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APR 2019–MAR 2020

INDIA



TATA POWER-DDL

TATA POWER DELHI DISTRIBUTION LIMITED

A Tata Power and Delhi Government Joint Venture

User Manual – Applying New Connection Online

with you *Non-Stop*

Steps for applying New Connection from Website – Home Page

Step 1- Click on 'Apply for New Connection' on TPDDL website

The screenshot displays the TATAPOWER-DDL website home page. The browser address bar shows the URL tatapower-ddl.com. The page features the TATAPOWER-DDL logo on the left, a toll-free number (19124 / 1800-208-9124) in the center, and a search bar with 'HINDI' and 'SEARCH' options on the right. A navigation menu includes links for CORPORATE, CONSULTING SERVICES, CUSTOMERS, VENDOR ZONE, CSR, SOLAR ROOFTOP, and MEDIA. A 'LOGIN' button is also present. A vertical sidebar on the left contains links for KYC Contact, Feedback, Contact Us, Report an Incident, and Meet Roshni. A vertical menu on the right lists services: Apply for New Connection, Pay Your Bill, Request Complaint & Grievance, Outage Status, and Offers & Schemes. A blue arrow points to the 'Apply for New Connection' button. A 'ROSHNI' notification box at the bottom right prompts the user to choose a language. The background image shows a person carrying a power pole on their shoulder in a field with power lines in the distance.

TATAPOWER-DDL

Toll Free No - 19124 / 1800-208-9124

HINDI SEARCH LOGIN

with you *Non-Stop*

CORPORATE CONSULTING SERVICES CUSTOMERS VENDOR ZONE CSR SOLAR ROOFTOP MEDIA

KYC Contact
Feedback
Contact Us
Report an Incident
Meet Roshni

Apply for New Connection
Pay Your Bill
Request Complaint & Grievance
Outage Status
Offers & Schemes

ROSHNI
Please choose your language.

Stop

Applying for New Connection Online

Step 2- Click on Option Button “ Apply Connection for 1 KW to 100 KW” and Option 2 if EODB Connection

TATA POWER-DDL Toll Free No - 19124 / 1800-208-9124 HINDI SEARCH LOGIN

CORPORATE CONSULTING SERVICES CUSTOMERS VENDOR ZONE CSR SOLAR ROOFTOP MEDIA

with you *Non-Stop*

Guidelines and Documentation Requirement

- ▶ [Pre-requisites for New Connection](#)
- ▶ [Proof of identity of the applicant](#)
- ▶ [Owner as primary applicant](#)
- ▶ [Title through noc by owner\(s\) on ownership documents](#)
- ▶ [Connection on the basis of support documents](#)
- ▶ [Outdoor connections](#)
- ▶ [Areas in lieu of ownership document](#)
- ▶ [Service line cum development charge \(non refundable\)](#)
- ▶ [Security deposit charges for permanent connections \(refundable\)](#)
- ▶ [Annexures](#)

✓ Allowing communication through SMS/E-mail ✓ Allowing CSO for visit ✓ Allowing Meter Installation team

Tata Power-DDL is a joint venture of Tata Power and the Delhi Government. The company has a zero-tolerance approach towards unethical acts. It also encourages reporting of any such event of misconduct that is not reflective of our values and principles on our toll-free helpline number 19124.

Apply Connection for 1 KW to 100 KW EoDB - Apply Connection for 101 KW to 200 KW

Selecting Type of Connection

Step 3- Click on the type of the connection required, i.e., Domestic, Non-Domestic, Industrial, Agricultural or E-Vehicle

Apply Connection for 1 KW to 100 KW EoDB - Apply Connection for 101 KW to 200 KW

 <p>Domestic for all individual</p> <p>CLICK HERE</p>	 <p>Non Domestic for commercial</p> <p>CLICK HERE</p>	 <p>Industrial for industries</p> <p>CLICK HERE</p>	 <p>Agricultural for farms</p> <p>CLICK HERE</p>	 <p>E-Vehicle for electric vehicle</p> <p>CLICK HERE</p>
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Step 4- Click on “Apply New Connection”

