

### उत्तर प्रदेश पावर कारपोरेशन लिमिटेड 14—अशोक मार्ग, शक्ति भवन,

### लखनऊ।

संख्याः ६५६ / एम०बी०सी० / पाकालि / 2022 (2) 2)

दिनांकः 29 66 2022

### कार्यालय ज्ञाप

एतद्द्वारा बिल संशोधन प्रक्रिया को प्रभावी एवं अधिक पारदर्शी बनाये जाने हेतु उपभोक्ताओं से प्राप्त होने वाली समस्त बिल संशोधन सम्बन्धी शिकायतों को ऑनलाइन माध्यम से प्राप्त कर निस्तारण किये जाने के सम्बन्ध में निम्नवत् आदेशित किया जाता है :--

- 1. उपभोक्ताओं से प्राप्त होने वाली समस्त बिल संशोधन सम्बन्धी शिकायतों को उ०प्र० पाकालि की वेबसाइट (https://www.upenergy.in/) के माध्यम से पंजीकृत कराया जाये।
- 2. 1912 एवं अन्य सभी ऑफलाइन माध्यमों पर उपभोक्ताओं द्वारा बिल संशोधन सम्बन्धी शिकायतों के पंजीकरण हेतु सम्पर्क करने पर उपभोक्ताओं को उ०प्र० पाकालि की वेबसाइट (https://www.upenergy.in/) के माध्यम से पंजीकरण किये जाने हेतु सूचित किया जायेगा।
- 3. उपभोक्ताओं से प्राप्त होने वाली समस्त बिल संशोधन सम्बन्धी शिकायतों का पंजीकरण उ०प्र० पाकालि की वेबसाइट (https://www.upenergy.in/) से ही किये जाने का सभी डिस्काम द्वारा व्यापक प्रचार-प्रसार किया जाये।
- 4. उपभोक्ताओं द्वारा उ०प्र० पाकालि की वेबसाइट (https://www.upenergy.in/) पर बिल संशोधन सम्बन्धी शिकायतों का पंजीकरण करने के उपरान्त उपभोक्ता के रजिस्टर्ड मोबाइल नम्बर पर पंजीकरण संख्या एस०एम०एस० के माध्यम से प्रेषित किया जायेगा।
- 5. उ०प्र० पाकालि की वेबसाइट (https://www.upenergy.in/) पर बिल संशोधन सम्बन्धी शिकायत का पंजीकरण होने के उपरान्त सम्बन्धित उपखण्ड अधिकारी/अधिशासी अभियन्ता (वितरण) के To do list में सभी प्रकरण प्रदर्शित होंगे। बिल संशोधन सम्बन्धी लिम्बत शिकायतों का एम०आई०एस० के आधार पर अनुश्रवण किया जाये।
- 6. वर्तमान मे 1912 में प्रचलित व्यवस्था के अनुरूप बिल संशोधन हेतु लम्बित प्रकरणों की Escalation Matrix यथावत रहेगी।
- 7. उपभोक्ता से प्राप्त होने वाली शिकायतों के अतिरिक्त अन्य बिल संशोधन के प्रकरणों यथा मीटर प्रतिस्थापना, बिल ऑन होल्ड इत्यादि में बिल संशोधन का कार्य अधिकारी यथावत कर सकेंगे।

सुलभ सन्दर्भ हेतु ऑनलाइन बिल संशोधन एस०ओ०पी० संलग्न है। उपरोक्त व्यवस्था दिनांक 01 जुलाई 2022 से प्रभावी होगी।

