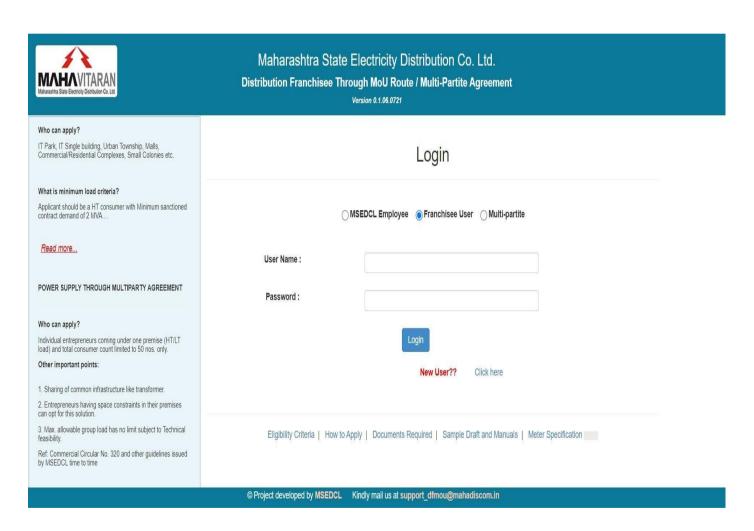
# User Manual for Online Application of New / Renewal of DFMOU (Distribution Franchisee Through MOU Route)

The online DFMOU Portal is designed to centrally accept, monitor and regulate the online application from DF Agency who wish to opt for Distribution Franchisee Through MOU Route. This system enables DF Agency to apply online and monitor the status of application any time. URL for this application is <a href="https://dfmou.mahadiscom.in">https://dfmou.mahadiscom.in</a>

On login page eligibility criteria, required documents, sample draft copy of agreement, manuals for DFMOU are provided.

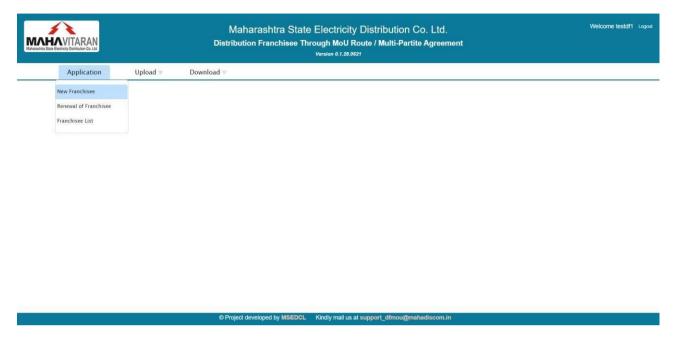
For any query related to Portal please mail to **support\_dfmou@mahadiscom.in**. The instructions for filling the online application are as follows



1) If you are new User to Portal then first click on "New User?? Click here", fill the information and do registration. You willget Login ID and Password.

Distribution Franchisee through	x +		- 0	(					
$\leftarrow$ $\rightarrow$ $\mathbf{C}$ $\bigcirc$ Not secure $\mid$	10.64.102.109:8080/mdf/signUp		ର ☆ 😝	:					
MAHAVITARAN Massacris Esis Esisting Grandous Cs. 13		Maharashtra State Electricity Distribution Co. Ltd.  Distribution Franchisee Through MoU Route / Multi-partitle Agreement							
		Registration Form		ı					
		Registration For:   DFMOU  Multi-Partite		ı					
	Company Information:			ı					
	Name :	PAN No.:		ı					
	Company Contact Details :			ı					
	Address :	City:		ı					
	Pincode :	Email Id :		ı					
	Mobile No.:			ı					
	Company Login Details :			ı					
	User Name :	User Name must be 6-20 characters long, contain letters and numbers.		ı					
	Password :	Your password must be 6-20 characters long, contain letters and numbers.		ı					
	Confirm Password :			ı					
		Register Cancel							
	© Project developed by Maha	ashtra State Electricity Distribution Co. Ltd. Kindly mail us at support_dfmou@mahadisco	om.in	ı					

- 1) On Login Screen select the proper User Type. **Franchisee User** to apply for Distribution Franchisee ThroughMOU Route.
- 2) Enter the Login ID and Password.
- 3) After successful Login the screen will appear as follow.



If you are **Distribution Franchisee for Existing MSEDCL Consumers**, enter the consumer numbers in your Distribution Franchisee area. Select proper DF (Franchisee) type and click on documents to be submitted. Save thedetails.



Maharashtra State Electricity Distribution Co. Ltd.

