

Help File – OA User

Online Application for NOC for Open Access

Step -1 Open www.aptransco.gov.in website

Click at Open Access →NOC for OA→Consumer/Generator/Trader

Step-2 First Register Yourself for using Online application.

Registration Procedure: One time process

I. Consumer/Generator

- a) Click at “New Registration” link provided at Login screen.
- b) Fill up required information at registration screens.
- c) After successful registration, an email notification informing the User ID and Password will be sent to the registered **Consumer/Generator only**.
- d) After receiving of the user Id and password through email, the user can access the Online facility for submitting application for NOC for OA.

II. Trader

- a) Click at “New Registration” link provided at Login screen.
- b) Fill up required information at registration screens.
- c) After successful registration, an email notification indicating the User ID and Password will be sent to the registered **Trader only**.
- d) After receiving of the user Id and password through email, the user can access the Online facility.
- e) Click at the “Link Applicant to Trader” , Choose Consumer or Generator from the drop down list and click on search Details to find names.
- f) Click on Check box against the Consumer or Generator names for adding under Trader login and Submit.

Note: The prerequisite to view the Consumer/Generator Name in the list is the consumer or Generator would have been registered individually .

Step-3

Online Submission of Application for NOC for OA.

- a) Login by entering User id and Password.
- b) Click Apply for NOC
- c) If the user is Trader ,Trader has to choose Consumer Name from the drop down list for applying NOC for specific consumer.
- d) Please enable popups for this site for smooth operation
- e) Enter required information and submit
- f) System will send an email notification indicating the **Application Number HT.Service No & Name of the Applicant**, to the registered email id of **Consumer/Generator** and to concerned DISCOM (mail id of CMD).
- g) If the application is submitted by Trader on behalf of consumer / Geerator , an email notification indicating the **Application Number numbe, HT.Service No & Name of the Applicant** will be sent to concerned consumer/generator and trader and to concerned DISCOM (mail id of CMD)

Step-4

For tracking the application status, click on “Track Status” and enter the application number which is received through email. System will display application status.

On approval of application by SLDC, user will get email notification along with NOC draft in pdf format for print.

Step-5

Modification of Registered Information:

User can edit their registered information at any time by clicking at “Edit Profile” and resubmit the new information which will update the existing information.

Step-6

Change Password:

User can change his/her password after successful login.

Help File - SLDC

Procedure for Issue of NOC for OA

A Open www.aptransco.gov.in website and click at Open Access→NOC for OA→SLDC

B SLDC user can login to the application using the login Id and Password provided.

The following menu items are made available.

- a) NOC Approval
- b) Track Status
- c) Print NOC
- d) Rejected Application
- e) Add Losses.
- f) Reports.
- g) Change Password.

c NOC Approval

- Click NOC Approval. System will display list of all pending applications
- Please enable popups for this site for smooth operation
- Click on relevant Application Number. System will display Application details. Check the details. If applicant is eligible for NOC, Click Approve. Otherwise Click Reject.

h) If Approve is clicked, system will display NOC in pdf format to print. **an email notification indicating the NOC Approval, will be sent to the Applicant ,SLDC ,IEX and to concerned DISCOM (mail id of CMD)**

Click on Print NOC to print the selected applications .

- If Reject is clicked, system will open new Box for writing Remarks. Enter reasons for Rejection and click Reject Form.

D Track Status:

Application status can be tracked by using this facility. Click Track Status and enter the application number. System will display status of application.

E Print NOC:

SLDC user can also take printouts of Approved NOC by using this utility. Single NOC or multiple NOCs can be printed by selecting appropriate box(es).

F Rejected App:

SLDC can view the list of application rejected during a particular period by using this utility.

G Add Losses:

SLDC user need to fill the required information at Add Losses screen from time to time.

H Reports:

SLDC user can view the reports of Consumer/Generator by choosing type and status. The reports will be displayed for user access.

I Change Password: User can change password by using this utility.

"For any queries or Help on the usage if OA application, please send email to support@aptransco.gov.in"