संलग्नक : ऑनलाइन बिल संशोधन एस०ओ०पी०।

(पंकज कुमार) प्रबन्ध निदेशक

### संख्याः ६४६ एम जी भी पाकारि। २२ (२१२) तददिनांकः २० ६६ 2022

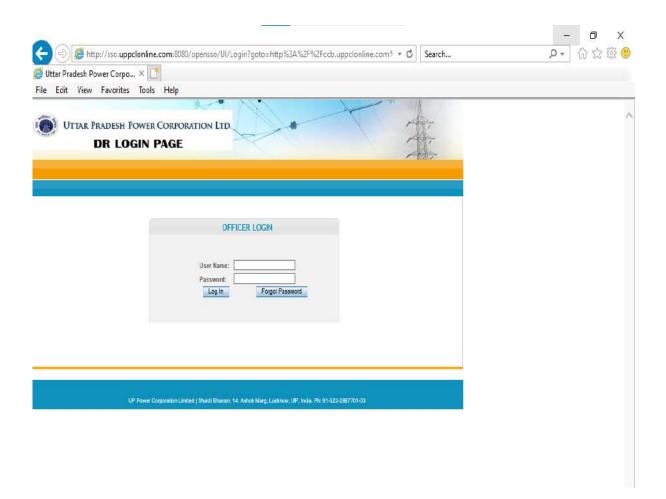
प्रतिलिपि :-

- 1. अध्यक्ष, उ०प्र० पाकालि।
- 2. प्रबन्ध निदेशक, पूर्वांचल / मध्यांचल / दक्षिणांचल / पिशमांचल विद्युत वितरण निगम लि० एवं केस्को कानपुर।
- 3. निदेशक (वाणिज्य/वितरण/वित्त/का०प्र० एवं प्रशा०), उ०प्र० पाकालि।
- 4. निदेशक (वाणिज्य / तकनीकी / वित्त / का० एवं प्रशा०), पूर्वांचल / मध्यांचल / दक्षिणांचल / पश्मांचल विद्युत वितरण निगम लि० एवं केस्को कानपुर।
- 5. मुख्य अभियन्ता (आई०टी०), उ०प्र० पाकालि।
- 6. समस्त मुख्य अभियन्ता (वितरण), पूर्वांचल / मध्याँचल / दक्षिणाँचल / पश्माँचल विद्युत वितरण निगम लि० एवं केस्को-कानपुर।
- 7. समस्त अधीक्षण अभियन्ता (वितरण), पूर्वांचल / मध्याँचल / दक्षिणाँचल / पश्माँचल विद्युत वितरण निगम लि० एवं केस्को-कानपुर।
- 8. समस्त अधिशासी अभियन्ता (वितरण), पूर्वांचल/मध्याँचल/दक्षिणाँचल/पष्टिमाँचल विद्युत वितरण निगम लि० एवं केस्को—कानपुर।

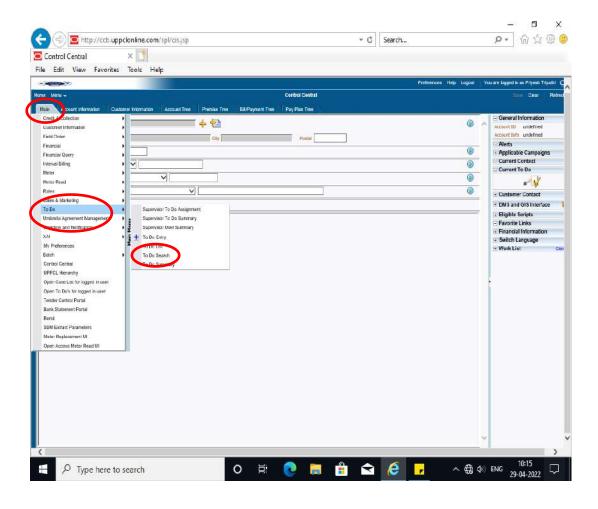
(पंकज कुमार) प्रबन्ध निदेशक

### RAPDRP-SOP for Billing Clerk/SDO/EE to access billing related complaints received through WSS

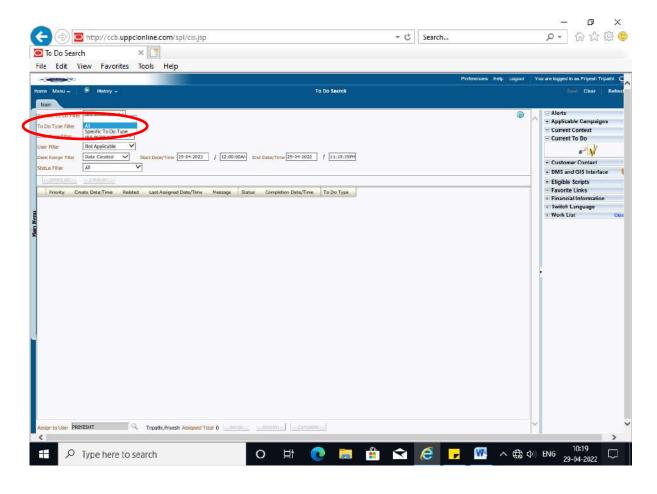
1. User needs to log in into CC&B billing system to see billing related complaints received from WSS.