 Toll Free No - 19124 / 1800-208-9124 HINDI SEARCH

CORPORATE CONSULTING SERVICES CUSTOMERS VENDOR ZONE CSR SOLAR ROOFTOP MEDIA

Apply New Connection

←

OTP Verification

Step 5 – Enter your mobile number and click on continue

TATA POWER-DDL

Toll Free No - 19124 / 1800-208-9124

HINDI SEARCH LOGIN

CORPORATE CONSULTING SERVICES CUSTOMERS VENDOR ZONE CSR SOLAR ROOFTOP MEDIA

with you *Non-Stop*

Apply New Connection

PENDING APPLICATION NEW APPLICATION

User Verification

9818021947

CONTINUE

Step 6 – OTP will be generated and sent to the mobile number entered in previous step

webtest.tpdelhi.com/myconnection/user_login.aspx

webtest.tpdelhi.com says

OTP Generated Successfully and Valid for Next 15 minutes

OK

TATA POWER-DDL

Toll Free No - 19124 / 1800-208-9124

HINDI SEARCH LOGIN

CORPORATE CONSULTING SERVICES CUSTOMERS VENDOR ZONE CSR SOLAR ROOFTOP MEDIA

with you *Non-Stop*

OTP Verification

Step 7 – Enter the OTP and click on “GO”

Apply New Connection

PENDING APPLICATION NEW APPLICATION

Enter the OTP.
We've sent OTP in your mobile as text message. Please wait until you receive the code and then type.

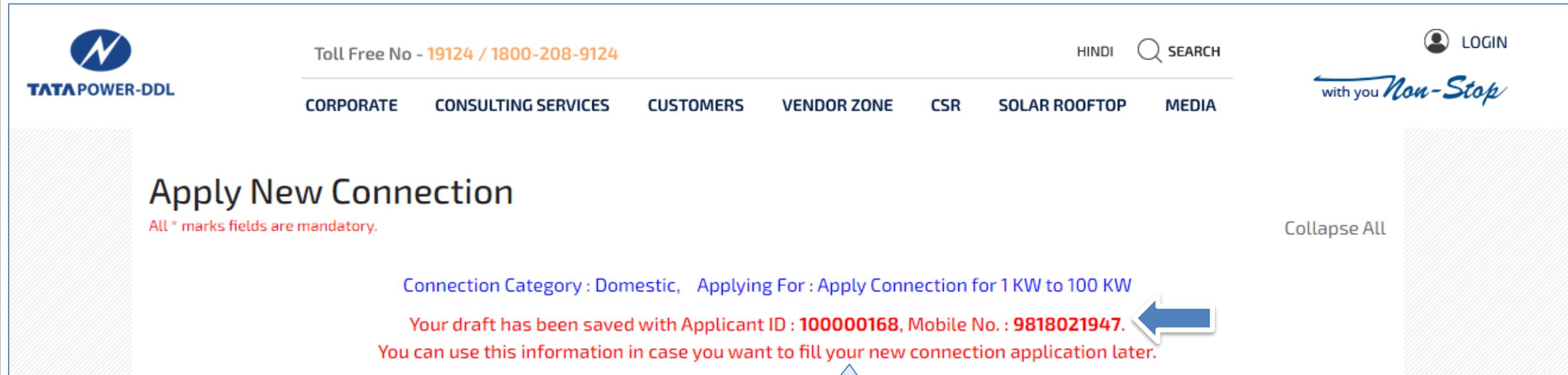
2 5 3 7 9 1 GO

[Resend the OTP](#) [Clear and Re-type](#)

Click on “GO”

Generation of Applicant ID – Draft Mode

Applicant ID is generated for draft mode



TATA POWER-DDL Toll Free No - 19124 / 1800-208-9124 HINDI SEARCH LOGIN

CORPORATE CONSULTING SERVICES CUSTOMERS VENDOR ZONE CSR SOLAR ROOFTOP MEDIA

with you *Non-Stop*

Apply New Connection

All * marks fields are mandatory.

Connection Category : Domestic, Applying For : Apply Connection for 1 KW to 100 KW

Your draft has been saved with Applicant ID : **100000168**, Mobile No. : **9818021947**.

You can use this information in case you want to fill your new connection application later.

