

1) For new Consumer connection

Example: the consumer number is 005.10.001KA

It means area is 005, route is 10 i.e. billing date is 10 and 001Ka is consumer number.

Suppose this new consumer has to do first bill in FALGUN 10 then this consumer should be registered and released on before 10 MAGH.(Approximately 35 days before of 1st billing day and month i.e. FALGUN 10)

Step 1:- Take Rs 50 or 100 as per category fee for new connection application charge from miscellaneous payment screen

==> Click on Misc. Payment of COLLECTION Module.

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Payment Entry Screens

[Miscellaneous Collections](#)
Click on the above link for Miscellaneous Fee collections Like Advance, Application Fees, Processing Fee

[Installment Payments](#)
Click on the above link for Installment Collections

[Bulk Payment Entry\(Manual\)](#)
Click on the above link for Bulk Payment Entries

[Group Collections](#)
Click on the above link for Group Collections

==> Click on Miscellaneous Collection.

Miscellaneous Fee

Request Type :

Consumer Details

Consumer Name : House No :
 Office : Street :
 Main Category :
 Sub Category :
 Phone No : Area :

Payment Details

Payment Mode : Amount : Collection Date : 14-FAL-2069

Remarks :

Submit Print

*Please Configure the required fees against the request

====> Fill up all required field shown in above figure. The application fee will be display after selecting main category and sub category.

====> Select **request type** as NEW CONNECTION

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Configuration Bill Payments Misc. Payment Transactions Reports Search

Miscellaneous Fee

Request Type : NEW CONNECTION

Consumer Details

Consumer Name :

Office :

Main Category :

Sub Category :

Phone No :

***Please Configure the required fees against the request**

Payment Details

Payment Mode :

Remarks :

House No :

Street :

Area :

Collection Date : 03-CTR-2064

APPLICATION FEE
BLACK LIST PAYMENT
CT-COIL
CT-METER
Crane Charge
DISCONNECTION
DUPLICATE BILL
ELECTRICITY THEFT
Electricity Theft And Reconnection
HISTORY CARD
LABOUR CHARGE
LEASE/RENT CHARGE
LOAD CHANGE DECREASE
LOAD CHANGE INCREASE
METER BURNT
METER COMPLAINT
METER PLACE CHANGE
METER READING SEAL
METER TERMINAL SEAL
METER TESTING
NAME/PLACE CHANGE
NEW CONNECTION
NEW POLE INSTALLATION
OTHER FEE
OTHER METER DEFECTS
POLE ERECTION
RECONNECTION
REGISTRATION
REPLACE OF FAILED DTR

Done Internet

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====> Type **Consumer name**

====> Select **Office**

====> Select **Main Category**

====> Select **Sub-Category**

====> The Fee Detail will display

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Miscellaneous Fee

Request Type : NEW CONNECTION

Show Details

Registration No : Show

Consumer Details

Consumer Name : werwe House No :
 Office : PULCHOWK BRANCH Street :
 Main Category : DOMESTIC
 Sub Category : DOMESTIC(31-60A) Area :
 Phone No :

Fee Details

<input type="checkbox"/> Process Fee	1400.0
<input type="checkbox"/> Application Fee	20.0
<input type="checkbox"/> SERVICE CHARGE	0.0
<input type="checkbox"/> SALE OF METER	950.0

Payment Details

Payment Mode : Amount : Collection Date : 03-CTR-2064

Remarks :

Submit Print

- ==> Click on **application Fee Box** and type 20 on right box (if amount is 0)
- ==> Select **Payment mode** as CASH
- ==> Amount will come automatically
- ==> Select **Collection date** as 2064 MAGH 01 as per above consumer (005.10.001KA)
- ==> Click on **submit**.

There will appear New windows as **Misc. Receipt**

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Configuration Bill Payments Misc. Payment Transactions Reports Search

Back Print this view

**NEPAL ELECTRICITY AUTHORITY, NEPAL.
SINARA DISTRIBUTION CENTRE**

Miscellaneous Receipt

Receipt No: 104A64120306002	Payment Date : 01-MGH-2064 13:30
Consumer Id:	Consumer No:
Payment Type : NEW CONNECTION	
Category : DOMESTIC (31-60A)	
Received from Sri/Smt. werwe	
1. Application Fee	20.00
Total Amount	20.00
Payment Mode : Cash	

Back

The Receipt NO is Important and Note down this number.

==> Now click on **HOME**

==> Click on Registration of **NEW SERVICE REGISTRATION** Module

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New Service Registration Form

Registration No. Search

Request Type **Newconnection**
Service or Organization

Payment Details

Receipt No. Receipt Date **03-CTR-2064**
Amount Paid

Personal Details

Applicant Name
Father/Husband
Grand Father/FatherIn-law
House Number
Street Name
Ward No
District
Municipality/VDC
Citizenship No
Issued Dist Name
Office Phone
Email
Res.Phone
Mobile No
Near By Location

APPLICANT PHOTOGRAPH
Image Capture

Is House owner and Applicant different
 Is Applicant NEA employee
 If Billing Address is different from Premises Address
 If any other meter already Connected in the Premises

Service Details

Supply Voltage
Main Category
Category of Supply
Social Status
Registered By **Admin**
Structure of the House
Phase
Connected Load
Registered On **03-CTR-2064**
No Rooms
Location Type Rural Urban

Office Details

Regional Office
Sub Branch
Branch Office
Area

Process Details

Work Flow (Service Levels(Days))	Preferred Levels (Days)	Remarks
<input checked="" type="checkbox"/> Pending for Dispatch Process (5)	5	
<input checked="" type="checkbox"/> Pending for Inspection Process (5)	5	
<input checked="" type="checkbox"/> Pending for Load Approval (5)	5	

Done

start

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Done

start

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<input type="checkbox"/>	Pending for Dispatch Process (5)	5
<input checked="" type="checkbox"/>	Pending for Inspection Process (5)	5
<input checked="" type="checkbox"/>	Pending for Load Approval (5)	5
<input checked="" type="checkbox"/>	Pending for Estimation Process (5)	5
<input checked="" type="checkbox"/>	Pending for Estimation Approval (5)	5
<input checked="" type="checkbox"/>	Pending for Payment Intimation (5)	5
<input checked="" type="checkbox"/>	Pending for Consumer Payment (5)	5
<input checked="" type="checkbox"/>	Pending for Wiring Inspection (5)	5
<input checked="" type="checkbox"/>	Pending for Service Release (5)	5

Electrical Contractor Details

Self Electrical Contractor

Neighbour Details

Consumer No1 Name1
 Consumer No2 Name2

Applicant Signature

Signature

==> Select **Services or Organization** ==> Individual

==> Type Receipt on empty box and click on amount box. Amount and Receipt date will display automatically

==> Type **Applicant name**

==> Type **father/Husband name** and **Gfather name**.

==> Type **House number**

==> Type **Street name**

==> Type **Ward no.**

==> Select **District**

==> In Service Detail

==> Select **Voltage Group** as (LT 220/440 WC) for Domestic and (LT 220/440 DM) for demand consumer

==> Select **Main Category** -- DOMESTIC

==> Select **Category of Supply** -- ex: domestic 5A

==> Select **Social Status** ==> GENERAL

==> Select **Structure of House**

==> Select **Phase** ==> I

==> Type **Connected load** as Required ex: 5,16,30....

==> Select AMPS for Domestic , KVA for non-domestic

==> Choose **Registered On date** -==> this date is important. Set 02 MAGH 2064 as above consumer (005.10.001KA)

IN OFFICE DETAIL

==> Select **Regional Office**

==> Select **Branch office**

==> Select **Area Code** ==> 005 as above consumer

IN PROCESS DETAILS

==> Remove all check boxes from all these process

Pending for Estimation Process
 Pending for Estimation Approval
 Pending for Payment Intimation
 Pending for Consumer Payment

IN NEIGHBOUR DETAIL

==> Type **Consumer No.**
 ==> Click on **Name1**==> name will come automatically

IN DOCUMENTS DETAILS

==> Click on All Documents check Box and Type 1 in Box
 Then Click on **SUBMITT** Button
 Now click on **Pending Process Menu**
 ==> Click on SNO check box.