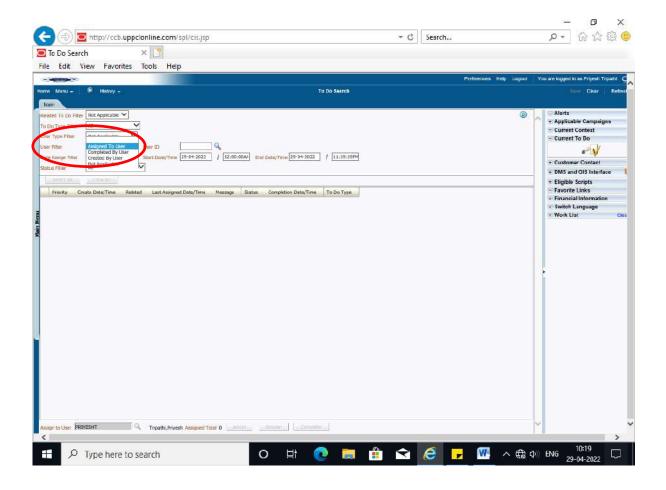
2. After login, Consumer needs to to click on Main->ToDO->ToDo Search



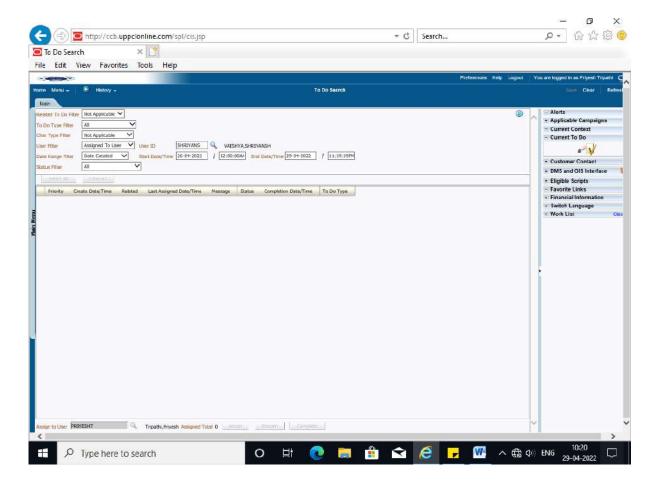
3. In Next page under "To Do Type Filter" user needs to select "all".



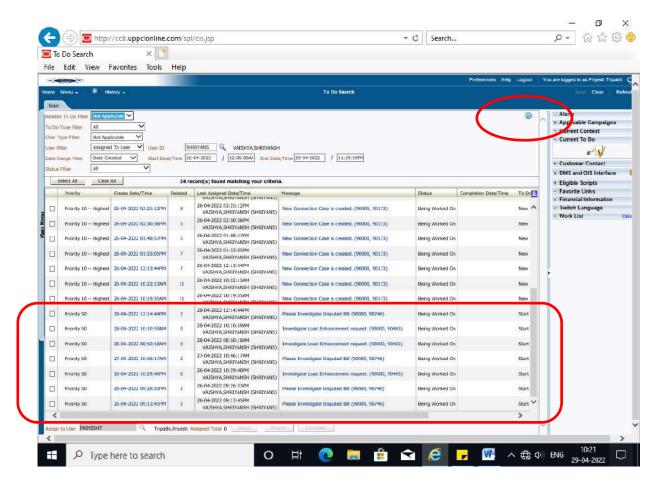
4. Under User Filter, user needs to select "Assigned to User" and enter his user ID in "UserID field" if it's not auto filled.



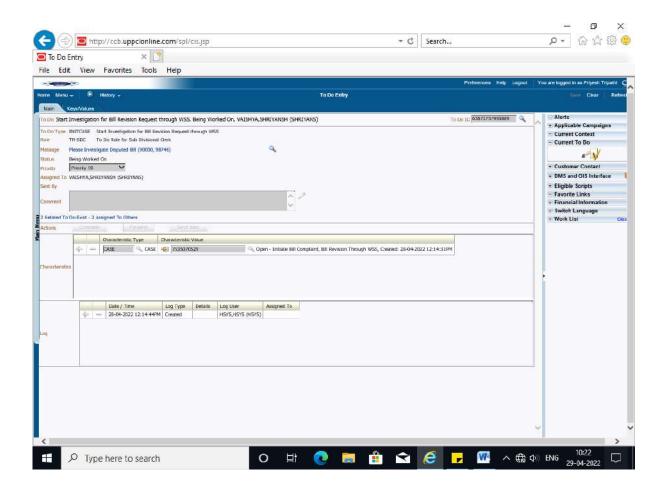
5. In Start and End date/time user needs to provide dates during which complaints are required to be fetched.