Collapse All

This is the Applicant ID, saved as draft. This ID can be used to fill the New Connection application form at later stage.

Personal Details

Step – 8 Please fill up “Personal Details”

 Personal Details 

Name of Applicant/ Organization *	Email Id *
<input type="text" value="Select"/>	<input type="text"/>
Title *	Landline Number
<input type="text" value="Select"/>	<input type="text" value="Enter Landline Number"/>
First Name *	Occupation *
<input type="text" value="Enter First Name"/>	<input type="text" value="Select"/>
Middle Name	Relationship Type *
<input type="text" value="Enter Middle Name"/>	<input type="text" value="Select"/>
Last Name *	Relationship Name *
<input type="text" value="Enter Last Name"/>	<input type="text" value="Enter Relationship Name"/>
Authorized Signatory	Previous Owner's Name
<input type="text" value="Enter Authorized Signatory"/>	<input type="text" value="Enter Previous Owner Name"/>

Owner's Name should match with property document

All fields with asterisk [*] are mandatory fields which are to be filled.

Step – 9 Please fill up “Personal Details” [continued]

<p>Date of Birth (18+ yrs) *</p> <input type="text" value="DD-MM-YYYY"/>	<p>Previous Owner's Relationship Type</p> <input type="text" value="Select"/>
<p>Gender *</p> <input type="text" value="Select"/>	<p>Previous Owner's Relationship Name</p> <input type="text" value="Enter Previous Owner Relationship Name"/>
<p>Mobile Number *</p> <input type="text" value="9818021947"/>	

 [Save Personal Details & Next](#)

After filling Personal Details, click on “Save Personal Details and Next” to move forward to next section

Connection Details

Step – 10 Please fill up “Connection Details”

Connection Details

Category Applied (Rate Category)*
Domestic Lighting

Purpose Of Connection *
Residential

Sanctioned Load (KW) *
15

Sanctioned Load (KVA) *
0

Meter Type *
Three Phase

Subsidy Opted ?
 Yes No

Meter Connection Type *
Select

Meter Provided By TPDDL/Applicant*
Tata Power-DDL

PAN Number
ENTER PAN NUMBER

Bank A/c No. / Bank Name/ MICR no
Enter Bank A/C Number/ MICR No



Connection Details

Contd...

Step – 11 Please fill up “Connection Details” [continued]

<p>Accommodation Type*</p> <p>Select</p>	<p><input type="checkbox"/> ELCB* <input type="checkbox"/> Earthing* <input type="checkbox"/> Internal wiring installed*</p>
<p>New Connection Type*</p> <p>Select</p>	<p>E-Bill Required</p> <p>Yes</p>
<p>Classification *</p> <p>Select</p>	<p>Would you like to get e-Bill on WhatsApp</p> <p>Yes</p>
	<p>Special Services For</p> <p>NA</p>
	<p>Save Connection Details & Next</p>

ELCB, Earthing and Internal Wiring has to be completed at site, failing to which the request will be suspended.

Click on “Save Connection Details and Next” to move forward

Address Details

Step – 12 Please fill up “Supply Address Details”

Step - 1 Select appropriate “Pin Code”

Step - 3 Select “Locality”

Step - 5 Select “Sector, Block, Phase and other details”

Step - 2 Select “Area” after Pin Code

Step - 4 Select “Society”

After selecting the above fields, rest of the details can be filled up

📍
Supply Address Details
←

<p>Pin Code * <input style="width: 90%; border: 1px solid #ccc;" type="text" value="110052"/></p> <p>Locality * <input style="width: 90%; border: 1px solid #ccc;" type="text" value="RITES COLONY"/></p> <p>Sector, Block, Phase and other details <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Phase->3"/></p> <p>House Details <input style="width: 90%; border: 1px solid #ccc;" type="text" value="House No"/></p> <p><input style="width: 90%; border: 1px solid #ccc;" type="text" value="213"/></p> <p>UPIC (Unique Property Identification Code) Number <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Enter UPIC Number"/></p>	<p>Area * <input style="width: 90%; border: 1px solid #ccc;" type="text" value="ASHOK VIHAR"/></p> <p>Society * <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Other"/></p> <p>Street Number <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Enter Street Number"/></p> <p>Premises Details <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Select"/></p> <p><input style="width: 90%; border: 1px solid #ccc;" type="text" value="Enter Premise Number"/></p> <p>Communication Address * <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Same as supply address"/></p>
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Address Details