Distribution Franchisee Through MoU Route / Multi-Partite Agreement

Version 0.1.28.0821

Application

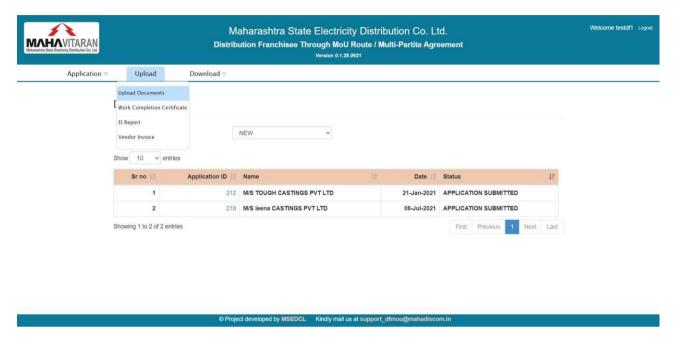
Upload =

Download =

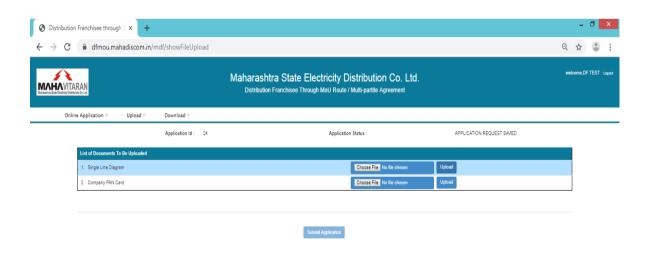
#### New Franchisee Application Form

Existing HT Consumer :	266779101509		
Details of Franchisee :			
Name :	M/S TOUGH CASTINGS PVT	Registration No:	
PAN No.:	AAACT6626L	Email Address	sales@toughcasting.com
Phone No.:		Mobile No.:	9673006810
GST No. :			
etails of Premises :			
Address1:	PLNO E 68 M I D C SHIROLI		
Address2:	(P) TAL HAT DIST KOP		
Address3:	SHIROLI (P)		
Landmark :		Ciber	
		City:	
District :		Pincode:	
echnical Details :			
DF Type :	Select v	Area (Acres):	
Total Load (KW):	540	Total Demand (KVA):	500
Present Load (KW):	540	Present Demand (KVA) :	500
No. of Shifts :		.,	
No. of Shifts :	- Select Y		
Total No of Connections:	0		
HT:	0		
LT (>=20KW) :	0		
LT (<20KW):	0		
ocation Details :			
MSEDCL Zone :	KOLHAPUR ZONE	MSEDCL Circle :	KOLHAPUR CIRCLE
MSEDCL Division :	KOLHAPUR URBAN DIVISION	MSEDCL SubDivision:	KOLHAPUR U.MARKET Y
	09-07-21		
Date of Application:	08-07-21		
t of Documents to be enclosed			
Load List Details			
Single Line Diagram for input point	metering signed by competent MSEDCL	authority	
1.3% Undertaking on Rs 200 stamp	p paper		
Electrical SLD			
Memorandum and Article of Associ	lation		
Company Incorporation/Registration	on Certificate		
IT Park registration/DIC/SEZ/STPI	certificate		
	power for doing correspondence with MS	SEDCL on behalf of Company.	
Company PAN Card			
	ut electrical supply and maintenance wor		
	12 Abstract, Plot Allocation Letter from Mi		
Municipal Corporation/MIDC/Loc	ai pody Sanction plan and commenceme	nvcompletion certificate.	
Appointment letter of authority		ficate	
	electrical contractor with his License Certi	ficate	
I. Index II copy for land/building own	electrical contractor with his License Certi	ficate	
Index II copy for land/building own     Electrical Load Declaration	electrical contractor with his License Certi		

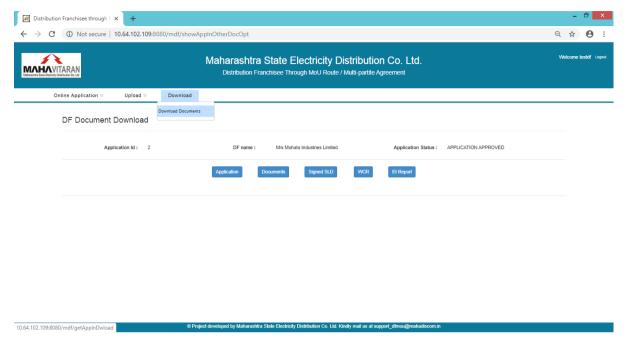
Upload attached Documents through following option. As follow Application id filled by you will be displayed. Clickon Application id



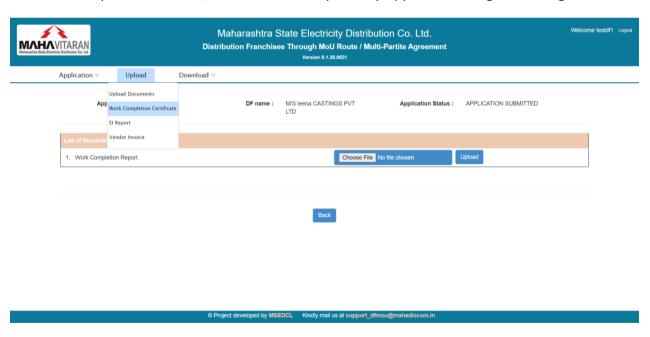
Upload documents and **Submit** your application. As soon as application is submitted by DF, respective Circle's Superintending Engineer(O&M) receive SMS for their information and necessary action.



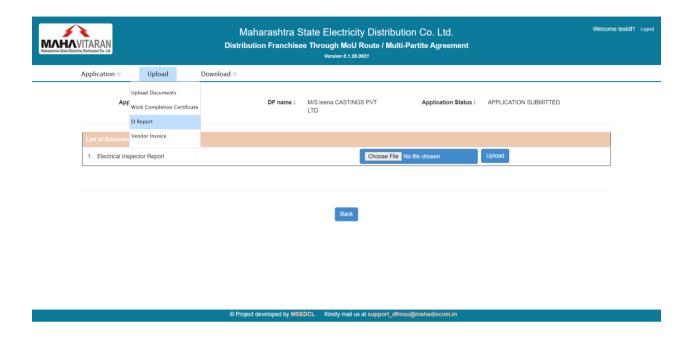
You can download the application and other Documents uploaded by you through Download menu option.



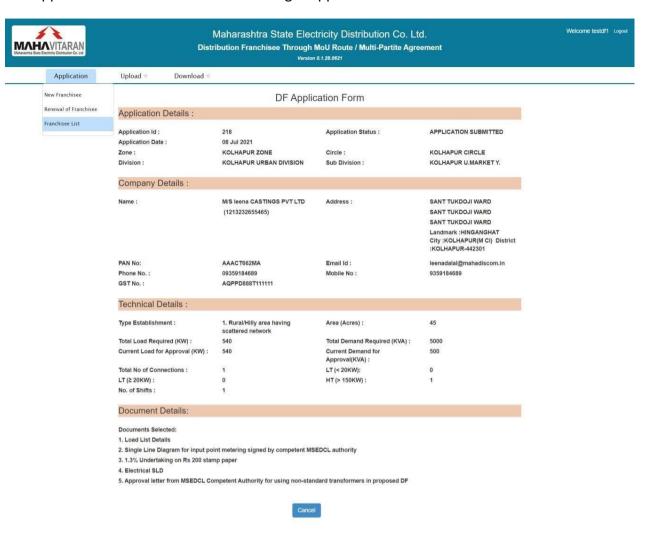
After completion of Work, WCR need to be upload by Applicant through following screen.



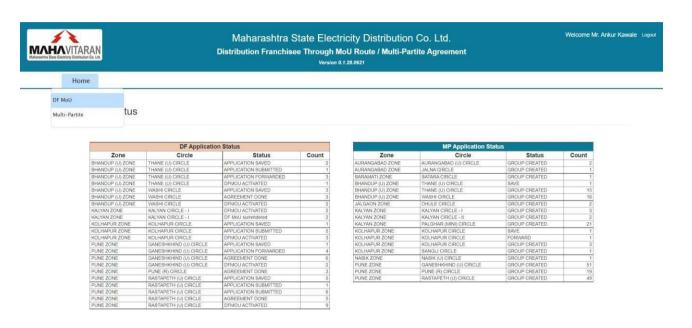
Also Electrical Inspector Report for Distribution Franchisee can be uploaded through following Screen.