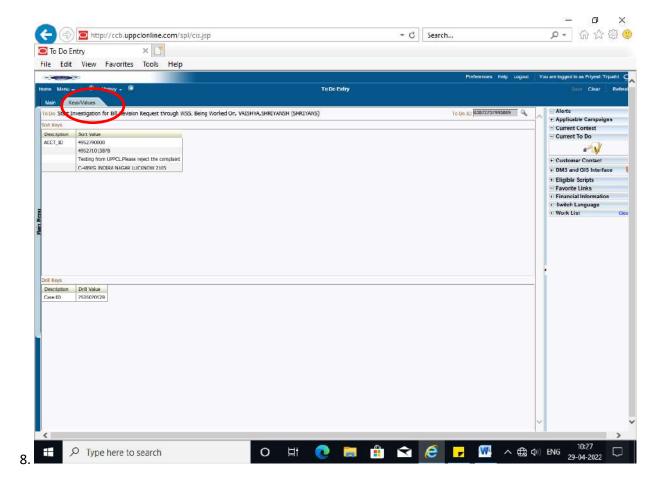
6. After clicking on arrow as shown below all the complaints routed to the user will be shown which will also consist of complaints received from WSS.

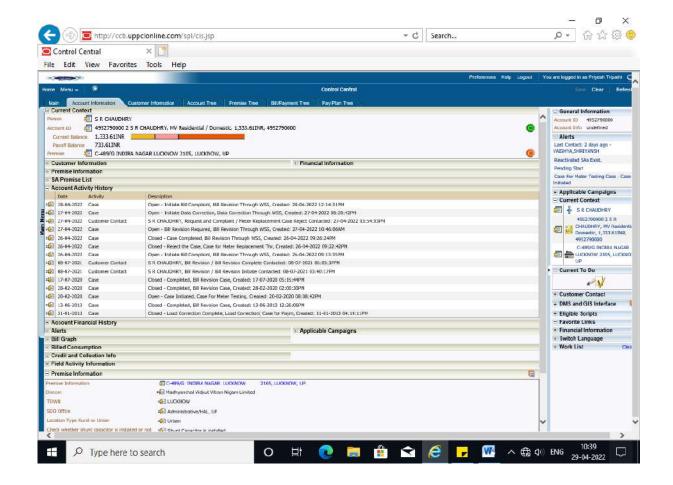


7. After Clicking on particular complaint consumer can see the details of complaint



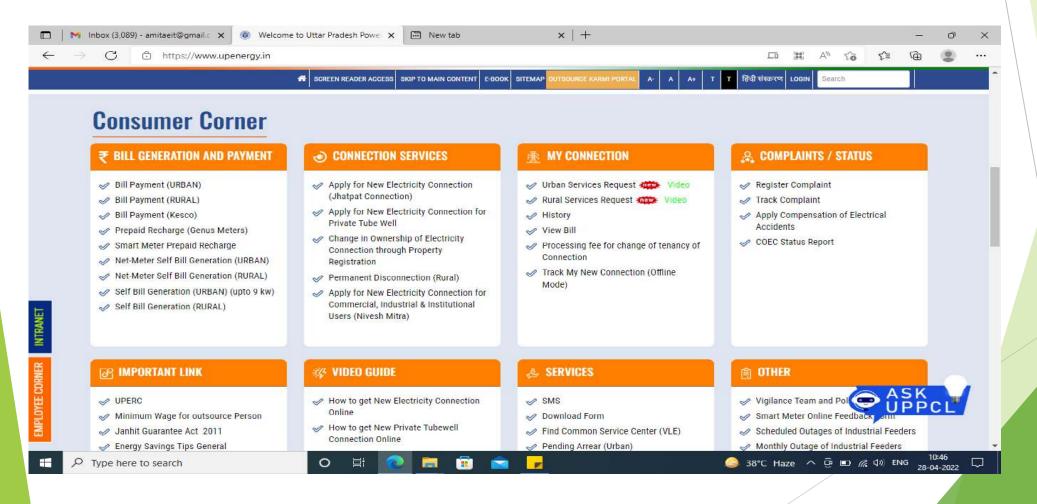
8. In the same window consumer can access the account ID and Case ID by clicking on Keys/Values Tab