Step – 13 Please fill up “Supply Address Details” [continued]

<p>Khasra Number</p> <input type="text" value="Enter Khasra Number"/>	<p>Landmark / Locality (Near/ Above/ Below/ Behind/ Opposite) *</p> <input type="text" value="Near/ Above/ Below/ Behind/ Opposite"/>
<p>Plot Number</p> <input type="text" value="Enter Plot Number"/>	<p>Building Name (if any)</p> <input type="text" value="Max(30)"/>
<p>Total no of Floor in Building</p> <input type="text" value="Select"/>	<p>Additional Address </p> <input type="text" value="Full address with House No, Street, Floor, Phase and Sector"/>
<p>Applied Floor *</p> <input type="text" value="Select"/>	<p>Total Area</p> <input type="text" value="Select"/>
<p>Premise Portion</p> <input type="text" value="Select"/>	<p>Total Area in(SQM/SQYD)</p> <input type="text"/>
<input type="button" value="Save Address Details & Next"/>	

Any additional information can be given in “Additional Address” text box

Click on “Save Address Details and Next” to move forward



Address Details

Step – 14 Please fill up “Address Details”. Upload Photograph

Documents Details

Either one field is mandatory among Pole No or Neighbouring CA No. Kindly enter Neighbouring CA No. or Pole No. nearest to the applied premise.

Nearby TPDDL Pole Number 

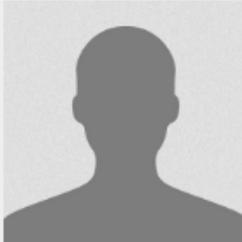
Neighbouring premise CA Number 

Temporary connection exists at site?