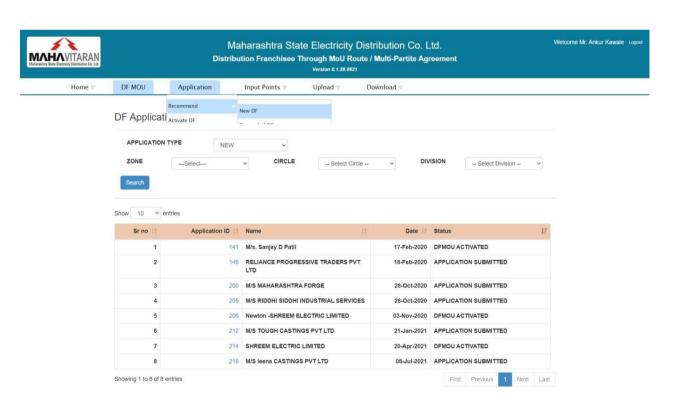


#### Application Status can be viewed through 'Application -> Franchisee List' Sub-Menu.



**MSEDCL USER:** Once DF Application is submitted by Applicant under particular Circle Office, respective Superintending Engineer(O&M) can see the Application through their RAPDRP Login Credential for further recommendation. Also as soon as application submitted by DF, SE(O&M) receive SMS for their information and necessary action.



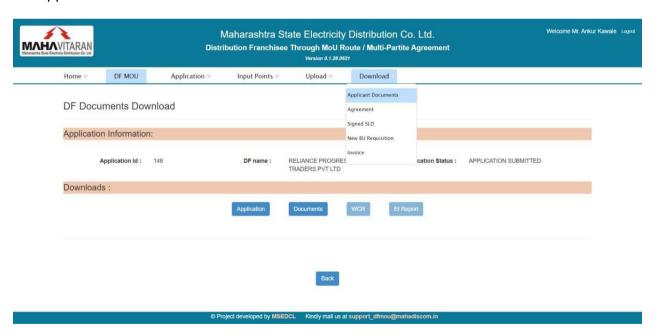


#### Signed Single Line Diagram can be uploaded through Upload menu



© Project developed by MSEDCL Kindly mail us at support\_dfmou@mahadiscom.ir

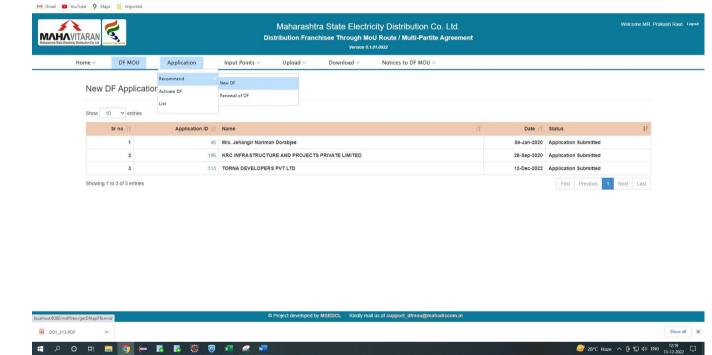
Application and Other documents can be downloaded through Download Menu for scrutiny of application.



After scrutiny of Application and Verification of documents, Superintending Engineer (O&M) can perform 'Recommendation for In-Principle Approval' stage by selecting Application ---> Recommend ---> New DF menu

~ - G ×

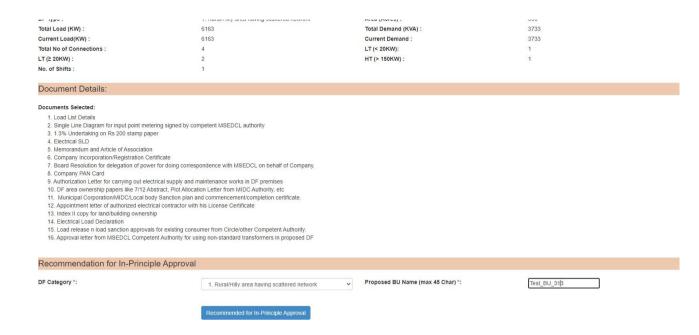
Ø ☆ □ B :



Click on required Application Id then new screen will be opened.

M Inbox (7,722) - rupeshpaunikar6: x | 🐯 Inbox [1/633] - Rupesh paunikar x | 🕙 User\_manual\_MultiPartite.pdf x 🕙 Distribution Franchisee through | x +

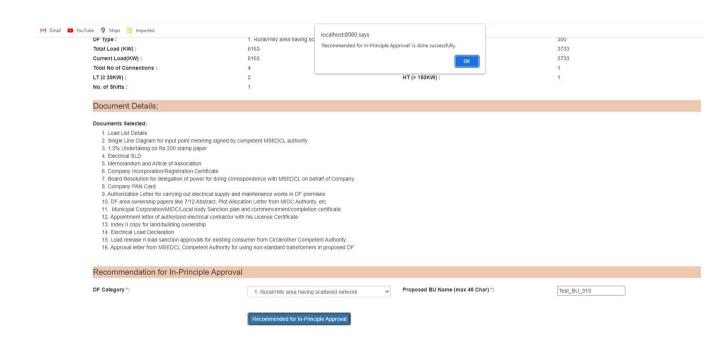
→ C ① localhost:8080/mdfNew/getDfAppFRcm



After scrutiny, confirm DF Category and enter Proposed BU Name.

Click on 'Recommended for In-Principle Approval' button.

Message will display for successful completion of step.



'Recommended for In-Principle Approval' is done successfully. Appln Id: 313 : TORNA DEVELOPERS PVT LTD

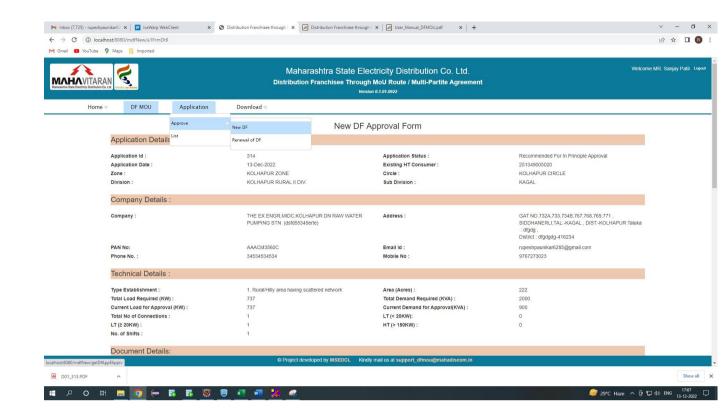
SMS for Next stage to be performed i.e. 'In-Principle Approval' will be send to Chief Engineer (B&R) which is approval authority.

#### Next stage is 'In-Principle Approval' by Chief Engineer (Billing & Revenue), Corporate Office.

'In-Principle Approval' stage will be done by Chief Engineer (B&R), Corporate Office by selecting Application --->Approve --->New DF menu

New screen will be opened as follow.

At this stage only BU will be assigned for DF.



Chief Engineer (B&R) can either Reject or perform In-Principle Approval'.

If Chief Engineer (B&R) reject the application by clicking on 'Reject' button then application will not be processed further anymore.

#### For performing In-Principle Approval':

There are 2 options for getting DF BU Code depending on selection of Yes/No in 'Is DF BU Code already assigned' option.