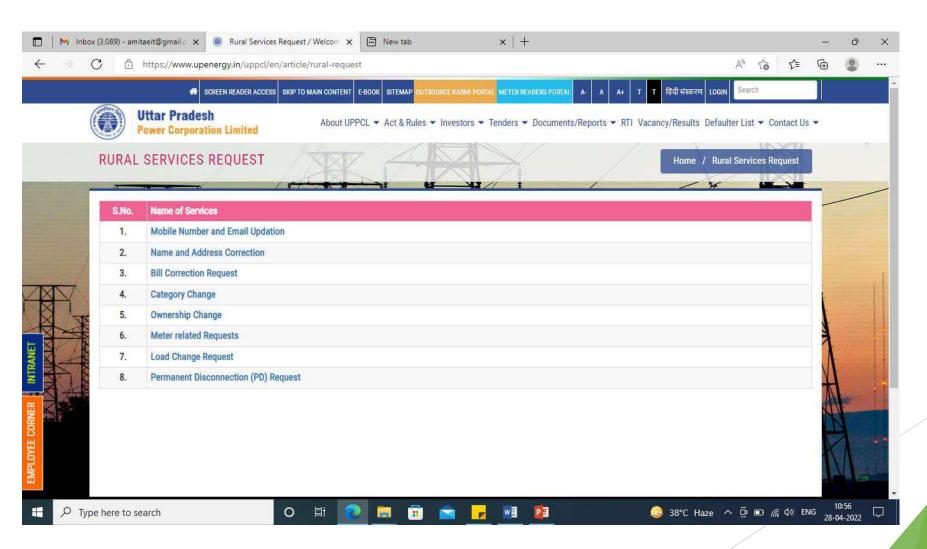


## Bill Revision Request through Web Self Service(WSS)

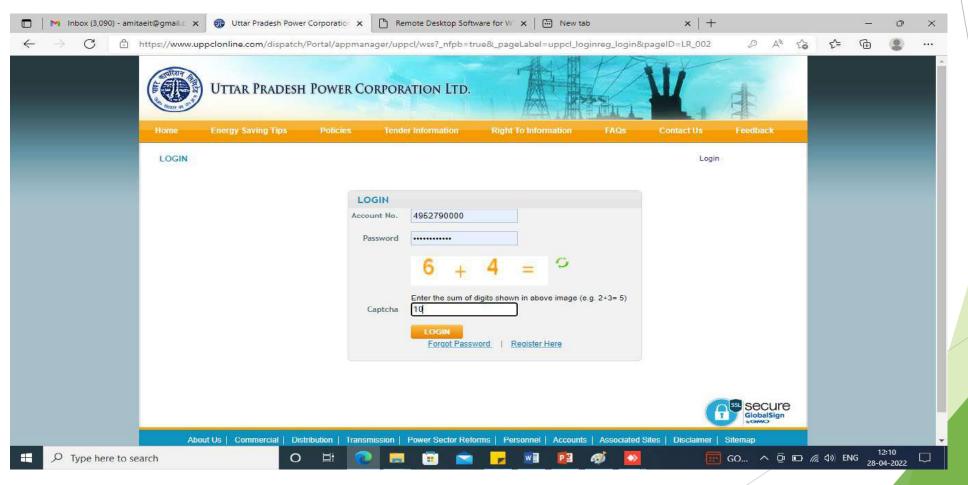
### UPPCL webpage link <a href="https://www.upenergy.in-">https://www.upenergy.in-</a> Under My Connection, Urban Services or Rural Services link are available



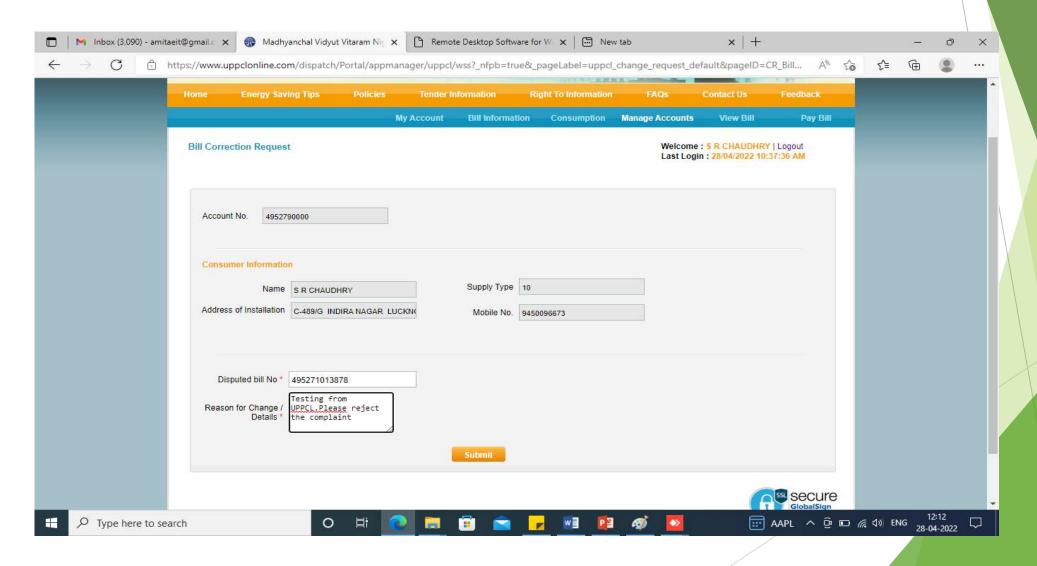
## After Clicking on Rural/Urban service request link, list of services will be displayed



