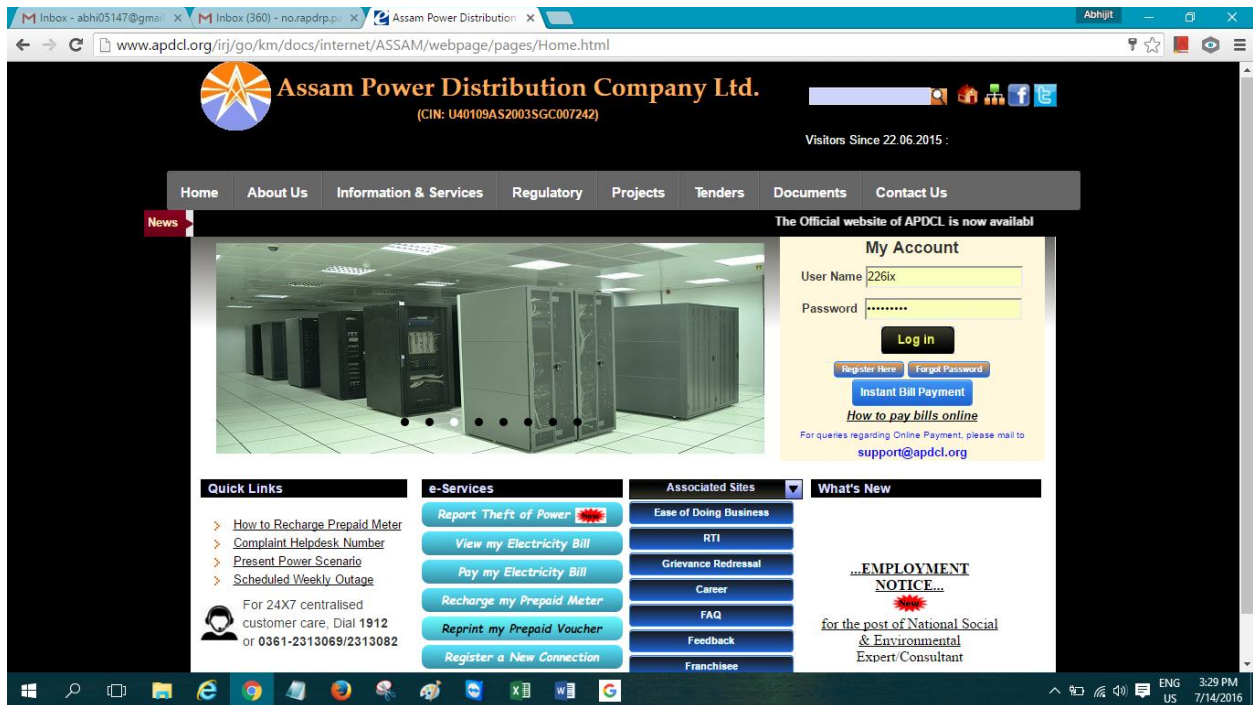


Procedure for registering a new service connection in online mode through www.apdcl.org