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Configuration Registration Pending Services View Status Reports Released

Pending for Dispatch Process

SNo	Registration No	Category / Phase	Consumer Details	Branch	Amount	Registered On/ To be dispatched
<input checked="" type="checkbox"/>	12110555	DOMESTIC(5A)/I	1, BARA,	SIMARA	20	03-CTR-2064/09-CTR-2064

Back Dispatch

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==> Click on **Dispatch**

Now you are In Pending for Inspection Process

==> Click on **Pending for Inspection Process**
 ==> Click on **Registration No** which is in BULE COLOUR
 ==> Select **route** from list ex: ROUTE-10 As above consumer
 ==> Select **transformer** ex: DTR0510
 ==> Select **Pole** from list ex: 051001 this means 05 is Area, 10 is route and 01 is two digit from consumer No

IN INSPECTION DETAIL

==> Type **Inspector Code.** You can found in Employee master.
 ==> Designation comes automatically
 ==> Select **inspection dates** this date also important ex: select 03MAGH 2064

-- click on **submit**.

NOW YOU ARE IN PENDING FOR LOAD APPORVAL

- ==> Click on **pending for load approval**
- ==> Click on **Registration No** (in Blue Color)
- ==> In Supply detail-- Type current in amp ex: 5 ,15 AMPS or 1,2 KVA
- ==> Select **Approved By**
- ==> Select **Approve on Date** ex: 03 MAGH 2064
- ==> Type **Approved Person**
- ==> Click on **Update**

NOW YOU ARE IN PENDING FOR WIRING INSPECTION

- ==> Click on Pending for **Wiring for Inspection**
- ==> Click on **Registration Number**
- ==> Select **consumer intimation date** ex: 04 MAGH 2064
- ==> Click on submit
- ==> Again click on **registration Number** (blue Number)
- ==> Select **Inspection date** ex: 05MAGH 2064
- ==> Type the name of **wiring Inspector**
- ==> Select **designation**
- ==> Select **Size** ex: 25
- ==> Select **earthling is done** or not ex: NO
- ==> Click on **submit**

=====
 First enter new meter detail for this consumer from MTER STOCK ENTRY
 =====

NOW YOU ARE IN PENDING FOR SERVICE RELEASED

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Meter Particulars

Meter No: TOD Opted **Select If TOD Meter Required**

SINO: Type:

Phase: Make:

Constant: Degit:

Elec type: Seal Dt:

MRT Seal No1: MRT Seal No2:

MRT Seal No3: MRT Seal No4:

Cover Seal No1: Cover Seal No2:

Cover Seal No3: Cover Seal No4:

Terminal Seal No1: Terminal Seal No2:

Meter Open Reading: Meter Installed Date on Premises:

Voltage:

Remarks:

Consumer Details in Nepali

Name: Father's Name:

Address 1: Address 2:

Address 3: District:

Release Particulars

Area Code: Bill Day: Consumer No:

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- ==> Click on **Pending for Service Released**
- ==> Click on **Registration no** (BLUE NUMBER)
- ==> Type new **METER NUMBER** In **Meter particular**
- ==> Click on **show** (one small window will appear)
- ==> Click on **meter number** which is in blue color
- ==> Select **date on Meter installed on premises** as PRAKASH MITI ex: 6MAGH2064
- ==> Type Consumer Detail in Nepali

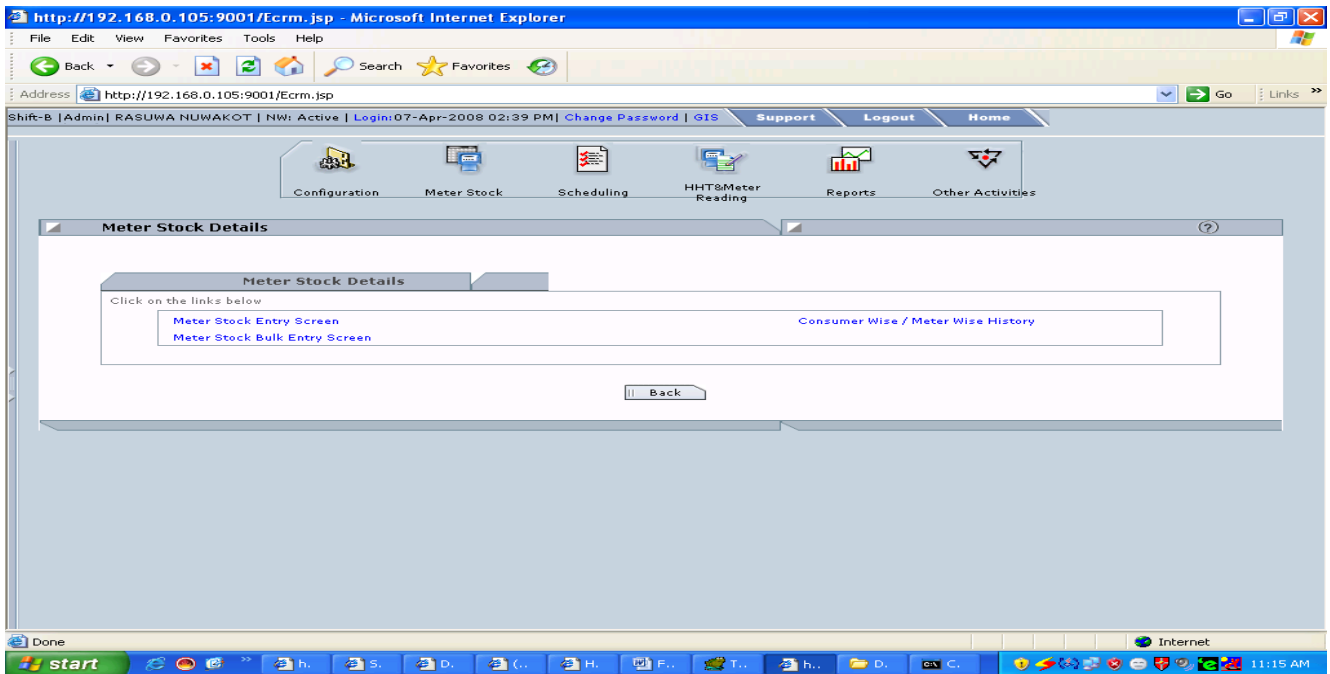
In Released particulars

- ==> **Type Consumer no** ex: 001KA==> should not type whole consumer number like 005.10.001KA
- ==> Select **Released on date** -- same as Meter installed on premises date
- ==> Type 1 in **billing cycle** (month)
- ==> select **Supervisor name** . The supervisor name designation should be **SUP**
- ==> You have to check **Billing Month/year** in box there 11/2064 means 11 is FALGUN and 2064 is year
- ==> Click on **submit**

Now consumer is released.

METER STOCK ENTRY:-

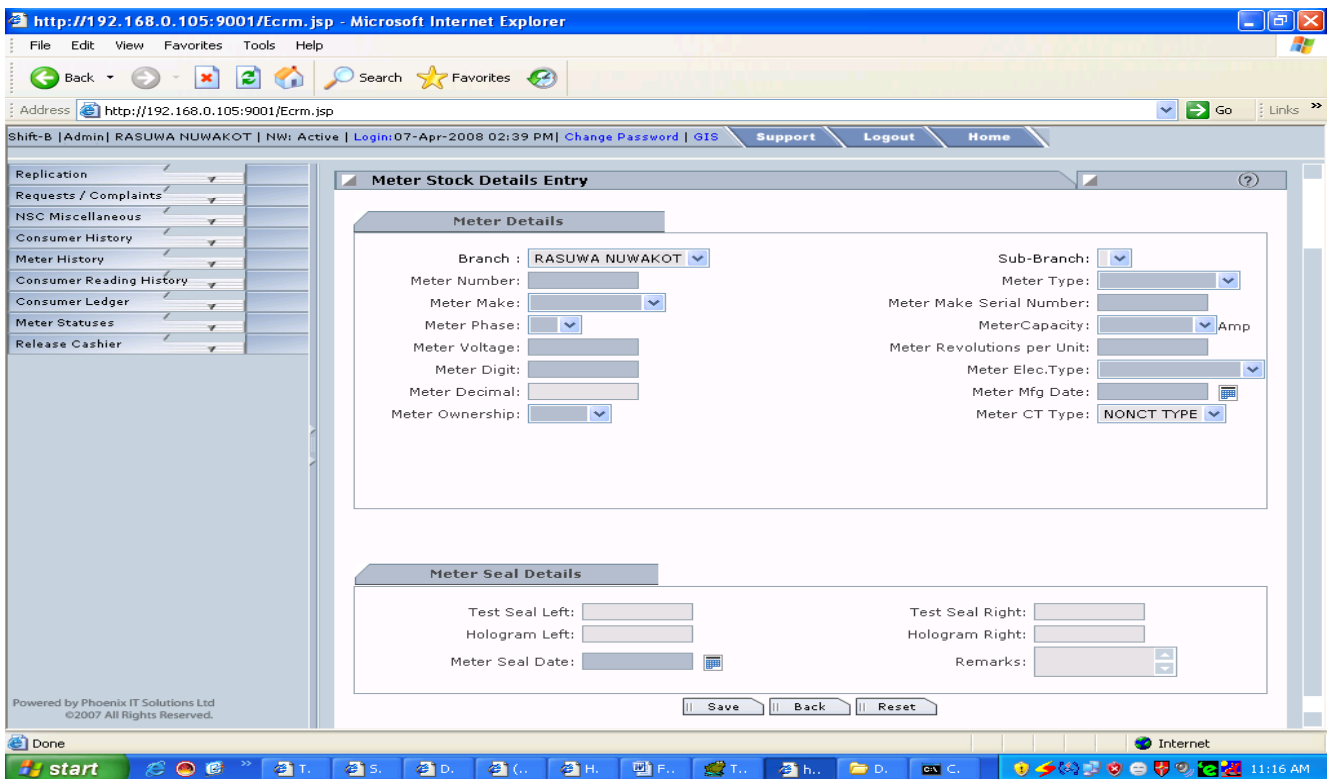
- ==> On module **METRING & SCHEDULING**
- ==> Click on **Meter Stock**.