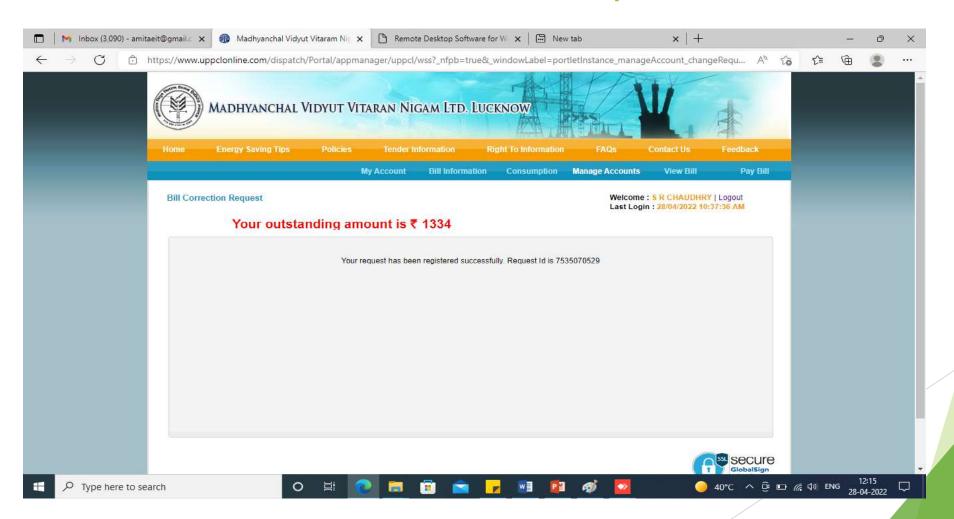
After Clicking on Bill Correction request WSS registered consumer is asked to login into its account.



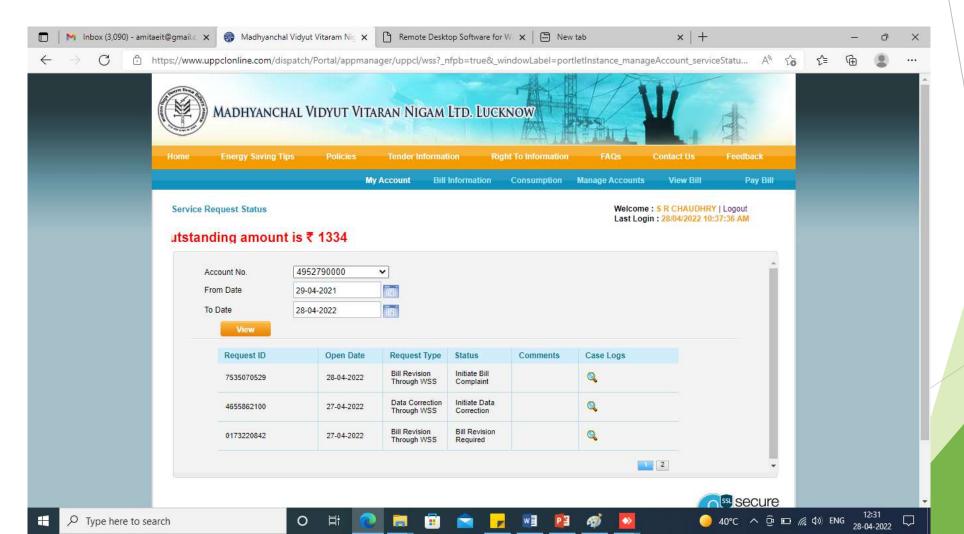
## Registered consumers can submit the bill revision request by providing "disputed bill no."



After submitting the request, consumers will be provided complaint no. for the same, through which status can also be checked in WSS portal.



# Consumer can see the progress of the registered complaints



#### **WSS Consumer Registration process**

- 1. Use the mention address for WSS consumer registration home page- https://uppcl.mpower.in/wss/index.htm
- 2. When you browse the given link you will go on the home page of WSS as in below Screenshot.