1. If previously BU is not assigned to DF, then select 'No' in 'Is DF BU Code already assigned' option.

DF BU Name will be automatically prompted from 'Recommendation for In-Principle Approval' stage done previously.

Here, new BU will be automatically generated for DF.

Recommendation for	or In-Princip	ole Approval:				
Df category:		Rural/Hilly area having scattered n	etwork	Proposed BU Name:	314_test_bu	
Recommended By :		02146053		Recommended On :	13-Dec-2022	
In-Principle Approva	al:					
In-Principle Approval Rema	ark:	Found OK.				
In-Principle Approval Copy	<b>/</b> :	Choose File Payslip_Jun22.PD	F Upload	WF4_314.PDF		
Is DF BU Code already ass	signed?	No	~			
DF BU Name:		314_test_bu				
		In-Principle Ap	pproval Reject	Cancel		
		© Project developed by	MSEDCL Kindly	mail us at support_dfmou@ma	hadiscom.in	
l						
INHAVITARAN Isahra Salle Bessely Darboson Co. Lts	3				icity Distribution Co. Ltd. oU Route / Multi-Partite Agreement 1.01.0922	
Home ▼	DF MOU	Application				

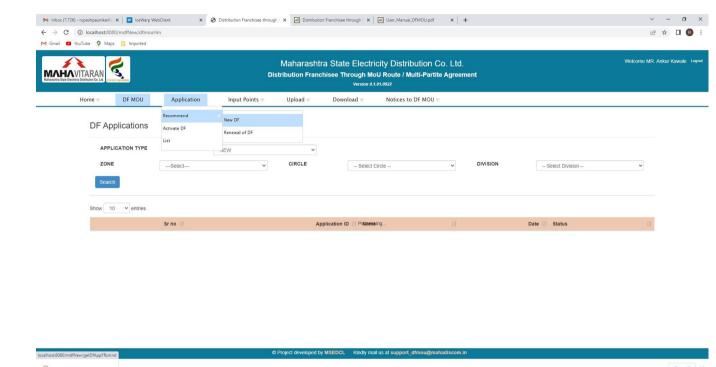
In-Principle approval done successfully.
Billing Unit Code: 4912
DF Subdivision Name: SDN\_230\_testing

2. If DF BU is already assigned, then select 'Yes' & then enter assigned DF BU manually. DF BU Name will be populated automatically if valid or not assigned to any other DF.

Recommendation for In-Principle Approve	al:		
Df category: Recommended By :	Rural/Hilly area having scattered network 02146053	Proposed BU Name: Recommended On :	314_test_bu 13-Dec-2022
In-Principle Approval:			
In-Principle Approval Remark:	Found OK.		
In-Principle Approval Copy :	Choose File Payslip_Jun22.PDF Upload	WF4_314.PDF	
Is DF BU Code already assigned?	Yes	DF BU Code:	4912
DF BU Name:	SDN_230_testing		
	In-Principle Approval Reject	Cancel	

#### After 'In-Principle Approval' stage, next stage is 'Recommend For Agreement'.

Superintending Engineer (O&M) will perform the stage by selecting 'Application --->Recommend --->New DF' menu



List of available Applications under his circle will be displayed.

Click on appropriate application Id for Recommendation.

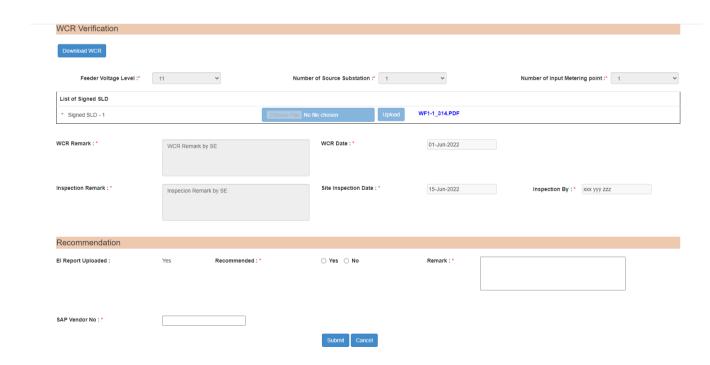
#### New screen will be opened.

M Gmail • YouTube	e 💡 Maps 📙 Imported				
	Feeder Voltage Level :*	11 🔻	Number of Source Substation :* 1	•	Number of Input Metering point: 1
	List of Signed SLD				
	* Signed SLD - 1		Choose File Payslip_Jun22.PDF Upload	WF1-1_314.PDF	
,	WCR Remark : *	remark for WCR	WCR Date: *	01-Jun-2012	
1	Inspection Remark : *	remark for inspection	Site Inspection Date : *	05-Jun-2022	Inspection By: • AAA BBB CCC
	Recommendation		Save		
	Recommendation				
1	El Report Uploaded :	No Recommended: *	○ Yes ○ No	Remark : *	
	SAP Vendor No : "		Submit Cancel		

Upload Signed SLD, if not uploaded.

 ${\tt Enter\ WCR\ Remark,\ WCR\ Date,\ Inspection\ Remark,\ Inspection\ Date,\ Inspection\ By.}$ 

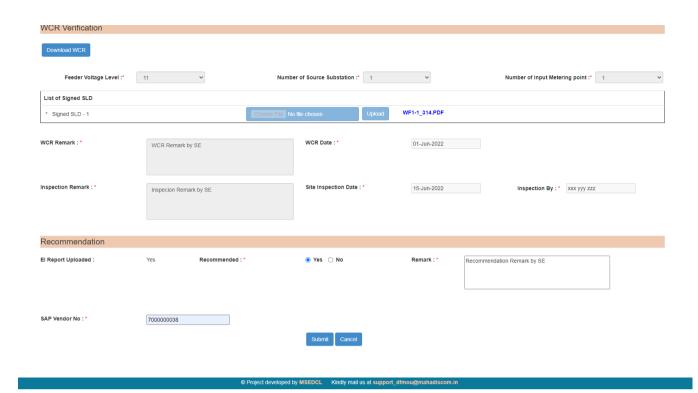
Click on 'Save' button.



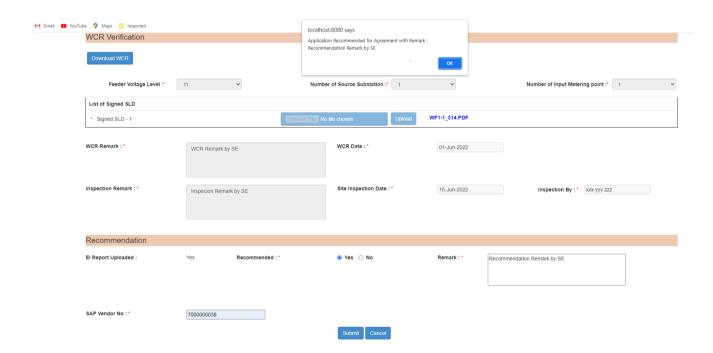
After successful saving of data, 'Submit' button will be enabled.