==> Click on **Meter Stock Entry Screen**.

==> Click on **View All**

==> Click on **NEW**.



==> Type **Meter Number**

==> Select **Meter Type**

==> Select **Meter Make**

==> Type **Meter Make Serial Number** (same as above Meter Number)

==> Select **Meter Phase**

==> Select **Meter Capacity**

==> Select **Meter Voltage**

==> Type **Meter Revolution per Unit (600)**

==> Type **Meter Digit**

- ==> Select **Meter Elec. Type** (as Electromechanical or Electronics)
- ==> Select **Meter Mfg Date** :(put old date)
- ==> Select **Meter Decimal**
- ==> Select **Meter Ownership**.
- ==> Meter **CT Type for Demand Meter** and **TOD meter** (not applicable for whole meter type)

- ==>Type **Meter Seal date** (same as Meter Mfg Date)
- ==> Click on **SAVE** Button

How to Do Meter Change:-(Domestic, Non Domestic and TOD Consumer)

1) Whole Current meter changes (domestic TO Domestic Only)

- ==> First Enter new meter Details in **Meter STOCK** as above steps
- ==> Click on module **METRING & SCHEDULING**
- ==> Click on **OTHER ACTIVITIES**
- ==> Click On **Whole Current Meter Change**
- ==> Enter **Consumer number or Consumer ID**.
- ==> Click on **SHOW**.

WholeCurrent Meter Change

Branch : MALANGWA DC Sub Branch :
 Consumer No: 562 Show Change Date : 05-MGH-2070
 Consumer Name : GULAB DEVI Category : DOMESTIC(5A)

Other Meter Type Demand Meter TOD Meter **Change**

Existing Meter Details		New Meter Details	
Meter No: GEN_524	Make: NOMAK	Meter No:	Make:
Meter Status: Normal	Type: NONCT TYPE	Phase :	Capacity: Amp
Capacity: 100-Above Amp	Electronic	Meter Type:	CT Ratio:
CT Ratio: 0.0/0.0	MF/Digit: 1.0 5	MF/Digit:	Height:
Final Rdg: 6064.0	Rdg Date: 06-AAS-2070	Initial Rdg:	Initial Rdg Date: 05-MGH-2070
Phase: 1	Constant: 1	Mtr Constant:	Meter Box No:
Cover Seals		Cover Seals	
SealNo1:	SealNo2:	SealNo1:	SealNo2:
SealNo3:	SealNo4:	SealNo3:	SealNo4:
Terminal Seals		Terminal Seals	
SealNo1:	SealNo2:	SealNo1:	Seal No2:
Mtr BoxNo:	Availability: Ready		

Save Reset Back

==> Select **Change Date** (This date should be before next billing date and after previous billed date)
 Example:- 001.05.010

In above consumer no 05 is the billing day. Next Billing date is 05 MAGH then Change date should before 05 MAGH and after 05 POUISH)

==> Type **New Meter Number** in Meter No Box & Press ENTER (NEW METER DETAILS New Meter Details Will display automatically)

==> Type Initial Reading Date should be next Billing date by New Meter.

==> IF STOCK UNIT OF OLD METER EXIST THEN TYPE OLD METER READING IN FINAL RDG BOX OF EXISTING METER DETAIL.

==> Click on **save**.

2) Meter Changes from domestic to Demand or TOD consumer:-

In this case, the consumer should have **METER, CATEGORY** and **LOAD CHANGE ALSO**.

==> First Enter new meter Details in **Meter STOCK** as above steps

==> Click on module **METRING & SCHEDULING**

==> Click on **OTHER ACTIVITIES**

==> Click On **Whole Current Meter Change** (if the consumer is in whole current) other wise Click on **DEMAND METER CHANGES** or **TOD METER CHANGES**.

==> Enter **Consumer number** or **Consumer ID**.

==> Click on **SHOW**.

- ==> Click on Other meter type box as required (Demand meter or TOD meter).
- ==> Click on CHANGE box.
- ==> Click on OK Button for CATEGORY CHANGES.

Name	Address	Category	Load	Phase
NITU KUMARI	MALANGWA MALANGWA MALANGWA	DOMESTIC (5A)	5 AMPS	1

- ==> Here you can change category of the consumer in NEW CATEGORY BOX.
- ==> SELECT REQUIRED CATEGORY IN NEW CATEGORY BOX.
- ==> SET Effective date (Date should be after previous reading date or coming reading date).
- ==> Click on SAVE.
- ==> Type USERNAME and PASSWORD.

NOW YOU WILL BE IN MTER CHANGE SCREEN.

- ==> Set CHANGE DATE as required. (Date should be after previous reading date or coming reading date).
- ==> Type new meter number in MTER NUMBER BOX
- ==> PRESS ENTER key.
- ==> Type initial reading (KWH) and KVA.

- ==> Set RDG date as the date of next reading date.
- ==> Click on SAVE button.

Consumer Number Changes:-

ON Customer services module

- ==> Click on **Configuration**
 - ==> Click on **Consumer Number changes**
 - ==> Type **Consumer number** or consumer ID
 - ==> Select **Effective Date**
 - ==> Click on **show**
- Here you can change consumer area, route and serial number.

Consumer Id: Consumer Number:

Effective Date:

Consumer Number	Name	Category	Load	Meter No
001.01.001	CHHATRA BAHADUR TAMANG	DOMESTIC(5A)	5	GEN_1137

	Schedule Day	Area	DTR	Pole Number	Consumer Number
Old Details	01	0001	DTR0101	010100	001
New Details	<input type="text" value="01"/>	<input type="text" value="0001"/>	<input type="text" value="DTR0101"/>	<input type="text" value="010100"/>	<input type="text"/>

- ==> change as required.
- In consumer number
- ==> Type new **serial number**
- ==> Click on **Save**

TO CHANGE LOAD AND CATEGORY

On Customer Service Module

- ==> Click on **Configuration**
- ==> Click on **Consumer Changes**
- ==> Click on **Category Change Request**
- ==> Type **Consumer number**
- ==> Set **Effective Date**. (Date should be after previous reading date or coming reading date).
- ==> Select **New Category** on **NEW CATEGORY** box.

Configuration Registration Pending View Status Reports Modify & Acknowledge

Consumer Category Changes Entry

Branch : SINDHULI
 Consumer No: 001.01.001
 Effective Date: 04-BHR-2065

Name	Address	Category	Load	Phase
CHHATRA BAHADUR TAMANG	SINDHULI SINDHULI SINDHULI	DOMESTIC (5A)	5 AMPS	1

Existing Category

Category: DOMESTIC(5A)
 KWH: 8149.0
 KVA: 0.0

New Category

Category: DOMESTIC(5A)
 KWH: 8149.0
 KVA: 0.0

Save Back

==> Click on **SAVE**

NOTE:= On category changes , domestic to domestic, meter changes is not required.
 if changes has to do domestic to non-domestic or non-domestic to domestic then you have to do meter change first.