3. Now click on the Login tab and get as the below screenshot.

UTTAR PRADESH POWER CORPORATION LTD.	9
Consumer Login	
Account Number:  Password;  Enter below captcha:  Reload Image 8+7  LOGIN  Forgot password? Forgot User Name? Update Mobile Number	
Are you a new user?	
Click Register Now to create your username and password to access this secure application REGISTER NOW	
Benefits of registering :	
<ul> <li>Online account access is FREE and offers 24/7 convenience</li> </ul>	
View your bill Complaint Service Request registration	
Customize notifications and payment options	
<ul> <li>Access billing &amp;consumption history</li> </ul>	
<ul> <li>Find helpful calculators and energy-saving tips specific to your home or business</li> <li>Set reminders or alorts to help you stay within your budget</li> </ul>	
Self Bill Generation Help	
Powered by Fluentgrid Limited (formerly known as Phoenix IT Solutions Ltd.)   mPower <sup>as</sup> GSS	

- 4. For the consumer registration click on the REGISTER NOW tab as in above screenshot.
- 5. When you will click on the REGISTER NOW tab you will got the consumer registration page as in below screenshot.
- Now Fill the Mandatory (\*) User Details as filled in the above screenshot.
- Check in the SMS alerts box where you want to further update regarding your bill Email or SMS.
- Also check in the Terms and Conditions box and do click on the Register tab.



Powered by Fluentgrid Limited (formerly known as Phoenix IT Solutions Ltd.) | mPower\*\* CSS



The User has been registered successfully with the Web Self Service Portal.

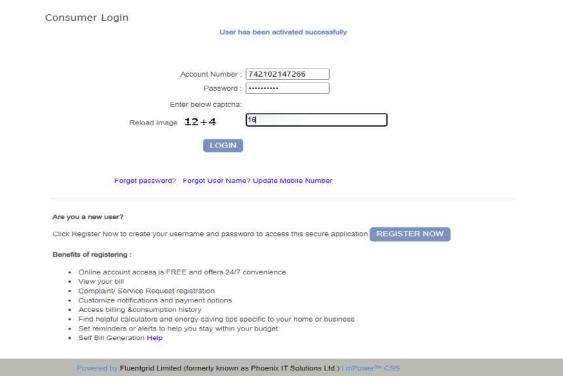
Please check your mail to activate your Account

Enter OTP: ROCLEBTB

Please enter the OTP against this reference number:23101190

VALIDATE OTP

- After clicking on the Register tab you will got above screen as in screenshot and receive an OTP on your entered mobile number in Registration page.
- Enter the OTP and click on the VALIDATE OTP tab.
- After the click on the VALIDATE OTP you will get successfully registered for Consumer Login.
- Now go in the Login page and enter the Consumer account number and Created password as you created at the time of registration.
- Click on the Login tab as in below screenshot.



6. When you will click on the Login tab you will reach in your account successfully as in below screenshot.



7. Click on the account No, then new window will be displayed.



8. After that click on the "service request" tab.



9. Select the Request type, Request and remain fields will be auto populate. User can upload bill revision related Document (Option)



10. Click on the "Register" Button then complaint will be register and user can check the registered complaint status in profile page.



- 11. Then complaint will move in Respective Module In m-Power (Billing) and showing in dashboard of user.
- 12. Open the billing Module, select the "Pending Request" Under the "Others" tab.

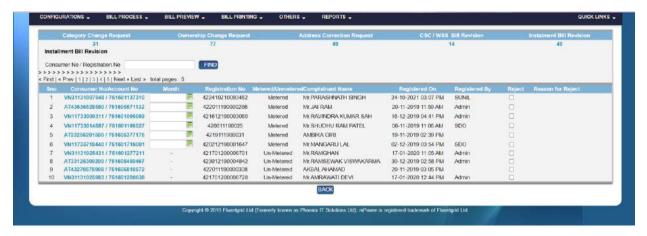


13. Click on the "billing Related Request" and then select "CSC/ WSS Bill Revision" as given below.

For WSS bill revision (SDO/BC/EE-DIST) can access the request



14. All request Will be display



15. Select the "Account No" then Bill Revision Page will be open, user can do the Bill Revision and Approve.

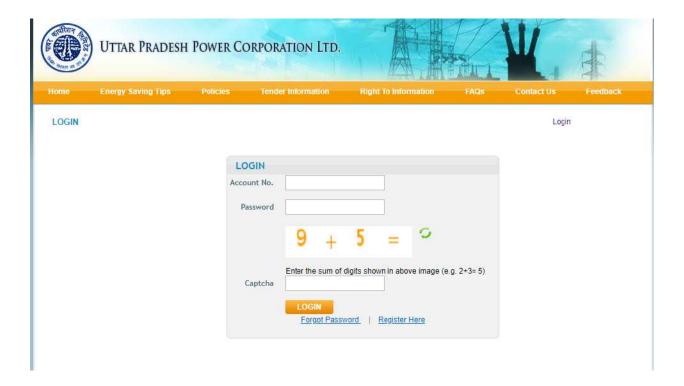


### **WSS Consumer Registration process (RAPDRP)**

- Use the mention address for WSS consumer registration home pagehttps://uppclonline.com
- When you browse the given link you will go on the home page of WSS as in below Screenshot.