Select Yes/No option for Recommended, enter Remark & valid SAP Vendor No.

Click on 'Submit' button.



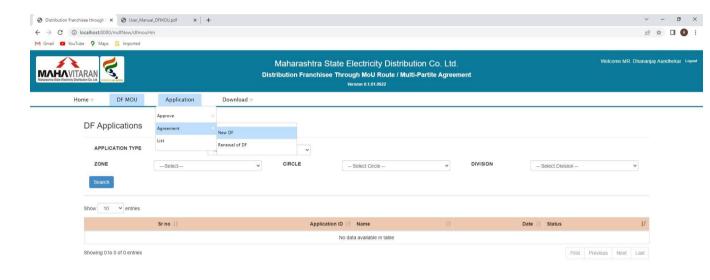
#### Message will be displayed with remark.





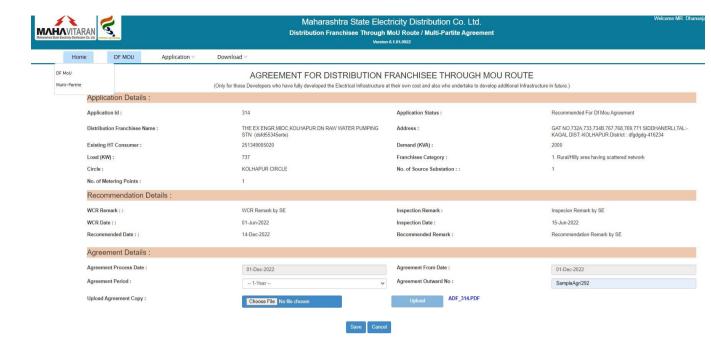
ApplnId: 314 is Recommeded successfully.

For New DF, agreement done by Chief Engineer (Billing &Revenue), Corporate Office by selecting 'Application ---> Agreement ---> New DF' menu.





Click on required Application Id.



Enter Agreement Details i.e. Agreement Process Date, Agreement From Date, Agreement Period, Agreement Outward No & upload Agreement copy.

Click on 'Save' button. Confirmation message will be displayed for the same.

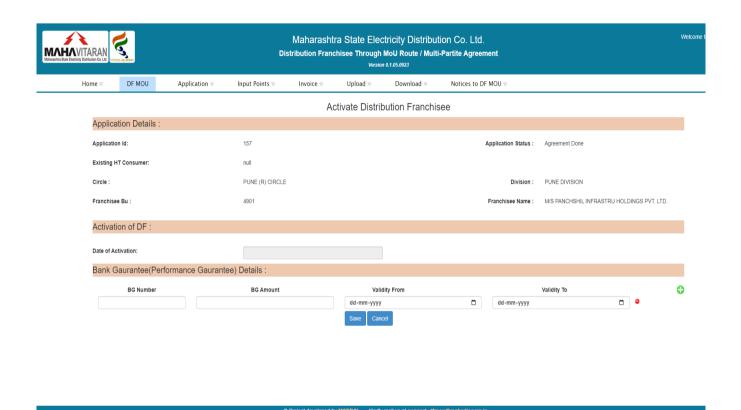


Aggreement Saved successfully.
Billing Unit Code: 4912
DF Subdivision Name: SDN\_230\_testing

After Approval and Agreement process done, application will move to SE Office (O&M) basket for DF activation. Technical Officer of SE Office (O&M) having DF\_Verify Role can perform following steps.

Enter Date of Activation.

Fill Bank Guarantee Details and 'SAVE'. DF will be activated.



After DF is activated, all Input metering points details to be feed through following screen.

VITARAN ioty Distribution Co. Ltd.		Distribution Fr		NoU Route / Multi-Partite Agree on 0.1.17.0820	ement	
Home ▼	DF MOU	Application ♥	Input Points	Upload ▼ Download ▼		
		FEI	Meter Entry	ORMATION		
Input Points	Information:		Reading Entry	▼		
	MSEDCL Zone :	NAGPUR ZONE	View Readings  Meter Replacement	MSEDCL Circle :	WARDHA CIRCLE	. •
	MSEDCL Division :	Select	٧			
	BU:	Select BU	¥	No. of Input Points :	0	
	Sub-station Code :			Sub-station Name:		
	Feeder Code :			Feeder Name:		
Meter Inform	ation :					
	Meter Type :	Select	×			
Input	t Meter Make Code:	Select Make	•	Meter Serial No.		
					If less than 8 digits, appearance serial number.	nd "0" (zero) before
	Meter Digits. :	Before v	After Di 🗸	M.F.:		
	Scale Factor :			Meter Installation Date :		





# Maharashtra State Electricity Distribution Co. Ltd.

Welcome Dr. Suresh Wankhede Logout

# Distribution Franchisee Through MoU Route / Multi-Partite Agreement Version 0.1.17.0820

DF MOU

Input Points V

Upload ▼

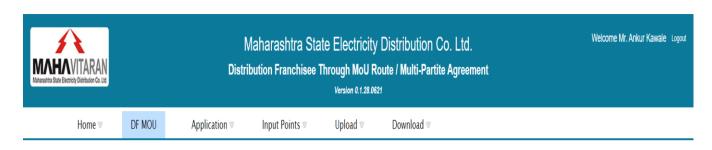
Download V

#### FEEDER INPUT INFORMATION

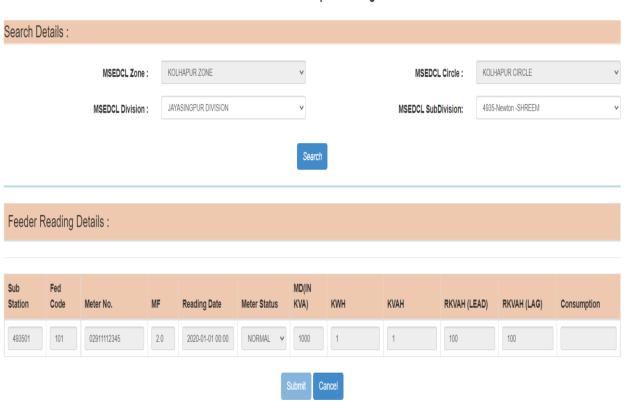
Input Points Informati	ion:							
MSEDC	L Zone :	NAGPUR ZONE		v	MSEDCL Circle :	WAR	DHA CIRCLE	v
MSEDCL D	ivision :	HINGANGHAT DIV	/SION	<b>v</b>				
	BU:	8010 - Gimatek DF	Sdn.	¥	No. of Input Points :	3		
Sub-statio	n Code :	454510			Sub-station Name:	banba	ıkoda	
Feede	r Code :	102			Feeder Name:	banba	ikoda	
Meter Information :								
Mete	er Type :	DLMS		¥	Meter Class :	Class	- A	~
Input Meter Mak	e Code:	055 - Secure V			Meter Serial No.		abc45555	
						If less that serial num		nd "0" (zero) before
Meter	Digits.:	7 •	1	~	M.F.:	2		
Scale	Factor:	1		Met	er Installation Date :			
Sr. No.	Substation	Code - SubstationNa	ame Fe	eederCode - FeederName	MakeCode - Seria	alNumber	MeterDigit	M.F.
1	454545 - AAAAAA			1 - BBBBB	029 - zzz77888		5.3	2.0



