies	
6	National Portal for Rooftop Solar, Ministry of New and Renewable Energy	Others	
7	Human Resource Development, Ministry of New and Renewable Energy Sources	Others	
8	BIO-URJA Portal	Others	
9	Biogas Application Portal	Others	

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

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

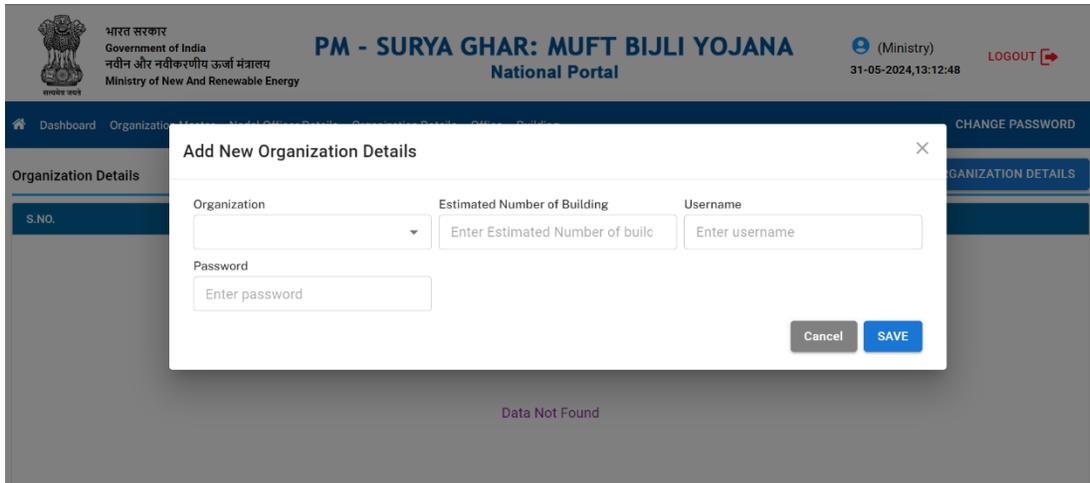
D. Steps to add sub user logins

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

S.NO.	Organization	Username	Action
1	Department of Agricultural Research and Education (DARE)	namehai1234	
2	Department of Agricultural Research and Education (DARE)	vikasjoshiraj@gmail.com	
3	Department of Agricultural Research and Education (DARE)	APL0108	
4	Department of Agricultural Research and Education (DARE)	av	

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.

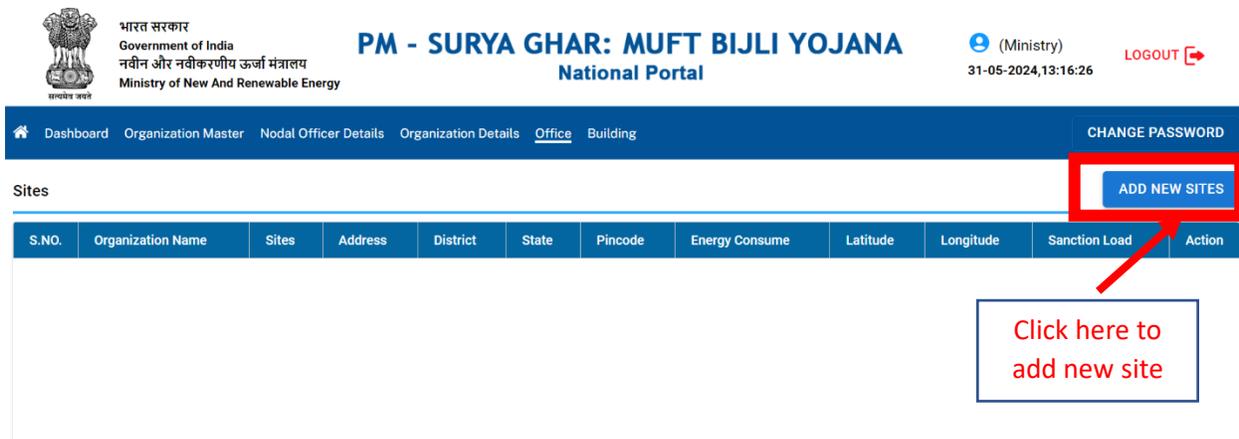
Step 2: The user shall click on “**Add New Organization Details**” to create the logins. For creating sub-user, the user shall fill in the details Organization(from dropdown), Estimated number of buildings associated with that organization, Username and Password (for sub-user).



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”.



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:

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”.

S.NO.	Organization Name	Office Name	Name of the building	Total Rooftop area available (kW)	Total feasible area for RTS installation (kW)	Total feasible capacity for RS installation (kW)	Address	Energy Consume	Installed Capacity	Pincode	Sanction Load	Remarks	Action
ADD NEW BUILDING													

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:

PM - SURYA GHAR: MUFT BIJLI YOJANA
National Portal

Government of India
नवीन और नवीकरणीय ऊर्जा मंत्रालय
Ministry of New And Renewable Energy

(Ministry)
30-05-2024, 11:3:09

LOGOUT

Dashboard Nodal Officer Details

CHANGE PASSWORD

ADD NEW BUILDING

Building List

S.NO. Organization Name

Remarks Action

Add New building

Office:

Name/identifier of the building:

Total Rooftop area available in sq.m:

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):

Sanctioned Load (kW):

Average Energy Consumption (kWh):

Remarks (if any):

Cancel SAVE

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:

Dashboard (National Portal for PM Surya Ghar: Muft Bijli Yojana)

Ministry of New and Renewable Energy

Total Organization	Estimated No of Building	Estimated No of Office	Total Number of Sites/Offices added	Total Sanctioned Load: kW	Total Annual Consumption: kWh	Total feasible Area: sq.m.	Total feasible capacity: kW	Installed Capacity: kW	Last Actual Number of buildings
0	0	0	0	0	0	0	0	0	0
View	View	View	View	View	View	View	View	View	View

Note: *In case of any correction is required, the same shall be intimated to the Nodal Officer of MNRE.*

Annexure-III

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

Name of the CPSE	Nodal person of CPSE	Designation	Email ID	Contact Number
SJVN Limited	Shri Hemant Kumar Shaklya	General Manager (RTS)	svjn.rts@svjn.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	+91 96509 93664