• Now click on the Register tab and Registration Page will open.

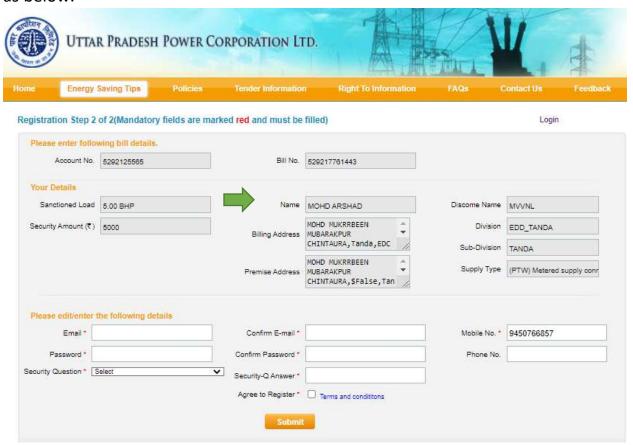


- For the consumer registration click on the Register Here tab as shown in above screenshot.
- When you will click on the Register Here tab you will proceed to the step 1of 2 of the consumer registration page as in below screenshot.





- Now fill Account no., Bill no. or SBM Bill No. in above Registration screen and Click CONTINUE.
- After Click CONTINUE step 2 of 2 of Registration screen will come, screenshot as below.



- Now Fill the Mandatory (\*) User Details as shown in the above screenshot.
- Also check in the Terms and Conditions box and click on the Submit tab.
- WSS Account Registration is completed and an email is sent to the provided email address for activation

#### **WSS Consumer Registration process**

- Use the mention address for WSS consumer registration home page- <a href="https://uppcl.mpower.in/wss/index.htm">https://uppcl.mpower.in/wss/index.htm</a>
- When you browse the given link you will go on the home page of WSS as in below Screenshot.



Now click on the Login tab and get as the below screenshot.

UTTAR PRADESH POWER CORPORATION LTD.
Consumer Login
Account Number:  Password:  Enter below captcha:  Reload Image 8+7  LOGIN  Forgot password? Forgot User Name? Update Mobile Number
Are you a new user?
Click Register Now to create your username and password to access this secure application REGISTER NOW
Benefits of registering :
<ul> <li>Online account access is FREE and offers 24/7 convenience</li> </ul>
View your bill
Complaint/ Service Request registration     Customize notifications' and payment options
Customize Home and payment opions     Access billing &consumption history
<ul> <li>Find helpful calculators and energy-saving tips specific to your home or business</li> </ul>
<ul> <li>Set reminders or alerts to help you stay within your budget</li> </ul>
Self Bill Generation Help
Powered by Fluentgrid Limited (formerly known as Phoenix IT Solutions Ltd.)   mRower CGS

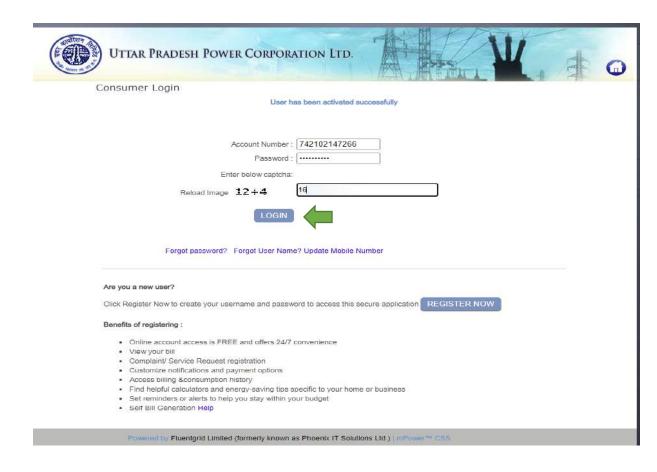
- For the consumer registration click on the REGISTER NOW tab as in above screenshot.
- When you will click on the REGISTER NOW tab you will got the consumer registration page as in below screenshot.



- Now Fill the Mandatory (\*) User Details as filled in the above screenshot.
- Check in the SMS alerts box where you want to further update regarding your bill Email or SMS.
- Also check in the Terms and Conditions box and do click on the Register tab.



- After clicking on the Register tab you will got above screen as in screenshot and receive an OTP on your entered mobile number in Registration page.
- Enter the OTP and click on the VALIDATE OTP tab.
- After the click on the VALIDATE OTP you will get successfully registered for Consumer Login.
- Now go in the Login page and enter the Consumer account number and Created password as you created at the time of registration.
- Click on the Login tab as in below screenshot.



 When you will click on the Login tab you will reach in your account successfully as in below screenshot.