#### **Initial Reading Entry:-**

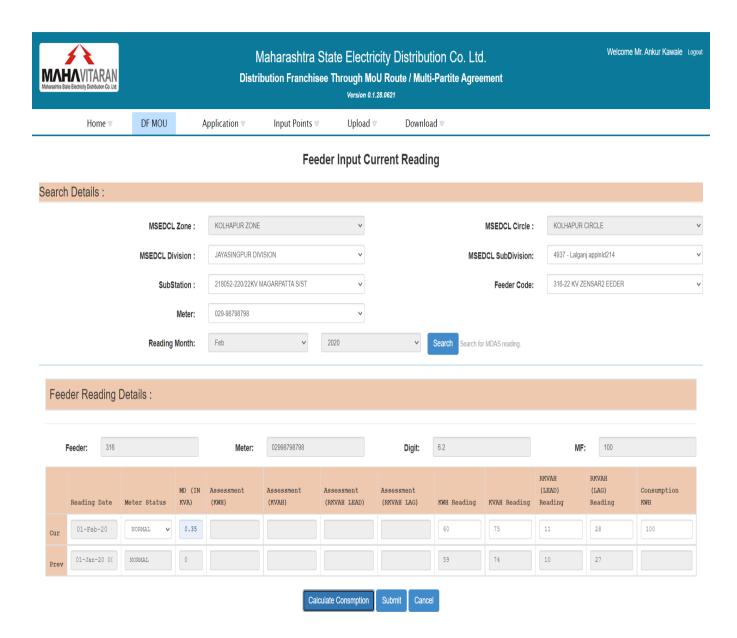


# Feeder Initial Input Reading



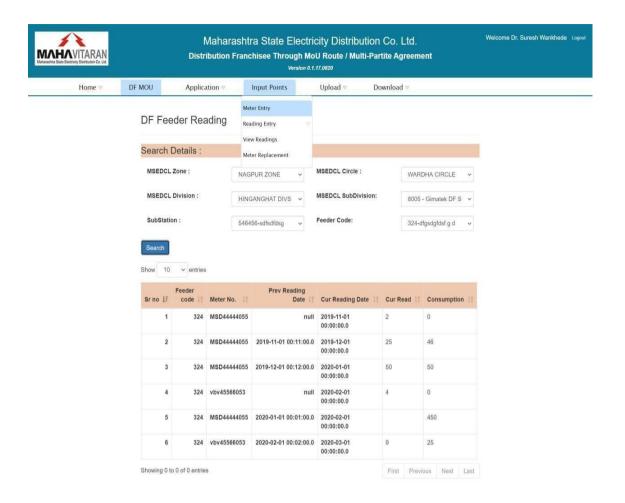
#### **Current Reading Entry:**

Input points->Reading Entry->Current

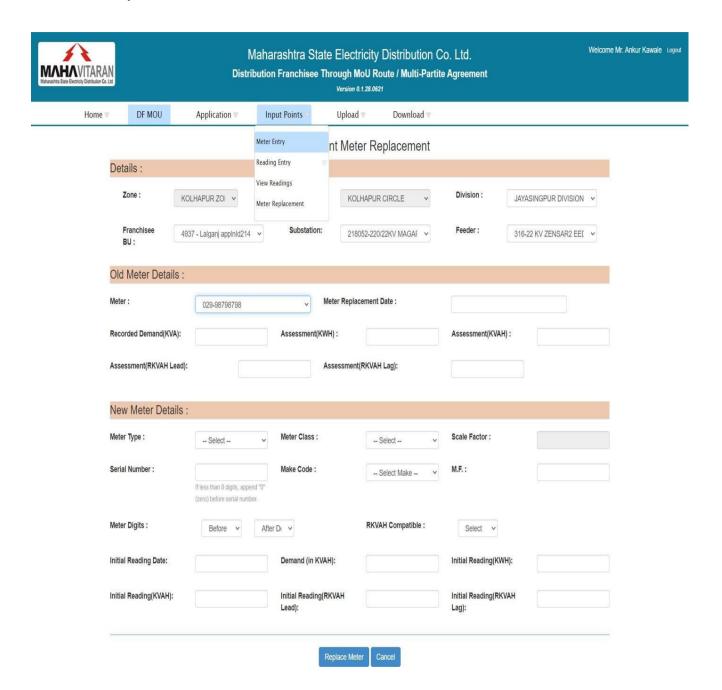


Click on Calculate Consumption and Submit

#### **Entered Readings can be viewed through View Reading Option**



Input metering points meter replacement can be done through following screen. Menu Input Points>Meter Replacement

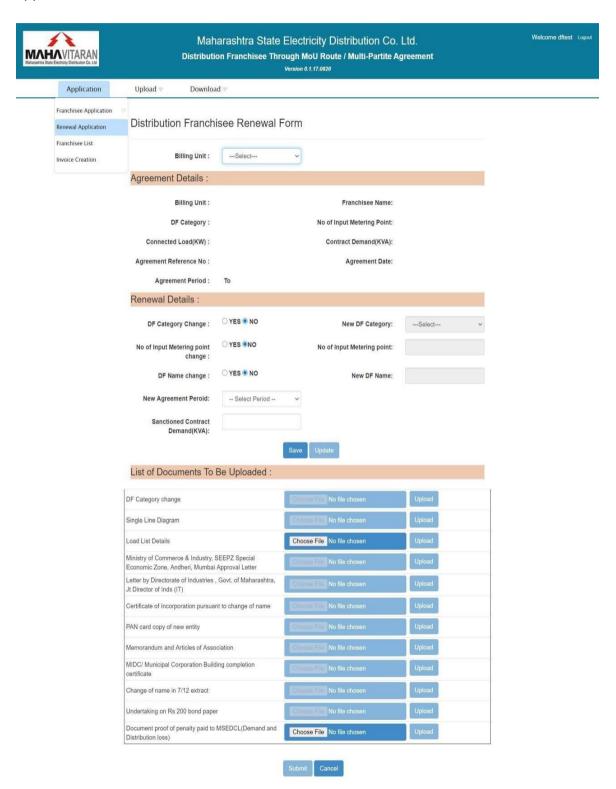


#### **DF Renewal Process Flow:-**

When DF's agreement period is about to expire, before 60 days DF will beeligible to make application for renewal of agreement. Process flow is as follow:

#### 1) DF Renewal Application form by DF user :-

If any Changes in DF like DF category, no of input metering points, df Name need to provide in application form as shown in screen.