Now Load change.

=====

On Customer Service Module

==>Click on **Configuration**

==> Click on **Consumer Changes**

==>Click on **Load Change Request**

==>Type **Consumer number**

==>Set **Effective Date**. (Date should be after previous reading date or coming reading date).

==> Type new load in **Contracted load and Connected Load**.

Configuration Registration Pending View Status Reports Modify & Acknowledge

Consumer Load Changes Entry

Branch : SINDHULI
 Consumer No: 001.01.001
 Effective Date: 04-BHR-2065

show

Name	Address	Category	Load	Phase
CHHATRA BAHADUR TAMANG	SINDHULI SINDHULI SINDHULI	DOMESTIC (5A)	5 AMPS	1

Existing Load

Contract Load: 5.0 AMPS
 Connect Load: 5.0 AMPS
 KWH: 8149
 KVA: 0.0

New Load

Contract Load: 5.0 AMPS
 Connect Load: 5.0 AMPS
 KWH: 8149
 KVA: 0.0

Save Back

==> Click on Save

Now Consumer Details changes (Name, Fname, GFname, Address, meter digit, metering point, MF factor, Phase and Government Code)

=====

On Customer Service Module

- ==>Click on **Configuration**
- ==>Click on **Consumer Detail changes**
- ==>Type **Consumer number**
- ==>Set **Effective Date**
- ==> Click on **Show**

Name	Address	Category	Load	Phase
CHHATRA BAHADUR TAMANG	SINDHULI SINDHULI SINDHULI	DOMESTIC (5A)	5 AMPS	1

Address Details

Consumer Name	<input type="text" value="CHHATRA BA"/>	Father Name	<input type="text" value="NA"/>
GFather Name	<input type="text"/>	Address 1	<input type="text" value="SINDHULI"/>
Address 2	<input type="text" value="SINDHULI"/>	Address 3	<input type="text" value="SINDHULI"/>
Address 4	<input type="text" value="KATHMANDU"/>	Phone	<input type="text"/>
House Owner Name	<input type="text"/>	Father Name	<input type="text"/>
Email	<input type="text"/>	Landmarks	<input type="text"/>

Meter Details

Meterrent Months	<input type="text" value="0"/>	Meteringpoint	<input type="text" value="Primary"/>
Submeter Count	<input type="text" value="0"/>	Demand Meter Flag	<input type="text" value="Not Required"/>
Meter Digit	<input type="text" value="5"/>	MF	<input type="text" value="1.0"/>
Trans Ownership	<input type="text" value="NEA"/>	Trans Capacity	<input type="text" value="1000.0"/>

Bill Details

Billing Cycle	<input type="text" value="1"/>	Govtcode	<input type="text" value="NONE"/>
Phase	<input type="text" value="I"/>		

==> do changes as on required field.

==> Click on **Update**

Adding new Employee:

On Customer Service Module

==> Click On **configuration**

==> Click on **Office, Employee, Area and DTR Configuration**

==>Click on **Employee Master**

==>Click on **View ALL**

==>Click on **NEW**

Employee Master			
Office Details			
Employee Code	<input type="text"/>	Employee Designation	<input type="text" value="v"/>
Office Code	<input type="text" value="v"/>	Hire Date	<input type="text"/> <input type="button" value="Calendar"/>
Joining Date	<input type="text"/> <input type="button" value="Calendar"/>	Retiring Date	<input type="text"/> <input type="button" value="Calendar"/>
Termination Date	<input type="text"/> <input type="button" value="Calendar"/>	Latest Designation	<input type="text" value="v"/>
Reporting To	<input type="text" value="v"/>		
Reporting Office	<input type="text" value="v"/>		
Latest Office	<input type="text" value="v"/>		
Status	<input type="text" value="v"/>		
Personal Details			
First Name	<input type="text"/>	Middle Name	<input type="text"/>
Last Name	<input type="text"/>	Father/Husband Name	<input type="text"/>
Door No	<input type="text"/>	Street	<input type="text"/>
Area	<input type="text"/>	City	<input type="text"/>
G.P.O. Box	<input type="text"/>	Phone1	<input type="text"/>
Phone2	<input type="text"/>	Email	<input type="text"/>
Birth Date	<input type="text"/> <input type="button" value="Calendar"/>	Sex	<input type="text" value="v"/>
Subsidiary Details			
Consumer ID :	<input type="text"/>	Consumer Number :	<input type="text"/>
Facility Start Date :	<input type="text"/> <input type="button" value="Calendar"/>	Is Subsidy applicable :	<input type="checkbox"/>
Facility End Date :	<input type="text"/> <input type="button" value="Calendar"/>		
<input type="button" value="Insert"/> <input type="button" value="Back"/> <input type="button" value="Reset"/>			

==> Fill up All details which are blinked.

Note-> if this employee does not taking employee facility from that office then IGNORE Subsidy Detail part. If yes then fill up all filed.

==> Click on **INSERT**.

NEA Employee subsidy Configuration:

=====

On Customer Service configuration

==> Click on **configuration**


==> Click on **Office, Employee, Area and DTR Configuration**


==> Click on **NEA Employee Subsidy Configuration**

==> Click on **view all**

==> Click on **NEW**

NEAEmployee Subsidiary Details

From Date 

To Date 

Units



- ==> Fill up **from date**, **to date** and units filed.
 (ex: 01 poush 2070 to 32 jetha 2071 == 125 unit
 01 asadh 2071 to 29 mangsir 2071 == 75 unit)
 ==> Click on **INSERT**.


How to enter single consumer reading entry:(Domestic Consumer)

On Metering & Scheduling Module

- ==> Click on **HHT&Meter Reading**
 ==> **Whole Current meter reading entry.**
 ==> **Enter Consumer No or consumer ID**
 ==> Click on **SHOW**

LT Meter Reading Entry (?)

Branch :  Sub Branch : 


Area : 


Consumer No:


Name	Address	Category	Load	Phase
Ram Bahadur Karki	Bagathali	DOMESTIC (5A)	5 AMPS	1
	MAKAWANPUR			



Previous Month (5/2065)

Previous Status: Previous Reading:

Present Status:  Present Reading:

Date Of Reading:  Bill Amount:

Comm Mode:  Units:

Reading Used(Y/N):  Observation: 

Remarks:

==>Check **Previcous month** (5/2065) this date should be previous month date.

==> Select required **Present Status**.

Eg:- Normal, Doorlock, Meter change as required.

==>Select **date of Reading**.

Eg:- consumer no is 001.05.002 then date should be current month 05 date.

==>Enter **Present Reading**.and press **ENTER**.

==>Check out **Bill amount** and **Units displayed**. If correct then Click on **Ok** to Save or Click on **SAVE** button.

How to enter bulk consumer reading entry:(Domestic Consumer)

On Metering & Scheduling Module

==>Click on **HHT&Meter Reading**

==>Click on **Whole Current Meter bulk entry**.

==> Select **whole consumer route date**.

==>Select **Area**.

==>Select **Meter Reader**.

==>Select **routes**.

==>Click on **SHOW**.

WholeCurrent Meter Reading Bulk Entry
?

Date:

Branch : Sub Branch :

Area : Routes :

Meter Reader :

Con No.	Name	Prev Rdg.	Prest Status	Prest Rdg.	Units	Observation	Bill Amt
001.08.001	Hari Bahadur Sunar	5859	NORMAL			001 <input type="button" value="v"/>	
001.08.001GA	Dil Kumari	177	NORMAL			001 <input type="button" value="v"/>	
001.08.001GHA	Dil Kumari Biswokarma	140	NORMAL			001 <input type="button" value="v"/>	
001.08.001KA	Januka Sunar	1593	NORMAL			001 <input type="button" value="v"/>	
001.08.001KHA	Bhakta Bahadur Bishwa	1388	NORMAL			001 <input type="button" value="v"/>	
001.08.002	Bir Bahadur	10053	NORMAL			001 <input type="button" value="v"/>	
001.08.003	Thakur Prasad	6469	NORMAL			001 <input type="button" value="v"/>	
001.08.003KA	Gobrdhan Adhikari	753	NORMAL			001 <input type="button" value="v"/>	
001.08.004	Rudra Kumar Aacharya	2424	NORMAL			001 <input type="button" value="v"/>	
001.08.005	Hari Krishna Adhikari	4470	NORMAL			001 <input type="button" value="v"/>	
001.08.006	Ram Krishna Adhikari	1119	NORMAL			001 <input type="button" value="v"/>	
001.08.007	Ram Pd Adhikari	9126	NORMAL			001 <input type="button" value="v"/>	
001.08.008	Krishna Prasad Upreti	5559	NORMAL			001 <input type="button" value="v"/>	
001.08.009	Bisnu Prasad Aryal	3658	NORMAL			001 <input type="button" value="v"/>	

001.08.014KA	Chiranjivi Bartaula	1196	NORMAL			001
--------------	---------------------	------	--------	--	--	-----

Page 1 of 7 - 135 Total Rows

1 2 3 4 5 6 7

Back SaveBulk

==> Your Cursor will be in Prest Rdg. box of first consumer.