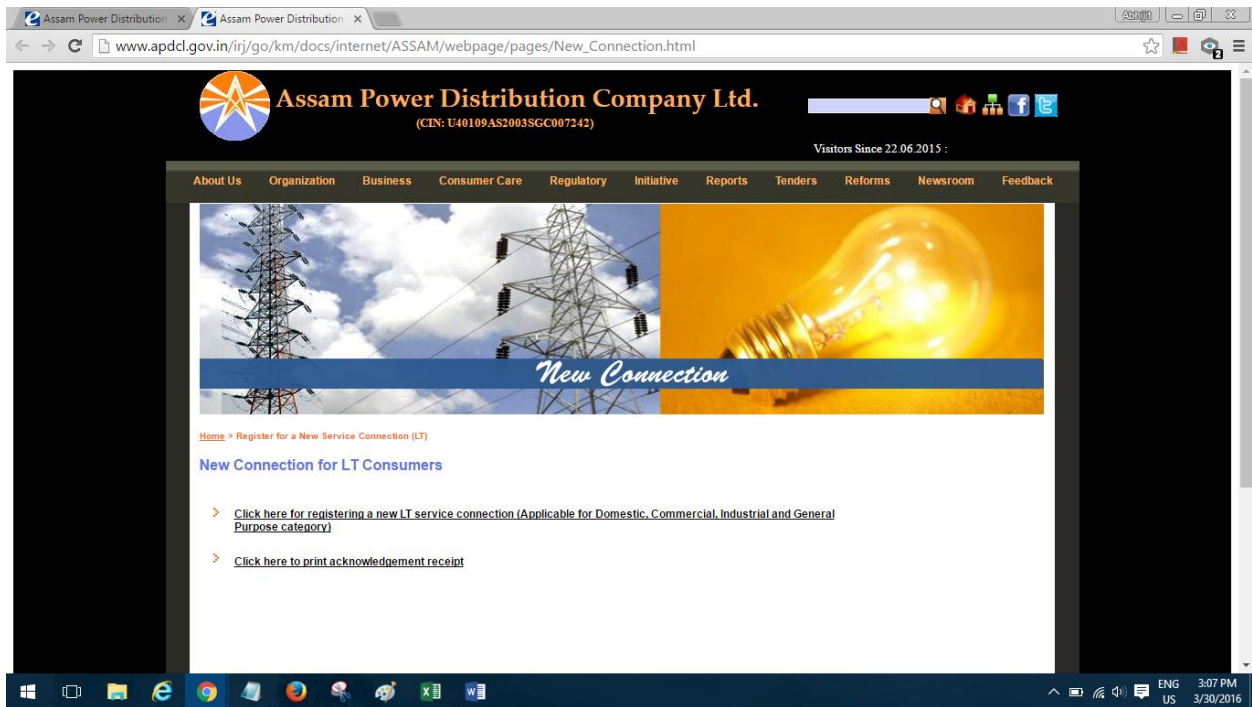
1. Please visit our official website <http://www.apdcl.org>



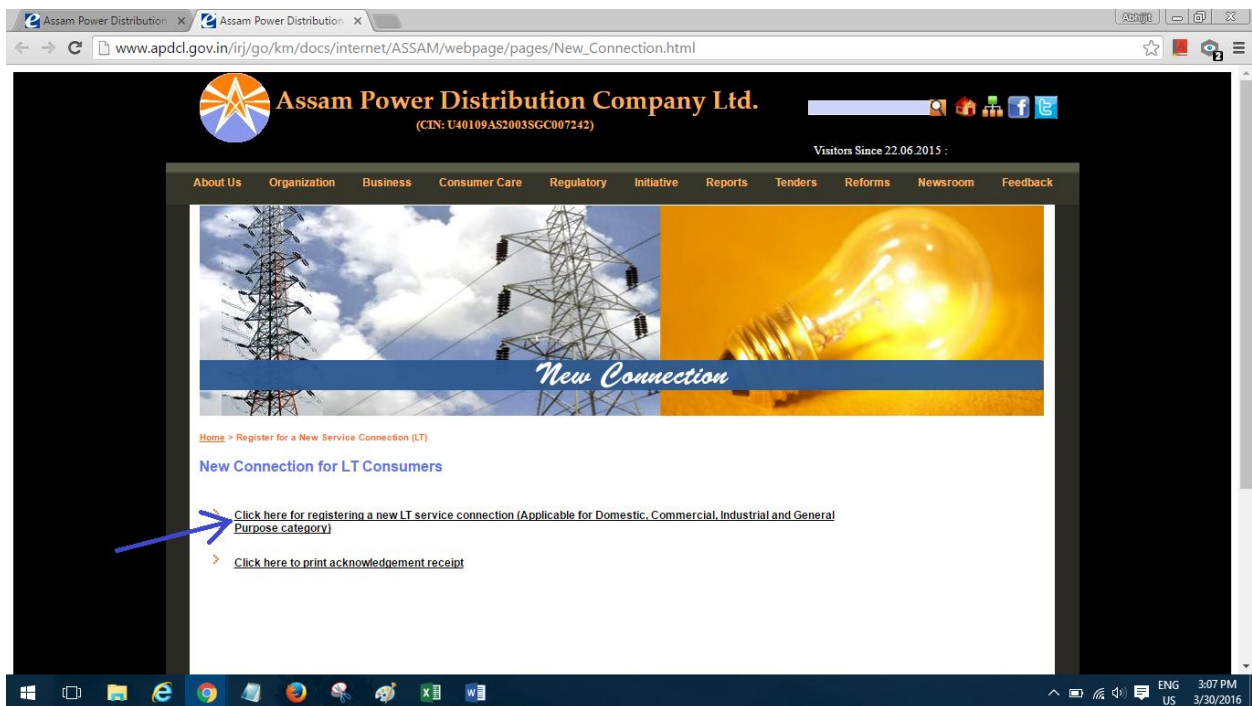
2. Kindly click on the link "Register for a New Service Connection" as shown below:



3. The following screen will appear:



4. Click on the link "Click here for registering a new LT Service Connection" as shown below



5. The following screen would appear after clicking on that link:

The screenshot shows a web browser window with the URL www.apdcl.gov.in/webdynpro/resources/nerapdrp.gov.in/home~asnewcon/ASNewConnection#. The page contains two main sections: "General Information" and "Address Details of Consumer Premise".

General Information:

- Name of the Applicant: *
- House No / Plot No. : *
- Road: *
- Lane:
- Colony / Area:
- Town / Village: *
- Post Office: *
- District: * (Dropdown menu)
- Pincode: *
- Consumer Category: * (Dropdown menu)
- Nearest Consumer Id: *
- Nearest Pole Id :
- Location Name:
- Given Address same as billing address: * Yes No

Address Details of Consumer Premise:

- House No / Plot No. : *
- Road: *
- Lane:
- Colony / Area:
- Town / Village: *
- Post Office: *
- District: * (Dropdown menu)
- Pincode: *
- State: Assam
- Country : India
- Mobile Number: *
- Email Id:

A button labeled "Know Nearest Pole Id & Location Details" is located to the right of the "Nearest Consumer Id" field in the General Information section. A "Validate Details" button is located at the bottom of the Address Details section.

6. Fill up the details in the above screen. Kindly note that the 'nearest consumer id' field has been kept mandatory to easily locate the location of the consumer. After putting the 'Nearest Consumer ID' (11 digit consumer account number), click on the Know Nearest Pole id & location details. Then the 'nearest pole id' and 'Location Name' would automatically filled up.

The screenshot shows the same web browser window as above, but with the form fields filled with sample data. The "Nearest Consumer Id" field is now populated with "51000072621", and the "Nearest Pole Id" and "Location Name" fields are automatically filled with "068025111" and "NARENGI ESD" respectively.

General Information:

- Name of the Applicant: * ABCD EFGH
- House No / Plot No. : * 123
- Road: * A.T.ROAD
- Lane: LANE-2
- Colony / Area: PALTAN BAZAR
- Town / Village: * GUWAHATI
- Post Office: * PANBAZAR
- District: * Kamrup Metropolitan
- Pincode: 781001
- Consumer Category: * LT Domestic A
- Nearest Consumer Id: 51000072621
- Nearest Pole Id : 068025111
- Location Name: NARENGI ESD
- Given Address same as billing address: * Yes No

Address Details of Consumer Premise:

- House No / Plot No. : 123
- Road: A.T.ROAD
- Lane: LANE-2
- Colony / Area: PALTAN BAZAR
- Town / Village: GUWAHATI
- Post Office: PANBAZAR
- District: Kamrup Metropolitan
- Pincode: 781001
- State: Assam
- Country : India
- Mobile Number: * 1234567890
- Email Id: abc@123.com

The "Know Nearest Pole Id & Location Details" button is now disabled. A "Validate Details" button is still present at the bottom of the Address Details section.