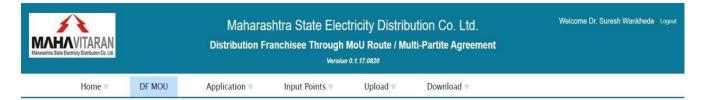


#### 2) DF Renewal Recommendation by MSEDCL USER:

#### SE (O&M) Click on application id



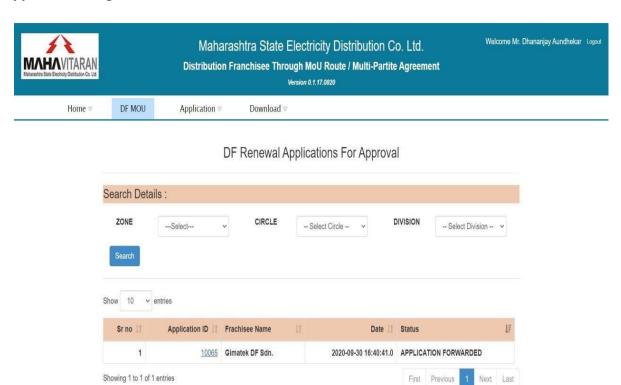
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#### Recommendation Form for Renewal of Distribution Franchisee Agreement Status : APPLICATION SUBMITTED Application ID: 10065 Agreement Details: Billing Unit: Franchisee Name: Gimatek DF Sdn. DF Category : No of Input Metering Point: Rural Area 3 Connected Load(KW): 22222 Contract Demand(KVA): 22222 Agreement No: abc567 Agreement Date: 01-Jan-20 Agreement Period: 01-Jan-20 To 18-Jun-20 Agreement Renewal Details From Applicant: Sanctioned Contract 22222 Load Detail doc Demand(KVA): Demand/Loss Penalty doc Agreement Period: 1 Years List of Applicant Documents enclosed 2. Document proof of penalty paid to MSEDCL(Demand and Distribution loss) Recommend Details: Choose File No file chosen Performance Report : Sanctioned Contract Demand(KVA) Confirmed: Remark: Submit & Forward Cancel

Fill recommendation details like Sanctioned Contract Demand, Remark and upload Performance Report. Click on **'Submit & Forward'** button.

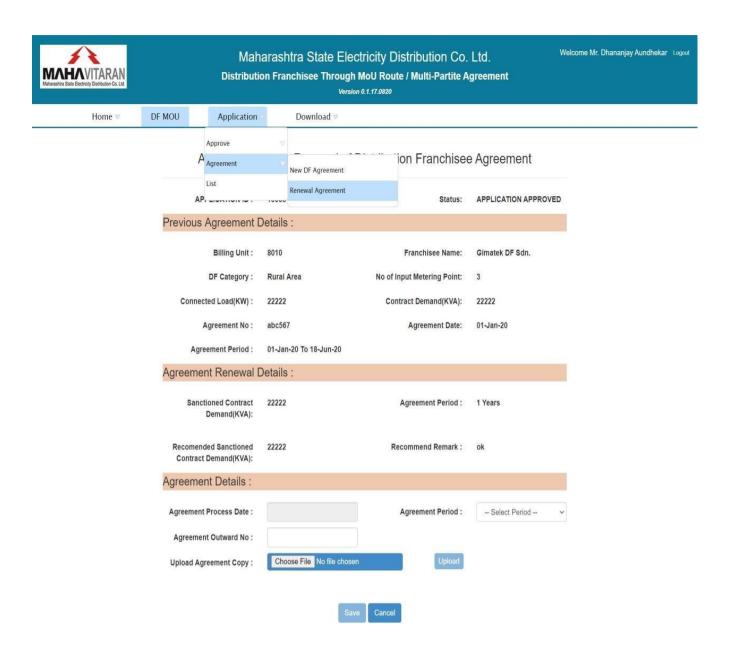
3) Renewal application forwarded to Chief Engineer (Billing &Revenue), CorporateOffice for Approval and Agreement



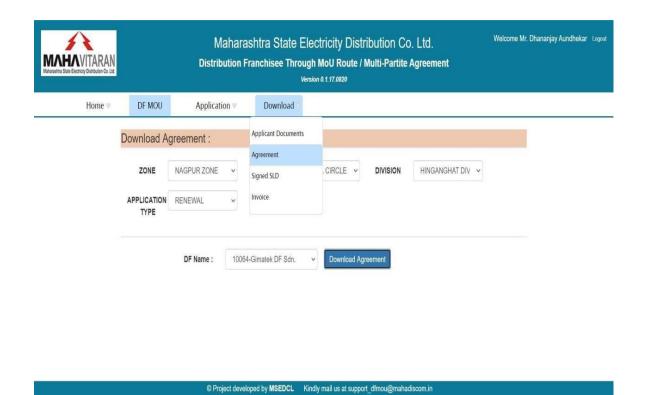
# Approval of Renewal Application :- Fill Approval Date and Remark. Click on 'Approve'

MAHAVITARAN Maharshira State Electroly Distribution Co. Ltd			n Franchisee Through	ctricity Distribution Co. MoU Route / Multi-Partite A	LIG.	Welcome Mr. Dhananjay Aundhekar Legeut
Home ♥	DF MOU	Application	Download ▽			
	70	rove	New DF Renewal DF	ion Franchisee	e Agreement	
	List	noucon is .	10000	Status :	APPLICATION FORWARDED	
	Previous Agr	reement D	etails :			
	В	illing Unit :	8010	Franchisee Name:	Gimatek DF Sdn.	
	DF	Category:	Rural Area	No of Input Metering Point:	3	
	Connected I	Load(KW):	22222	Contract Demand(KVA):	22222	
	Agre	ement No :	abc567	Agreement Date:	01-Jan-20	
	Agreeme	ent Period :	01-Jan-20 To 18-Jun-20			
	Agreement F	Renewal D	etails From Applican	t:		
		ed Contract nand(KVA):	22222	Load Detail doc  Demand/Loss Pen	alty doc	
	Agreeme	ent Period :	1 Years			
	List of Applicant I 1. Load List Detai 2. Document proc	ils	closed d to MSEDCL(Demand and Dis	stribution loss)		
	Recommend	Details:				l .
	Performan	ce Report :	R14_10065	Sanctioned Contract Demand(KVA):	22222	
	Recommen	d Remark :	ok			
	Approval De	tails :				[
	Appr	roval Date :		Approved By :	02144701	
	Approva	I Remark :				
			Approve	Reject Cancel		