CA NO. *

Applicant

Passport Photograph *



Upload

Signature *

Upload

Click on “Upload” to upload photograph

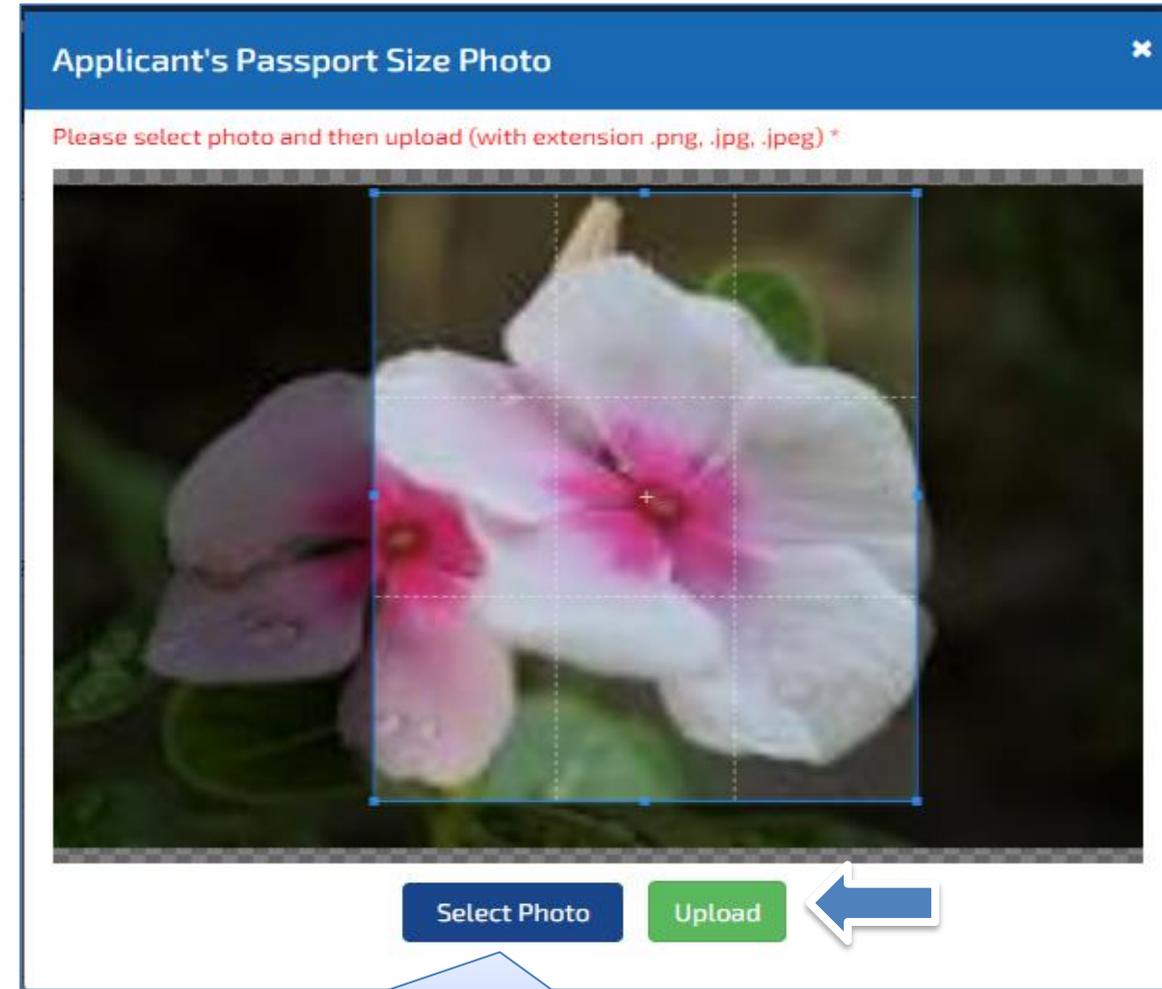
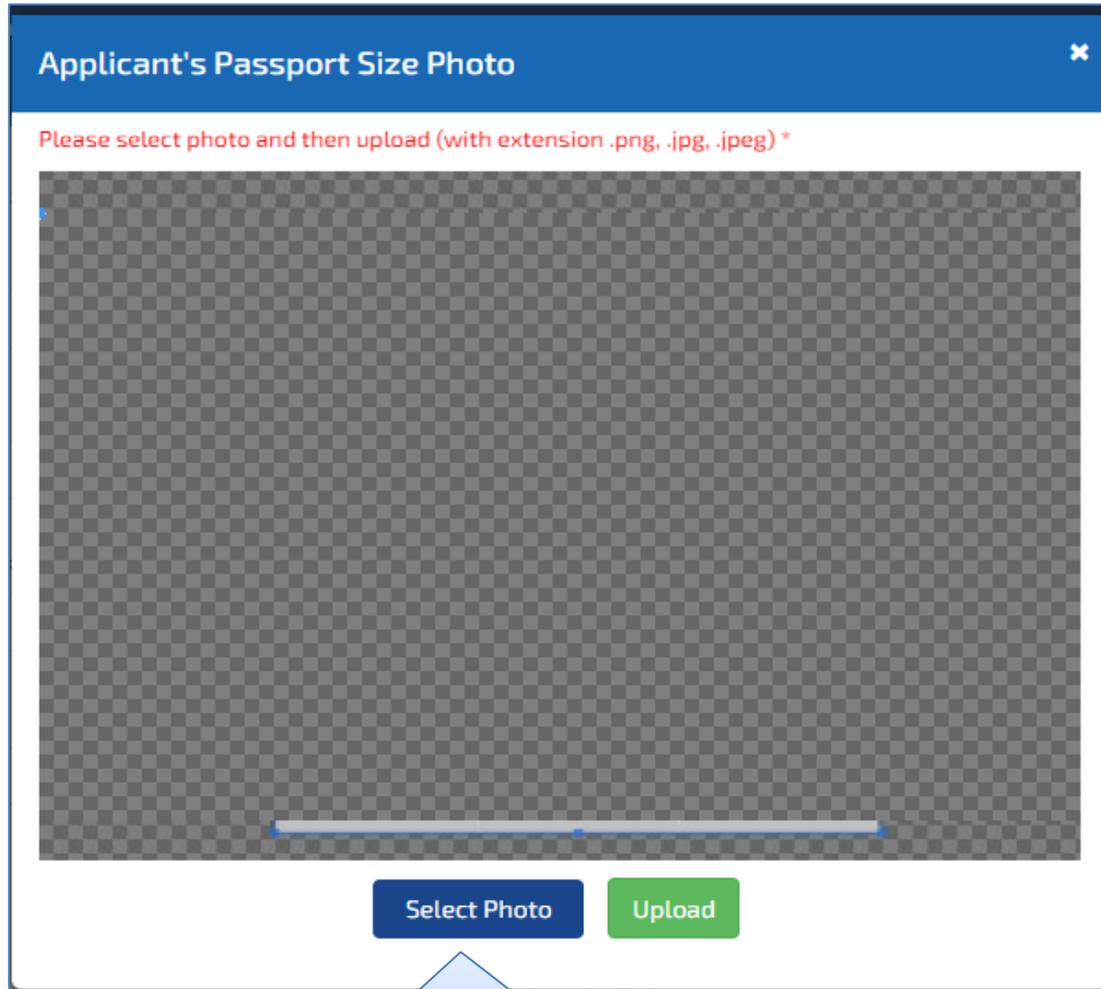
Either one of the field is mandatory between Pole number or Neighbouring CA no.