==> Before entering prest reading check prest. Status if status is not in NORMAL then you have to click on

NORMAL and type the status CODE as 001 for Normal, 002 for Door lock etc.

==>Enter Present reading and check Bill Amt and units.Now Cursor will be in second consumer's Prest Rdg.

Note:- Below number are in Blue Color are the page of consumer .After finished first page consumer reading click on SAVEBULK button and it will display second page and so on.

How to enter single consumer reading entry:(Demand Consumer)

On Metering & Scheduling Module

==>Click on **HHT&Meter Reading**

==>**Demand meter reading entry.**

==>**Enter Consumer No or consumer ID**

==>Click on **SHOW**

Demand Meter Reading Entry

Branch : HETAUDA BRANCH Sub Branch :

Area :

Consumer No: 001.02.501 Reading Date: 2-ASW-2065

Name	Address	Category	Load	Phase
Sungava Engineering Workshop	Golpingatar MAKAWANPUR	LT-INDUSTRIAL (RURAL & COTTAGE)	12.5 KVA	3

Previous Month (5/2065)			Present Month	
Status	Reading		Status	Reading
KWH 001	44699		001-Normal	44750
KVA 001	6.25		001-Normal	6.25

Demand Reset

Units : 51 Energy : 277.95 TLEnergy : 0.00
Demand : 450.00 TLDemand : 0.00
Total Amt : 727.95

Microsoft Internet Explorer

Do you want to save the record

OK Cancel

Observation: Reading Used(Y/N):

Comm Mode:

Multiplying Factor	Dividing Factor	Consumption	Recommended Units & Behaviour
KWH <input type="text" value="1.0"/>	<input type="text" value="1.0"/>	<input type="text" value="10"/>	
KVA <input type="text" value="1.0"/>	<input type="text" value="1.0"/>	<input type="text" value="8.4375"/>	

- ==> Select Current month reading date.
 - ==> Enter **current reading** and **ENTER**
 - ==> Enter **current Demand** and Enter.
 - ==> Check **consumed units , energy charge and Total Amount** in Blue Color.
- Then Click on OK to **save**.
- How to enter bulk consumer reading entry:(Demand Consumer)

=====

On Metering & Scheduling Module

- ==> Click on **HHT&Meter Reading**
- ==> Click on **Demand Meter bulk entry**.
- ==> Select **whole consumer route date**.
- ==> Select **Area**.
- ==> Select **Meter Reader**.
- ==> Select **routes**.
- ==> Click on **SHOW**.

Demand Meter Reading Bulk Entry ?

Reading Date :

Branch : Sub Branch :

Area : Routes :

Meter Reader :

Demand Reset

Consumer No

KWH :	<input type="text" value="001.02.301"/>	Prev Rdg.	<input type="text"/>
	<input type="text" value="001.02.501"/>		<input type="text"/>
KVA :	<input type="text" value="001.02.502"/>	Prest Rdg.	<input type="text"/>
	<input type="text" value="001.02.851"/>		<input type="text"/>
	<input type="text" value="001.02.853"/>		

Consumer No.	Consumer Name.	Prev Rdg.	Present Rdg.	Units	Status	Date
		KWH	KWH	KWH	KWH	
		KVA	KVA	KVA	KVA	

==> Select Consumer no and it will display **prev.Rdg. Enter Prest. Rdg , enter prest Demand and Press ENTER**

==>Check **Unit consumed,Energy,demand and Total Amount** then click on OK to save.

How to do Reading modification of consumer

=====

==>Click on **HHT&Meter Reading**

==>Click on **Whole Cureent reading Modification.**

==> Select **whole consumer route date.**

==> Type Consumer no. or Consumer ID

==> Click on **SHOW.**

Now you can change present reading number only. If the consumer does not paid that month bill amount.

==> Click on **UPDATE.**

Similarly You can modify **DEMAND** or **TOD** Consumer reading also.

How to Cancel the Cutrrent BILL

=====

==>Click on **HHT&Meter Reading**

==> Click on **Cancel Meter reading.**

BILLING MODULE

=====

1) Bill Process :-

In Billing Module

==> Click on BILL PORCESS.

==> Click on BILL PORCESS.

==> Select AREA and ROUTE.

==> Set FOR THE MONTH.

==> Type Consumer number or ID for SINGLE CONSUMER BILL PROCESS.

==> PRESS Enter Key.

For BULK Consumer bill process does not enter any consumer number in Consumer number box.

==> Click on PROCESS.

==> Type USERNAME and PASSWORD.

Configuration Bill Process Bill Preview Bill Printing Reports Other Activities

Bill Process

Non TOD TOD

Branch : MALANGWA DC Sub Branch :

Area : Route :

For the Month : 10/2070 * Proportionate Billing Disabled

Consumer No : Rebill Existing Consumers.

* Proportionate Billing is disabled for changes like category, load and phase changes.

For REBILL the Consumer BILL:-

==> Click on BILL PORCESS.

==> Click on BILL PORCESS.

==> Select AREA and ROUTE.

==> Set FOR THE MONTH.

==> Type Consumer number or ID for SINGLE CONSUMER BILL PROCESS.

==> TICK on Rebill Existing Consumer.

==> PRESS Enter Key.

Reading Checklist :-

 This menu can use to check the Consumer readings which are entered or not for Specific month.

In Billing Module

==> Click on BILL PORCESS.

==> Click on Reading Checklist.

==> Click on SHOW.

Billing Checklist :-

 This menu can use to check the Consumer Bill has been Processed or not for Specific month.

In Billing Module

==> Click on BILL PORCESS.

==> Click on Billing Checklist.

==> Click on SHOW.

Bill Preview :-

 To see the Consumer Bill Details. You can see Domestic, Demand or TOD consumer bill.

In Billing Module

==> Click on PRINT .

For route wise Consumer Bill print... DO not enter Consumer Number.

==> Click on PRINT.

The screenshot shows the 'Bill Printing' window with the following details:

- For the Month : 10/2070
- Branch : MALANGWA DC
- Area : 0002
- Bill Format : Spot Billing
- Sub Branch : (empty)
- Route : ROUTE-02
- Consumers : LT
- Consumer Number : 55
- Range : (empty) - (empty)
- Message : (empty)
- Blank Paper (unselected)
- Preprinted Paper (selected)
- Include Dues (checkbox)
- Print General Message (checkbox)
- Buttons: print, Back, PDF Print, Blank PDF

For TOD Consumer Bill Print :-

In Billing Module

==> Click on Bill Print.

==> Select required Month.

==> Select Consumer as TOD.

==> Type Consumer no or ID (for single Consumer Bill Print)

==> Click on BLANK PDF.

The screenshot shows the 'Bill Printing' window with the following details:

- For the Month : 10/2070
- Branch : MALANGWA DC
- Area : 0002
- Bill Format : Spot Billing
- Sub Branch : (empty)
- Route : ROUTE-02
- Consumers : LT
- Consumer Number : 55
- Range : (empty) - (empty)
- Message : (empty)
- Blank Paper (unselected)
- Preprinted Paper (selected)
- Include Dues (checkbox)
- Print General Message (checkbox)
- Buttons: print, Back, PDF Print, Blank PDF

To Enter New Calendar (No of Days in respective MONTH of new YEAR) :-

In Billing Module

==> Click on OTHER ACTIVITIES.

==> Click on NEPAL DATE.

==> Type NEPAL YEAR (NEW YEAR).

==> Click On SHOW.

==> Click on OK.