7. After filling up all the details, click on 'validate details' as shown below:

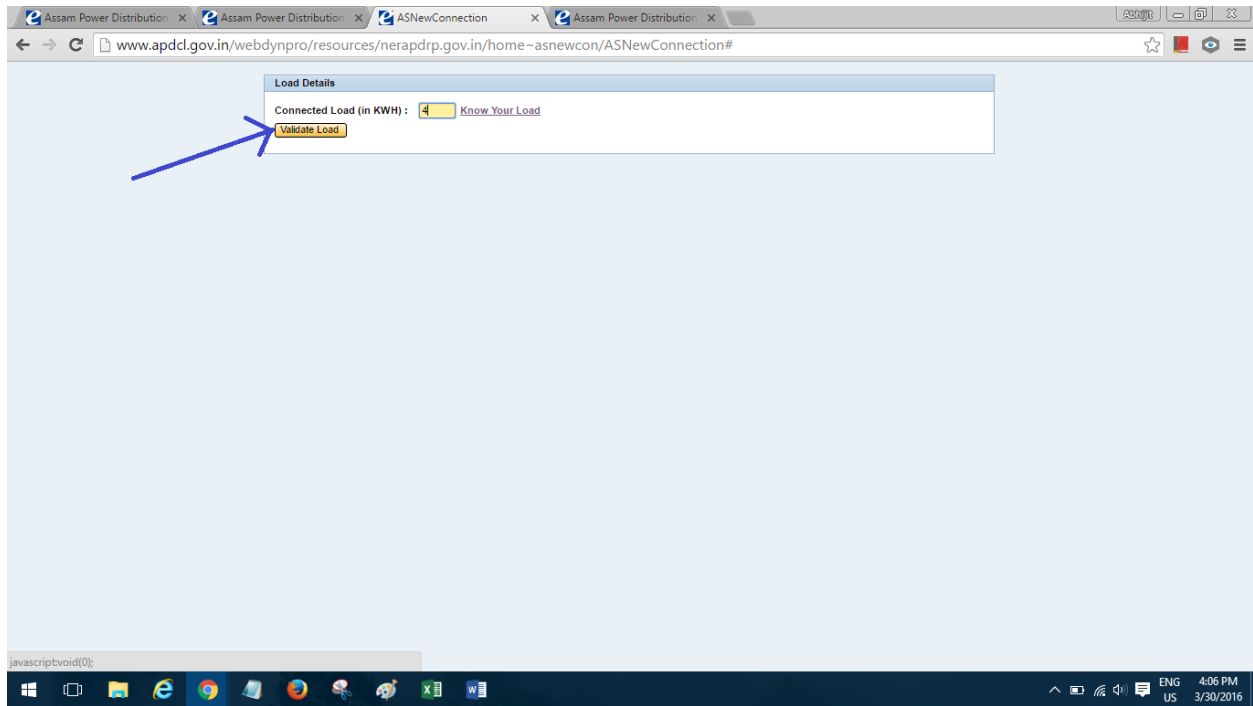
The screenshot shows a web browser window with the URL www.apdcl.gov.in/webdynpro/resources/nerapdrp.gov.in/home~asnewcon/ASNewConnection#. The page contains two main sections: 'General Information' and 'Address Details of Consumer Premise'. The 'General Information' section includes fields for Name of the Applicant (ABCD EFGH), House No / Plot No. (123), Road (A.T.ROAD), Lane (LANE-2), Colony / Area (PALTAN BAZAR), Town / Village (GUWAHATI), Post Office (PANBAZAR), District (Kamrup Metropolitan), Pincode (781001), Consumer Category (LT Domestic A), Nearest Consumer Id (51000072621), Nearest Pole Id (068025111), Location Name (NARENGI ESD), and a checkbox for 'Given Address same as billing address' (Yes/No). A blue button labeled 'Know Nearest Pole Id & Location Details' is also present. The 'Address Details of Consumer Premise' section includes fields for House No / Plot No. (123), Road (A.T.ROAD), Lane (LANE-2), Colony / Area (PALTAN BAZAR), Town / Village (GUWAHATI), Post Office (PANBAZAR), District (Kamrup Metropolitan), Pincode (781001), State (Assam), Country (India), Mobile Number (1234567890), and Email Id (abc@123.com). A blue arrow points to a yellow 'Validate Details' button at the bottom of the form. The Windows taskbar at the bottom shows the time as 4:05 PM on 3/30/2016.