Nearby Pole number or Neighbouring CA no. should be nearest to the applied premise

Click on “Upload” to upload photograph

Uploading Photograph

Uploading of Photograph



Click on "Select Photo" to select the photograph

Photograph can be cropped as per requirement. After cropping, click on "Upload"

Address Details

Step – 15 Please upload Signature

Documents Details

Either one field is mandatory among Pole No or Neighbouring CA No. Kindly enter Neighbouring CA No. or Pole No. nearest to the applied premise.

Nearby TPDDL Pole Number

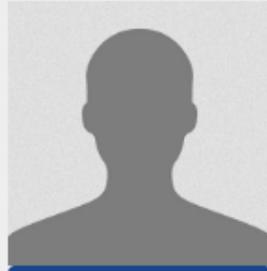
Neighbouring premise CA Number

Temporary connection exists at site?

CA NO. *

Applicant

Passport Photograph *



Upload

Signature *



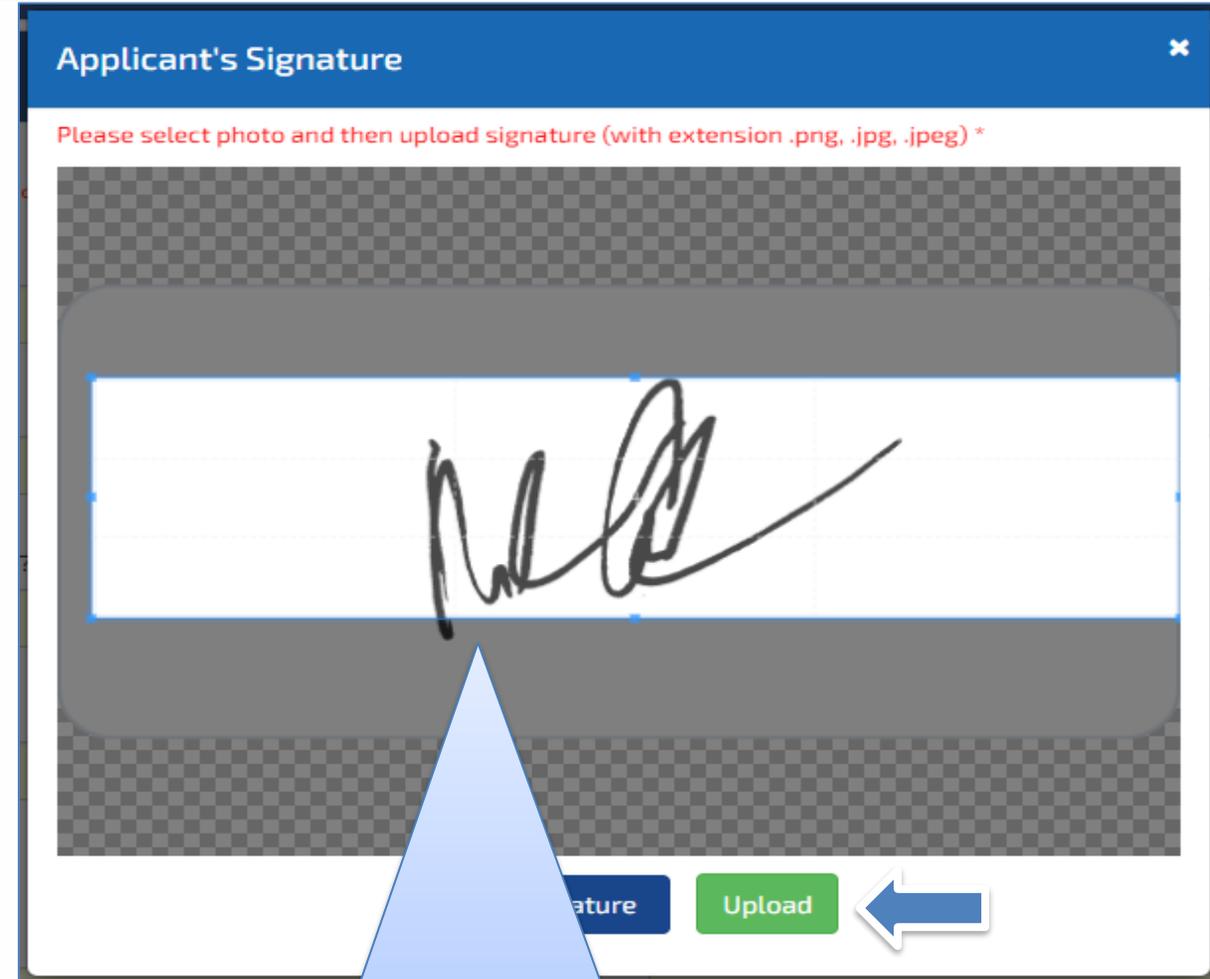
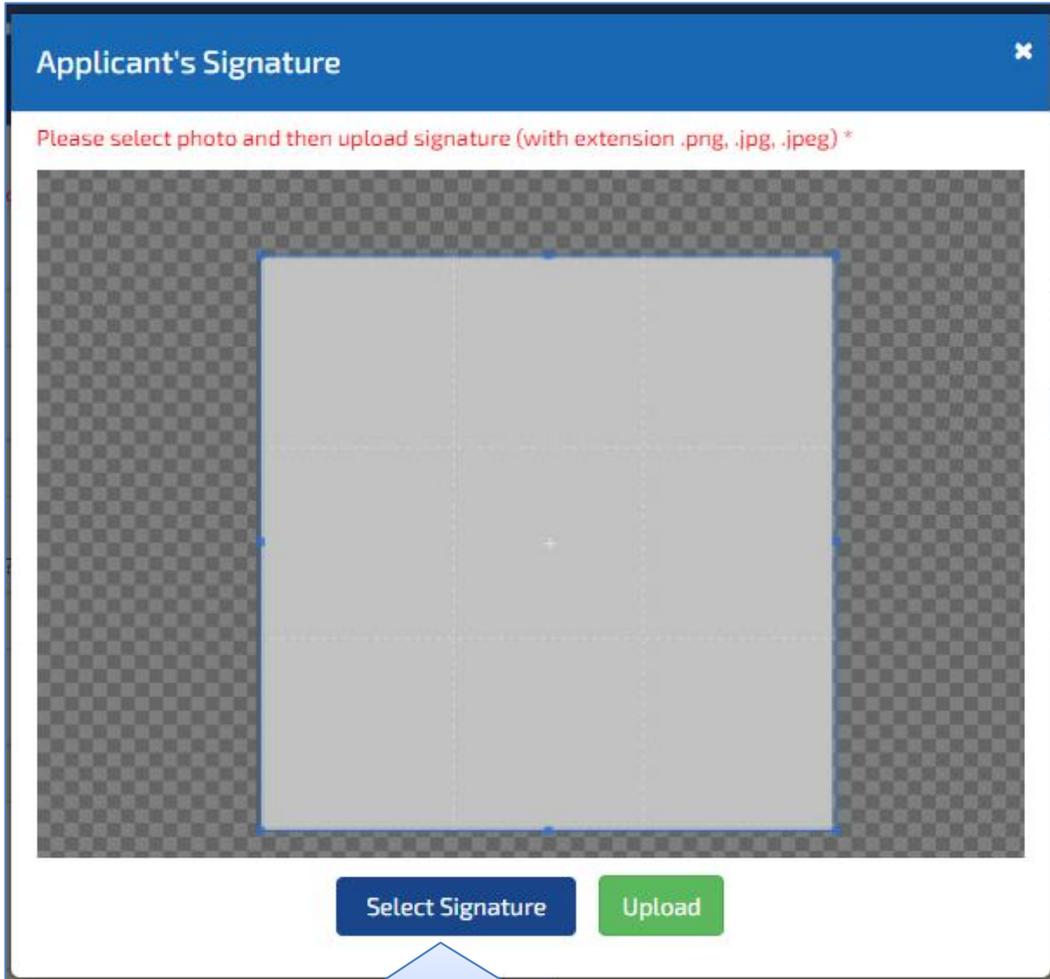
Upload

