

Process of applying, approving of Bill of Material (BOM) & issuing of certificates & submission of reconciliation reports for issuing CCDC for initial setup of Solar Energy Projects

1	Developer access web portal 164.100.194
2	Developer enters initial information and applies for incentives
3	Developer Receives Username and password from system on registered email
4	Developer logs in the system and fills in details of the projects
5	Developer enters Bill of Material and finalises
6	Developer enter details of project and finalises
7	Developer takes the physical copies of BOM and relevant papers such as for Charter Engineer for certification
8	Developer uploads signed copy of BOM & other papers such as Drawings, Clearances obtained, PPAs etc.
9	Developer uploads the signed copy of BOM along with statutory clearances.
10	Submits the application
11	The application is examined in the Ministry
12	MNRE sends email to Developer regarding Deficiencies
13	Developer uploads the required Documents
14	The BOM is approved
15	Developer prepares certificate as per the consignment uploads relevant P.O.s High sea sale agreements etc and sends to MNRE for verification
16	The certificate details in proposed certificates and details on the vouchers are verified and send back to Developer as verified
17	Developer prints out certificates and signs physical copy
18	Developer brings copy to MNRE for signature
19	Certificates is physically signed and is issued
20	Developer collects signed certificate from MNRE
21	Developer uploads signed copy in the system
22	Developer produces certificate to Customs office for calculation of duty
23	Customs officer verifies certificates Genuity by with entering verification code in portal.
24	Developer takes certificates as per requirement subjected to maximum quantity approved in BOM
25	Developer commissions the project.
26	Developer prepares reconciliation report from the portal.
27	Developer gets Reconciliation report verified by Chartered Engineer
28	Developer takes Chartered Engineer to site for inspection for project of 1.0 MW capacity and above.
29	Developer uploads reconciliation report in portal and submits hard copy in MNRE
30	Submission of Reconciliation report is entered in the system by MNRE