Nepal Month	Month Days	English Start Date
Baisakh:	31	14-Apr-2015
Jestha:	30	15-May-2015
Ashadh:	31	14-Jun-2015
Shrawan:	30	15-Jul-2015
Bhadra:	29	14-Aug-2015
Asoj:	31	12-Sep-2015
Kartik:	29	13-Oct-2015
Mangsir:	31	11-Nov-2015
Poush:	30	12-Dec-2015
Magh:	31	11-Jan-2016
Falgun:	31	11-Feb-2016
Chaitra:	31	13-Mar-2016
Total Days:	365	

Consumer and GOVT Code Relation :-

In Billing Module

==> Click on OTHER ACTIVITIES.

==> Click on CONSUMER GOVT CODE RELATION.

==> Select Required Government CODES (MINISTRY).

==> Type Consumer NO/ID.

==> Press ENTER KEY.

Entering NEPALI NAME(DEVNAGARI) to Consumer Details :-

In Billing Module

==> Click on OTHER ACTIVITIES.

==> Click on DEVANAGARI.

==> Type Consumer number or ID.

==> Press ENTER KEY.

Nepali Font

Consumer Number : 55

English Details

Name : NITU KUMARI

Father's Name : NA

Address 1 : MALANGWA

Nepali Details

Name : नीतु कु मारी

Father's Name :

Address 1 :

Save

- ==> Type NEPALI NAME ON NAME BOX and ADDRESS1 .
- ==> Click on SAVE.

The COLLECTION MODULE :-

The collection module is used for bill payment of the consumer as well and for the Miscellaneous Counter.

BILL PAYMENT Module :-

This module can user for online bill payment of consumer.

- ==> Click BILL PAYMENT.
- ==> Type Consumer no or ID in CONSUMER ID box.
- ==> Press ENTER KEY.

Bill Payment Entry

Payment Type: Normal

Debit Entry Cash Denominator

Consumer Id	Consumer No.	Name	Bill Amount	Rebate	Penalty	Other Amt	Amount to be Paid	Cash	Delete
55	001.01.042	NITU KUMARI	1305.00	0.00	326.25	0.00	1631.25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Consumers:1			Total :	1305.00	0.00	326.25	0.00	1631.25	

Payment Details

Consumer	Total Amount	Payment Mode	Cheque No.	Cheque/DD Date	Bank Name	Amount	Add Record
							<input checked="" type="checkbox"/>

Total Cheque Amount:

Total Cash Amount: 1631.25

Total Amount: 1631.25

Amount Furnished: 2000 ConsumerID


Excess/Less Amount: 368.75

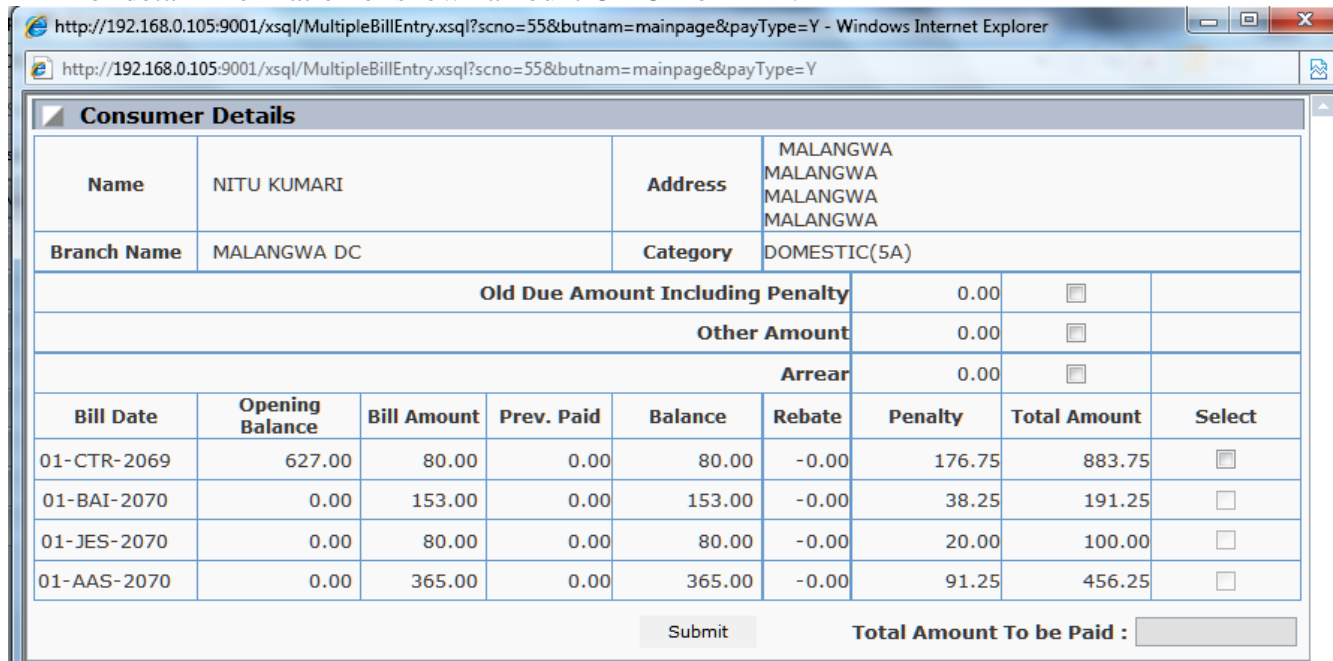
Submit

- ==> Click on  Box to add record.

==> Type The amount given by Consumer.

==> EXCESS amount is the return amount to Consumer. If consumer does not want to take return amount transfer to ADVANCE then type Consumer ID in Consumer ID BOX.

==> For detail information of shown amount CLICK on .



Consumer Details								
Name	NITU KUMARI		Address	MALANGWA MALANGWA MALANGWA MALANGWA				
Branch Name	MALANGWA DC		Category	DOMESTIC(5A)				
Old Due Amount Including Penalty			0.00	<input type="checkbox"/>				
Other Amount			0.00	<input type="checkbox"/>				
Arrear			0.00	<input type="checkbox"/>				
Bill Date	Opening Balance	Bill Amount	Prev. Paid	Balance	Rebate	Penalty	Total Amount	Select
01-CTR-2069	627.00	80.00	0.00	80.00	-0.00	176.75	883.75	<input type="checkbox"/>
01-BAI-2070	0.00	153.00	0.00	153.00	-0.00	38.25	191.25	<input type="checkbox"/>
01-JES-2070	0.00	80.00	0.00	80.00	-0.00	20.00	100.00	<input type="checkbox"/>
01-AAS-2070	0.00	365.00	0.00	365.00	-0.00	91.25	456.25	<input type="checkbox"/>
			Submit		Total Amount To be Paid :			

==> Select respective BILL MONTH and click on SUBMIT.

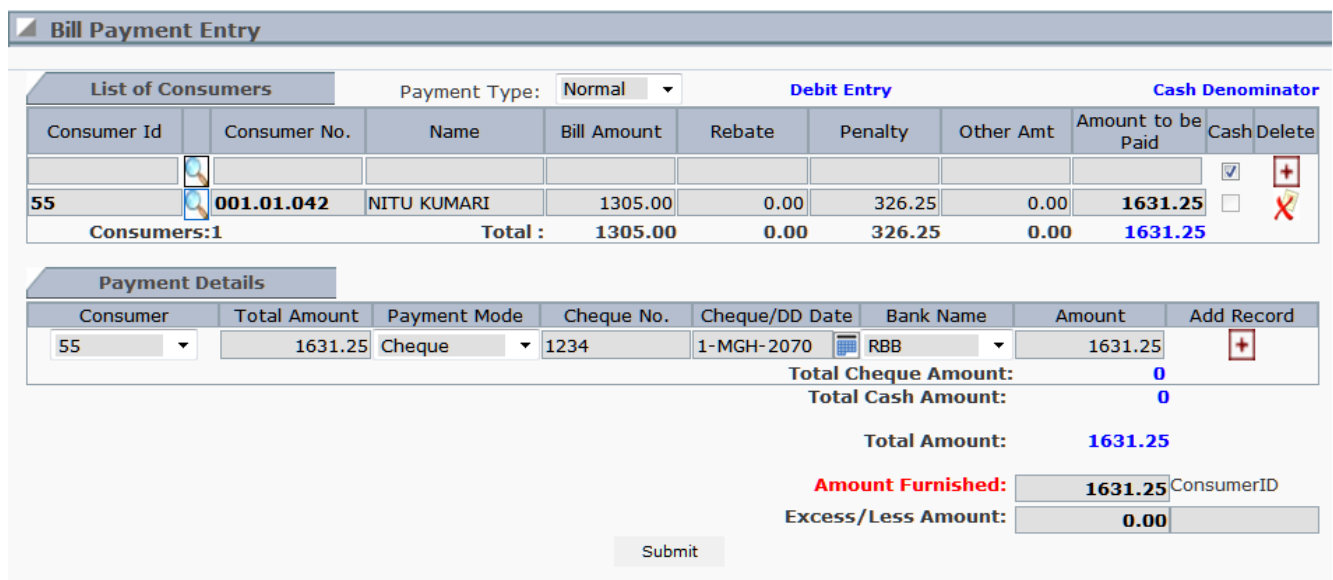
==> Click SUBMIT.