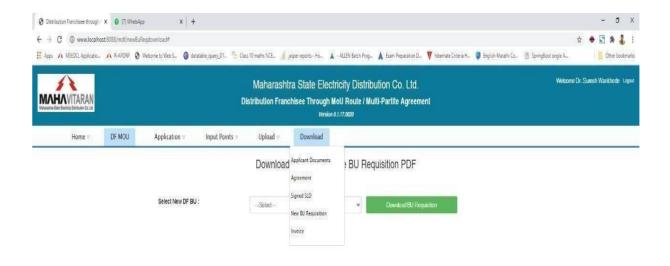
#### Agreement done by following screen:



#### Agreement copy can be downloaded from Download menu as follow



#### Various documents/reports can be downloaded Using Download Menu





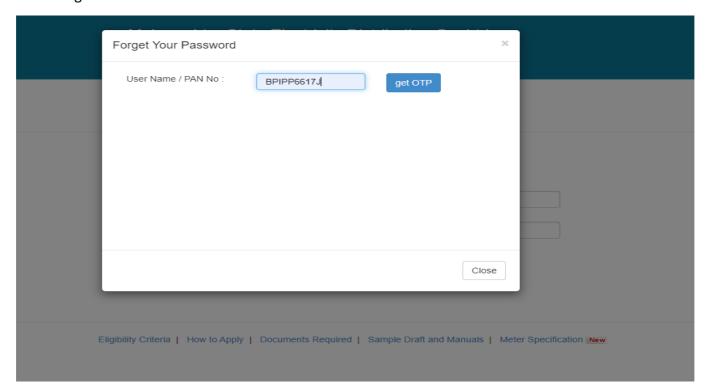
#### To reset Password or to retrieve User Name for Franchisee User :-

Click on 'Forget password' link on Home page.

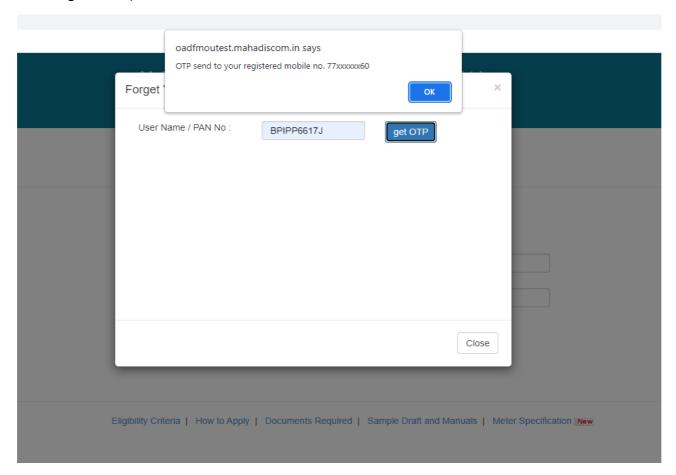
Maharashtra State Electricity Distribution Co. Ltd.  Distribution Franchisee Through MoU Route / Multi-Partite Agreement  Version 0.1.01.0922							
	Login						
	○ MSEDCL Employee						
User Name :							
Password :							
	Login Forget password						
	New User?? Click here						
Eligibility Criteria   How	to Apply   Documents Required   Sample Draft and Manuals   Meter Specification						

Here, enter either User Name or PAN No.

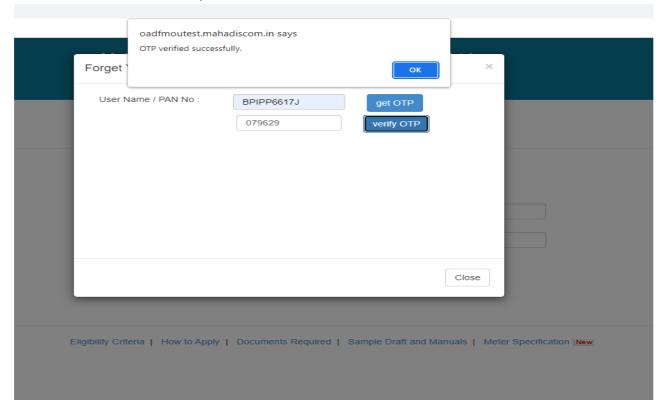
Click on 'getOTP' button.



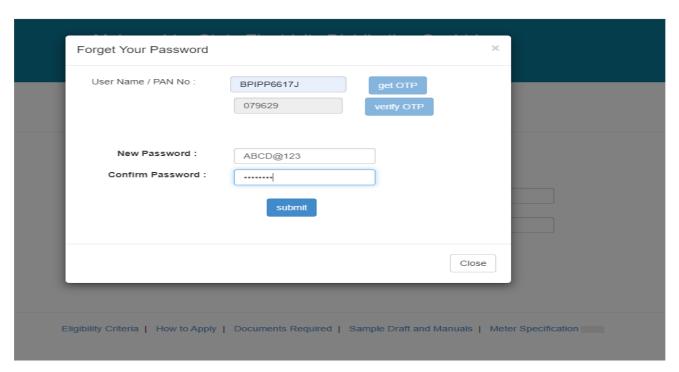
OTP will be send to registered mobile no. (Mobile number which is provided at the time of New User Registration)



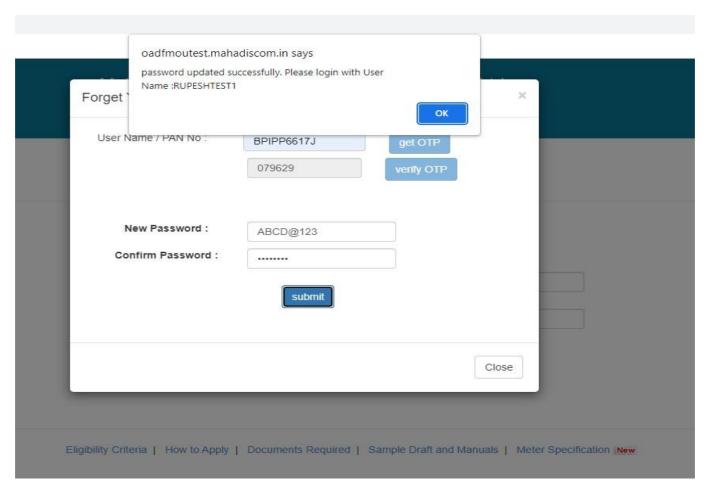
### Enter OTP and click on 'Verify OTP' button.



After successful OTP verification, enter 'New Password' and provide same Password in 'Confirm Password'.



Click on 'Submit' button. This password will set for your UserName.



Close the window and login again.