8. After Clicking on 'Validate details' the following screen would appear if all the filled data are found to be valid:

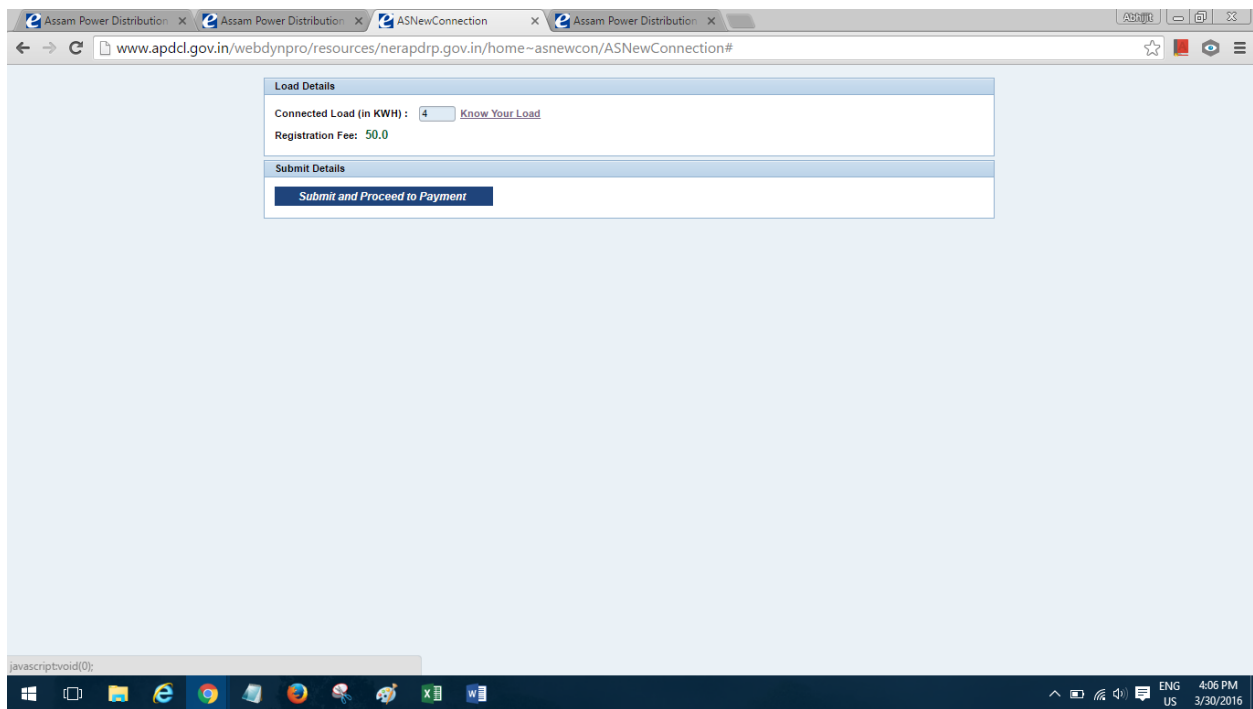
The screenshot shows the 'Load Details' section of the web form. It contains a single input field labeled 'Connected Load (in KWH):' with a value of 0. To the right of the input field is a blue link labeled 'Know Your Load'. Below the input field is a yellow button labeled 'Validate Load'. The Windows taskbar at the bottom shows the time as 4:06 PM on 3/30/2016.

9. In the above screen, kindly enter the connected load, required. Consumers can check equipment wise connected load by clicking on the link 'Know your load'