Consumer pay Bill in CHEQUE then

==> Remove Tick from CASH Box.

==> Select all details on Payment Details.(Consumer no.,Payment mode,Cheque number, Select Bank name).

==> Type amount given by the consumer on AMOUNT FURNISHED Box.



Bill Payment Entry										
List of Consumers			Payment Type:	Debit Entry			Cash Denominator			
Consumer Id	Consumer No.	Name	Bill Amount	Rebate	Penalty	Other Amt	Amount to be Paid	Cash	Delete	
55	001.01.042	NITU KUMARI	1305.00	0.00	326.25	0.00	1631.25	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Consumers:1			Total :	1305.00	0.00	326.25	0.00	1631.25		
Payment Details										
Consumer	Total Amount	Payment Mode	Cheque No.	Cheque/DD Date	Bank Name	Amount	Add Record			
55	1631.25	Cheque	1234	1-MGH-2070	RBB	1631.25	<input checked="" type="checkbox"/>			
Total Cheque Amount:						0				
Total Cash Amount:						0				
Total Amount:						1631.25				
Amount Furnished:						1631.25	ConsumerID			
Excess/Less Amount:						0.00				
Submit										

==> Click on SUBMIT.

MANNUAL Collection can enter into the SYSTEM by using Bulk Payment ENTRY(MANNUAL) .

In Collection Module

- ==> Click on Misc. Payment.
- ==> Click on Bulk Payment Entry (MANNUAL).
- ==> Select Required Date and Cashier.

Bulk Payment Entry(Manual)

List of Consumers Payment Type: **Normal** Payment Date: 1-MGH-2070 Cashier: **MAGH**

Consumer Id	Consumer No.	Name	Bill Amount	Rebate	P	Close	ash	Add Record
55	001.01.042	NITU KUMARI	1305.00	0.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Consumers:			Total :					

Payment Details

Consumer	Total Amount	Payment Mode	Cheque No.	Cheque/DD Date	Bank Name	Amount	Add Record
							<input type="checkbox"/>
Total							<input type="checkbox"/>
Total							<input type="checkbox"/>

Amount Furnished: _____ ConsumerID _____
 Excess/Less Amount: _____

Submit

Bulk Payment Entry(Manual)

List of Consumers Payment Type: **Normal** Payment Date: 1-MGH-2070 Cashier: **NEACBP**

Consumer Id	Consumer No.	Name	Bill Amount	Rebate	Penalty	Other Amt	Amount to be Paid	Cash	Delete
58	001.01.044	LILADHAR AGRAWA	6381.00	0.00	1595.25	0.00	7976.25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
56	001.01.042KA	KIRAN KUMARI	48.00	0.00	12.00	0.00	60.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
55	001.01.042	NITU KUMARI	1305.00	0.00	326.25	0.00	1631.25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Consumers:3			Total :		7734.00	0.00	1933.50	0.00	9667.50

Payment Details

Consumer	Total Amount	Payment Mode	Cheque No.	Cheque/DD Date	Bank Name	Amount	Add Record
							<input type="checkbox"/>
Total Cheque Amount:							<input type="checkbox"/>
Total Cash Amount:						9667.50	
Total Amount:						9667.50	

Amount Furnished: _____ ConsumerID _____
 Excess/Less Amount: _____

Submit

**** Red - Old Due Existed.**
**** Blue - Installments Consumer.**

==> Click on SUBMIT.

MISCALLENEOUS COLLECTION :-

In Collection Module

- ==> Click on Misc. Payments.
- ==> Click on Miscellaneous Collection.
- ==> Select Required REQUEST TYPE in Box.

Miscellaneous Fee

Request Type :

Show Details

Registration No :

Consumer Details

Consumer Name : House No :

Office : Street :

Main Category :

Sub Category :

Phone No : Area :

Fee Details

<input type="checkbox"/> Process Fee	<input type="text" value="1400.0"/>
<input type="checkbox"/> Application Fee	<input type="text" value="50.0"/>
<input type="checkbox"/> SERVICE CHARGE	<input type="text" value="100.0"/>
<input type="checkbox"/> SALE OF METER	<input type="text" value="1120.0"/>

Payment Details

Payment Mode : Amount : Collection Date :

Remarks :

- ==> Type Consumer name.
- ==> Select Office.
- ==> Select Main Category.
- ==> Select Sub Category.
- ==> Select Required FEE DETAILS.
- ==> Select payment Mode. (CASH or CHEQUE).
- ==> Select Collection Date.
- ==> Click on SUBMIT.

BILL COLLECTION CANCELLATION :-

In Collection Module

- ==> Click on TRANSACTION.
- ==> Click Bill Collection Receipt Collection.
- ==> Type Collection RECEIPT number.
- ==> Click on SHOW.

Receipt Cancellation ?

Receipt Number

Consumer Details

PR Number :	4051701007990001	Consumer No :	001.01.042
Consumer Name :	NITU KUMARI	House No :	MALANGWA
Branch Office :	MALANGWA DC	Area/Ward No :	MALANGWA
Category :	DOMESTIC(5A)		

Payment Details

Payment Mode :	Cash	Amount :	1000.0	Collection Date :	07-MGH-2070 09:50
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Modify Reason

Reason for Cancellation :

==> Type the reason for Cancellation on Modify Reason Box.
 ==> Click on CANCEL.

Another way of RECEIPT CANCELLATION







In Collection Module

==> Click on SEARCH PAYMENT.
 ==> Click on Bill Payment Search.
 ==> Type Consumer no Or ID in Consumer No Box.

Search Payment

Consumer No ReceiptNo Cheque/DDNo

==> Press ENTER KEY.

 Configuration	 Bill Payments	 Misc. Payment	 Transactions	 Reports	 Search
---	---	---	--	---	--

Consumer No	Payment Mode	Receipt No	Amount Paid	Payment Date
001.01.042	Cash	4051701007990001 Print	1000.00	07-MGH-2070 09:50 Cancel

==> Click on CANCEL .

Receipt Cancellation	
Receipt Number	4051701007990001 Show
Consumer Details	
PR Number :	4051701007990001
Consumer Name :	NITU KUMARI
Branch Office :	MALANGWA DC
Category :	DOMESTIC(5A)
Consumer No :	001.01.042
House No :	MALANGWA
Area/Ward No :	MALANGWA
Payment Details	
Payment Mode :	Cash
Amount :	1000.0
Collection Date :	07-MGH-2070 09:50
Modify Reason	
Reason for Cancellation :	<input type="text"/>
Cancel	

==> Type the Reason for Cancellation in BOX.

==> Click on CANCEL.

MISCELLANEOUS RECEIPT CANCELLATION :-

In Collection Module

==> Click on TRANSACTION.

==> Click on Miscellaneous Fee Receipt Cancellation.

==> Type RECEIPT NUMBER in box.

==> Click on SHOW.

Miscellaneous Fee Cancellation	
Receipt Number	405A70100799001 Show
Consumer Details	
PR Number :	405A70100799001
Consumer Name :	safaf
Branch Office :	MALANGWA DC
Category :	DOMESTIC(5A)
Request Type :	NEW CONNECTION
House No :	
Street :	
Area :	
City :	
Phone Number :	
Payment Details	
Payment Mode :	Cash
Amount :	50.0
Collection Date :	07-MGH-2070 10:00
Reason	
Reason for Cancellation :	<input type="text" value="sdf"/>
Cancel	

==> Type the reason for cancellation on box.

