



Guidelines to Apply for Permission for Installation of Availability Based Tariff (ABT Meters) and Raise Request for Site Inspection & Meter Sealing

Step 1 – Register

- Submit Name of the Generator/Consumer Company, Email ID, Mobile No. and other details in the respective fields on Registration Form and click on **Register** button.
- Thereafter, entered Email ID & Mobile No. will be verified through One Time Password (OTP). After verification, login credentials will be sent on the registered Email ID & Mobile No.

Step 2 – Login

- Submit your registered Email ID & Password in the respective fields and click on **Login** button.

Applicant will have to change his/her auto-generated password on first login due to security reasons.

Step 3 – Seek Permission for Meter Installation

- After successful login, applicant will be redirected to the dashboard of application. Click on **Seek Permission for Meter Installation** side menu and submit following details under respective head:
 - **Basic Details**
 - Name of the Generator/Consumer Company
 - Address of Registered Office
 - Address for Correspondence
 - **Contact Details**
 - Name of Prime Contact Person and his/her Designation, Mobile No. & Email ID
 - Alternate Contact Person Details and his/her Designation, Mobile No. & Email ID
 - **Details of Project**
 - Name of Sub-Station
 - Connected Voltage Level (KV)
 - Connection Load (MW)
 - Owner of Sub-Station
 - Nature of Feeder
 - Zonal Discom Area
 - Zonal Area of Transmission
 - Name of Equipment (ABT/CT/PT)

After submission of above details, request will be sent to UPPTCL for further process. Department will then Approve/Reject the request. Status of same will appear on the login of applicant and intimated through SMS & Email.



Step 4 – Request for Site Inspection

- If the permission for Meter Installation is granted then applicant will have to request for Site Inspection. Click on **Request for Site Inspection** side menu and then click on **Raise Request** button of particular application.
- Thereafter, upload Purchase Order of Equipment(s) selected while Seeking Permission for Meter Installation and Inspection Call from Vendor in PDF format whose size should not exceed 2 MB each and fill Address of Site for Inspection in respective fields and click on **Raise Request** button.
- Once the request is raised it will be forwarded to UPPTCL. UPPTCL will then nominate an authority for site inspection. After inspection, authority will mark the site as Feasible/Unfeasible on the basis of inspection done. Status of same will appear on the login of applicant and intimated through SMS & Email.

Step 5 – Request for Sealing of Meter

- If the site is found feasible in the inspection done by UPPTCL Authority then applicant will have to raise Request for Sealing of Meter. Click on **Request for Sealing of Meter** side menu and click on **Raise Request** button of particular application.
- Request will then be forwarded to UPPTCL. UPPTCL will then nominate an authority for meter sealing. After sealing the meter, authority will upload the report of work done. Status of same will appear on the login of applicant and intimated through SMS & Email.