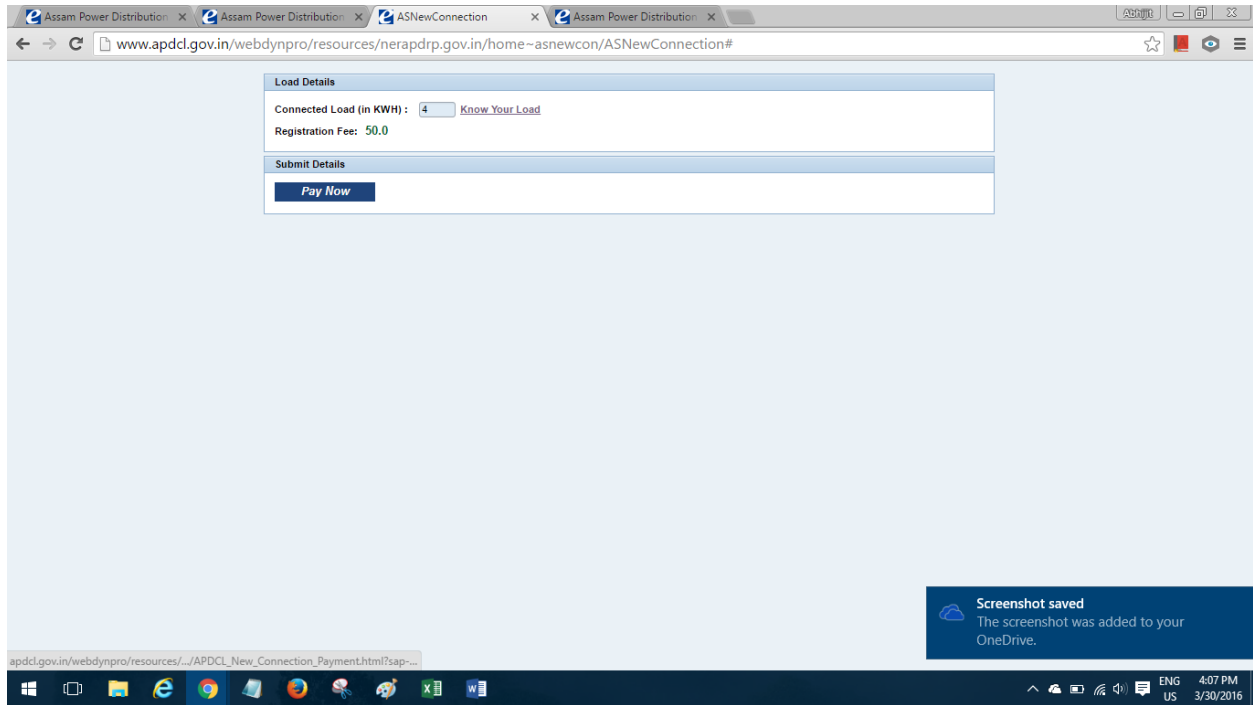
10. After entering the 'connected load', click on the 'validate load' button.



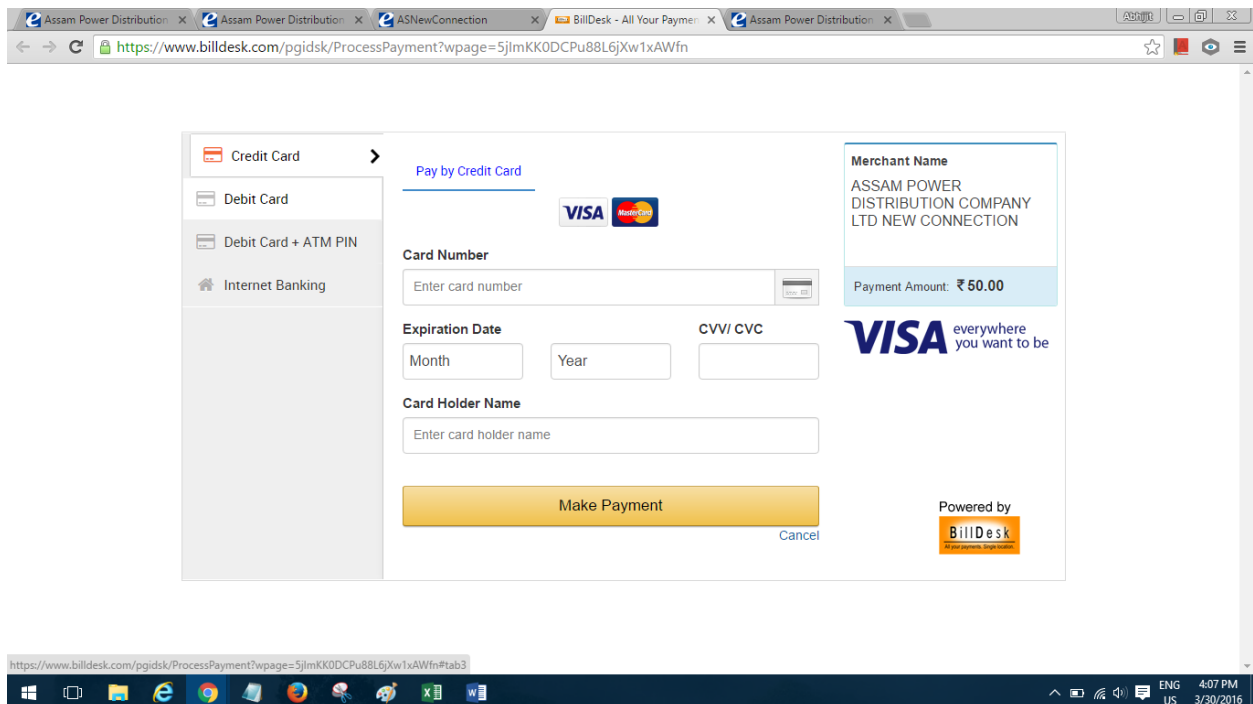
11. After clicking on 'Validate Load' button, the following screen would appear:



12. Click on the 'Submit and Proceed to Payment' in the above screen. The following screen would appear:



13. Click on the 'Pay Now' button on the above screen. The following screen would appear for making payment:



14. After the payment has been made successfully, one screen would appear giving the transaction details as shown below:

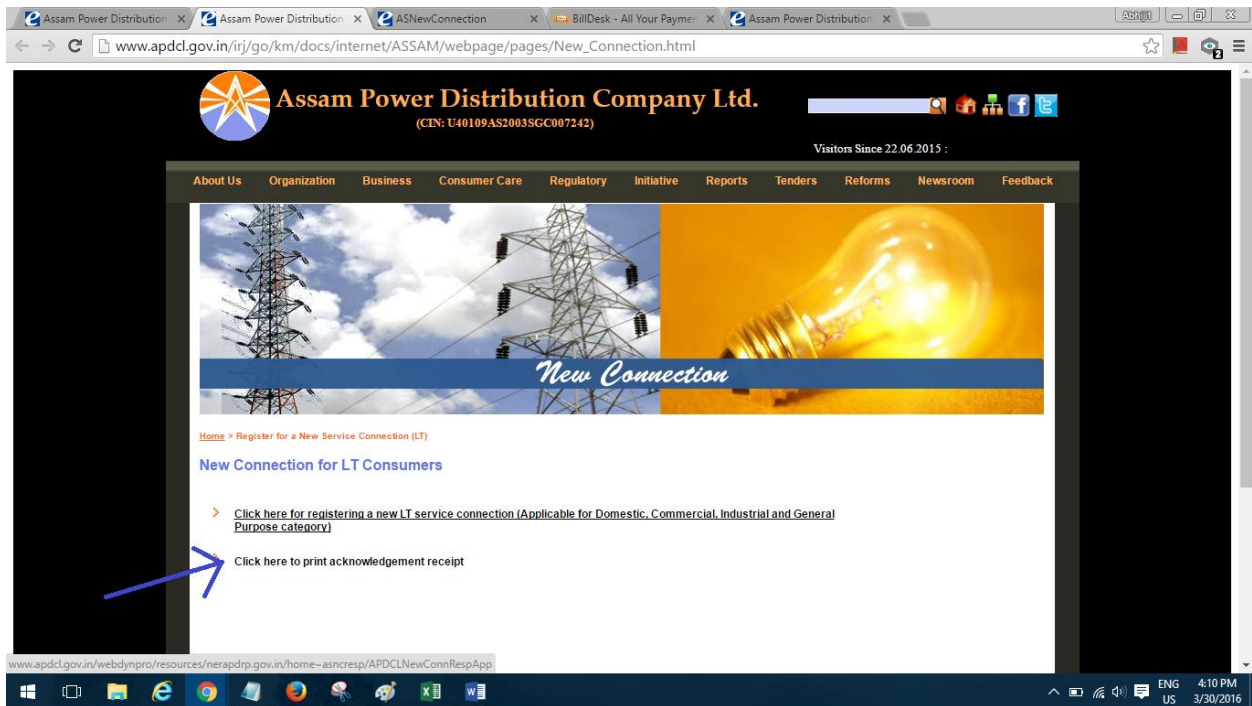
The screenshot shows a web browser window with the URL <https://www.billdesk.com/pgidsk/pgmerc/bdmsgpay/BDMMSGResponse.jsp>. The page features the BillDesk logo in the top right corner with the tagline "All your payments. Single location." Below the logo, a "Thank You!" message is displayed. The main content area is titled "Transaction Acknowledgment" and contains the following details:

Transaction Status	Success
Transaction ID	ECIT4241429519
Transaction Date and Time	18-01-2016 14:44:37
Transaction Reference Number	N7031240754620160118144344
Email ID	suvankar.mondal@tcs.com
Transaction Amount	Rs. 2.00
Payment Mode	Credit/Debit Cards