BLOCK/UNBLOCK Consumer Payment :-

In Collection Module

- ==> Click on TRANSACTION.
- ==> Click on BLOCK/UNBLOCK Consumer Payments.
- ==> Type Consumer no or ID.
- ==> Press ENTER KEY.

==> Type the reason for block or unblock Consumer Payment.

COLLECTION REPORT :-

In Collection Module

- ==> Click on REPORTS.
- ==> Click on OPERATORWISE SUMMARY REPORT.
- ==> Select OPERATOR.
- ==> Set FROM DATE and TO DATE.
- ==> Click on SUBMIT.

NEPAL ELECTRICITY AUTHORITY, POKHARA DCS MALANGWA DC - BRANCH OFFICE Phone :			
Operator Wise Collection Summary Report from 07-MGH-2070 To 07-MGH-2070			
Branch: MALANGWA DC			
Cash Denominator			
Operator : ADMIN			
Mode of Payment	No. of Transactions	No. of Cheques	Amount Collected NRs
Cash	1	-	1,000.00
Total:	1	0	1,000.00
Grand Total:	1	0	1,000.00
Total Cash Collected:			1,000.00
Total Cheque Collected:			0.00

- ==> Click on OPERATORWISE DETAILS REPORT.
- ==> Select OPERATOR.
- ==> Set FROM DATE and TO DATE.
- ==> Click on SUBMIT.

NEPAL ELECTRICITY AUTHORITY, POKHARA DCS
MALANGWA DC - BRANCH OFFICE
Phone :

Operator Wise Collection Detail Report from 07-MGH-2070 To 07-MGH-2070

Office : DISTRIBUTION CENTER EAST - JANAKPUR REGIONAL OFFICE - MALANGWA DC

Operator : ADMIN

Sl.No.	Receipt No	ConsumerID	ConsumerNO	Pay Mode	CQ/DD No	CQ/DD Date	Total
1	4051701007990001	55	001.01.042	Cash			1000.00
Bill Amount Collected(A):							1000.00
Grand Total(A):							1000.00

Advance and U Payment Collection

Sl.No.	Receipt Number	Consumer ID	Consumer_number	Payment Type	Mode Of Payment	Amount Paid
Other Amount Collected(B):						0.00

NO RECORDS FOUND

ADD NEW COUNTER :-

In Collection Module

- ==> Click on CONFIGURATION.
- ==> Click on COLLECTION COUNTER CONFIGURATION.
- ==> Click on NEW.

Counter Master Details ?

Counter Name:

Counter Code:

Insert Back Reset

- ==> Type Counter Name
- ==> Type Counter Code.
- ==> Click on INSERT.

New Counter USER Relation for Bill Collection.

Without this relation no one can collecte consumer bill Payment.

In Collection Module

- ==> Click on CONFIGURATION.
- ==> Click on COUNTER USER RELATION CONFIGURATION.
- ==> Click on VIEW ALL.
- ==> Click on NEW.

Counter User Relation Details

Counter Name: Counter-04

User Name: Admin

Insert Ba set

==> Select NEW COUNTER NAME.

==> Select USERNAME.

==> Click on INSERT.

DEBT MANAGEMENT MODULE :-

=====

In this module you can consumer DISCONNECTION, RECONNECTION, BLACKLIST and CLOSE (LAGAT KHAREJ).

How to DISCONNECT Consumer :-

=====

On DEBT MANAGEMENT Module

- ==> Click on DISCONNECT
- ==> Type Consumer no. or ID.
- ==> Click on SHOW or Press ENTER KEY.

Branch : MALANGWA DC
Sub Branch :

Area :
Consumer No: 256
Show
Back

Name	Address	Category	Load	Phase
MAHABIDHA DEVI	MALANGWA MALANGWA MALANGWA	DOMESTIC (5A)	5 AMPS	1

Disconnection Details

Due Amount: 560.0
Reading at Disconnection: 258

Final Reading: 258
Reason : TEMP

Disconnection Type : TemporaryDisconnectionMeterRemains

Disconnection Date: 1-MGH-2070
Disconnection Person: BIRENDRA K. KARN

Remarks :

- ==> Select RESON.
- ==> Select DISCONNECTION TYPE.
- ==> Select DISCONNECTION DATE.
- ==> Select DISCONNECTION PERSON.
- ==> Click on SAVE.

How to reconnection Disconnected Consumer:-

First consumer has to pay RECONNECTION charge from MISCELLENEOUS COUNTER.

On DEBT MANAGEMENT Module.

- ==> Click on RECONNECTION.
- ==> Type Consumer no or ID.
- ==> Click on SHOW or Press ENTER KEY.

Reconnection				
Branch :	MALANGWA DC	Sub Branch :		
Area :				
Consumer No: 256		Show	Back	
Name	Address	Category	Load	Phase
MAHABIDHA DEVI	MALANGWA MALANGWA MALANGWA	DOMESTIC (5A)	5 AMPS	1
Disconnection Details				
Reading at Disconnection: 258				
Disconnection Status: TemporaryDisconnectionMeterRemains				
Disconnection Date: 01-MGH-2070				
Reconnection Details				
Reading at Reconnection: 258				
Receipt No: 405A70101599001				
Amount Paid: 500.0				
Reconnection Date: 2-MGH-2070				
Reconnection Person: Admin				
Remarks :				

- ==> Type RECEIPT No of RECONNECTION CHARGE Amount.
- ==> Select RECONNECTION DATE.
- ==> SELECT RECONNECTION PERSON.
- ==> Click on SAVE.

How to do Consumer into BLACKLIST .

Consumer must be DISCONNECT.

On DEBT MANAGEMENT Module.

- ==> Click on BLACKLIST.
- ==> Type Consumer No or ID.
- ==> Click on SHOW.

Black List Consumers				
Branch :	MALANGWA DC	Sub Branch :		
Area :				
Consumer No :	256	Show		
Black List Date :	15-MGH-2070			
Remarks :	BLACK LIST	Meter Status :	Released	
Name	Address	Category	Load	Phase
MAHABIDHA DEVI	MALANGWA MALANGWA MALANGWA	DOMESTIC (5A)	5 AMPS	1
Due Amount: 560.0				
Process		Back		

- ==> Select BLACK LIST DATE.
- ==> Type REMARKS.
- ==> Select METER STATUS (RELEASE).
- ==> Click on PROCESS.

Blacklist Payment can be done from MISCELLENEOUS Collection :-

On COLLECTION MODULE

- ==> Click on MISC PAYMENTS.
- ==> Click on MISCELLENEOUS PAYMENTS.
- ==> Select REQUEST TYPE is BLACKLIST PAYMENTS.
- ==> Type Consumer SCNO or ID in CONSUMER NUMBER BOX.
- ==> Click on SHOW.
- ==> In the FEE DETAILS... Click on Black list Payment box. Penalty will display automatically.
- ==> Select PAYMENT MODE.
- ==> Select COLLECTION DATE.
- ==> Click on SUBMIT.

Miscellaneous Fee ?

Request Type : BLACK LIST PAYMENT ▼

Show Details

Consumer Number : 001.03.061 Show

ConsumerId : 256

Consumer Details

Consumer Name : MAHABIDHA DEVI House No : MALANGWA

Office : MALANGWA DC ▼ Street : MALANGWA

Main Category : DOMESTIC ▼

Sub Category : DOMESTIC(5A) ▼

Phone No : Area : MALANGWA

Fee Details

<input checked="" type="checkbox"/> BLACK LIST PAYMENT	640.0
<input checked="" type="checkbox"/> PENALTY	160.00

Payment Details

Payment Mode : Cash ▼ Amount : 800.00 Collection Date : 21-MGH-2070 📅

Remarks : ⬆️
⬇️
⬆️

Submit Print

How to do Consumer CLOSE. (LAGAT KHAREJ) :-

On Debt Management Module

==> Click on DISABLED/CLOSED.

==> Select BRANCH NAME.

==> Type CONSUMER NO or ID.

==> Click on SHOW.

==> Select CLOSE DATE.

==> Type REMARKS.

The consumer dues should be nil before LAGAT KHAREJ of that consumer.

Account Closed Screen (?)

Branch : Sub Branch :

Area :

Consumer No: Arrears:

Name	Address	Category	Load	Phase
MAHABIDHA DEVI	MALANGWA MALANGWA MALANGWA	DOMESTIC (5A)	5 AMPS	1

Closed Date:

Remarks:

==> Click on INSERT.