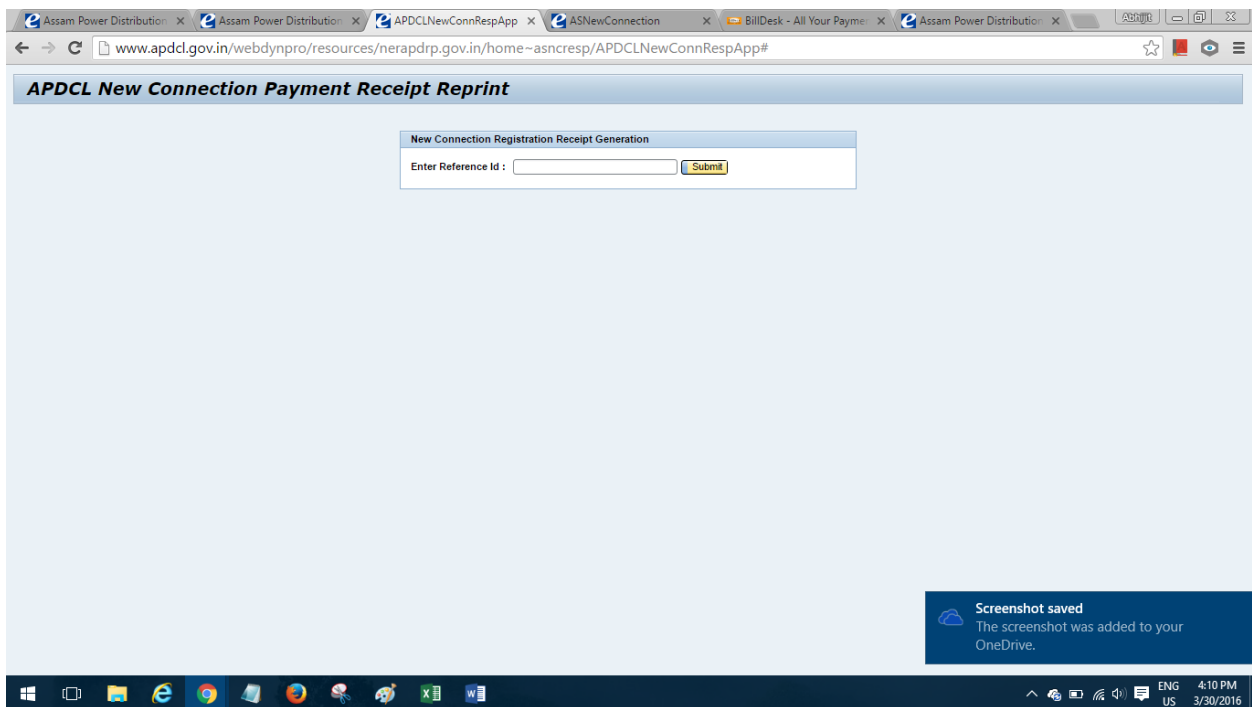
Below the transaction details, there is a text instruction: "Please use the Transaction Reference Number to get your Application ID and Consumer Number by clicking on below 'APDCL HOME' button." Two green buttons are visible: "APDCL HOME" and "Print".

The footer of the page includes "Terms & Conditions | Privacy © 2016 IndiaIdeas.com Ltd." and several security logos: "Verified by VISA MasterCard SecureCode AMERICAN EXPRESS SafeKey", "PCI Compliant Control Case Click to Validate", and "Norton SECURED powered by VeriSign".

15. The transaction reference number shown in the above screen would be required to get the Application ID and consumer number. The same could be obtained by clicking on the 'APDCL HOME' button on the above screen or by clicking on the link 'click here to get your acknowledgement receipt' as shown below:



15. After clicking on the link, the following screen would appear:



16. Enter the transaction reference number in the above screen and click on 'Submit'

17. After clicking on the 'submit' button, the consumer would get the consumer number and application id which are needed at later stage.

18. After the registration process is completed, the concerned sub-division will check the details and inform the consumer over phone or e-mail about the joint inspection date for feasibility of the connection.

19. If the connection is feasible, then the consumer will be intimated about the necessary cost, security amount etc. which are required to be paid by the consumer.
20. After the consumer makes the payment, the sub-division will install the meter and related accessories and the commencement of supply will start.