Click on "Upload" to upload Signature



Uploading Photograph and Signature

Uploading of Signature



Signature can be cropped as per requirement.
After cropping, click on "Upload"

Document Details

Step – 16 Please fill up “Document Details” [continued]

Upload both sides of ID proof

<p>ID Proof *</p> <p>AADHAR Card (Both Side) </p>	<p>Ownership Proof *</p> <p>GPA/Sale Deed/Conveyance Deed </p>
<p>ID Number *</p> <p>Enter id no.</p>	<p>Number of Pages*</p> <p>Enter no of pages.</p>
<p>Upload PDF file for verification (Id Proof): File size upto 5MB *</p> <p> Drag and drop a file here or click</p> <p><small>Please upload the both side of aadhar card.</small></p>	<p>Upload PDF file for verification (Ownership Proof): File size upto 15MB *</p> <p> Drag and drop a file here or click</p>
<p>Your ownership status for the supply address *</p> <p>Select</p>	<p>Upload Miscellaneous Documents-GST Certificate or Cancel upto 5MB</p> <p> Drag and drop a file here or click</p>
<p>Building height is greater than 15 meters or 17.5 meters (with stilt parking) ? <input type="radio"/> Yes <input type="radio"/> No</p>	<p>Applied area equal to or more than 500 sqm ? <input type="radio"/> Yes <input type="radio"/> No</p>
	<p>Total/Cumulative area equal to or more than 1000 sqm ? <input type="radio"/> Yes <input type="radio"/> No</p>
	<p>Save Document Details</p>

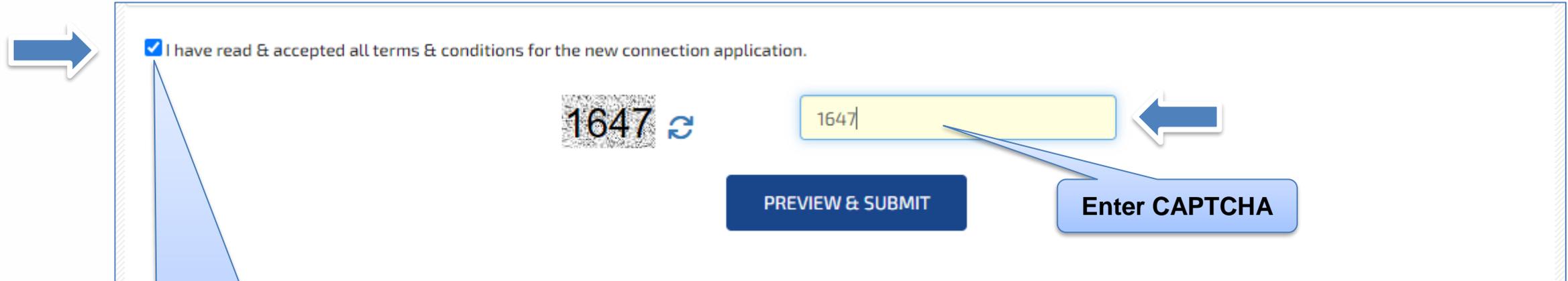
Upload all the pages of “Ownership Proof”

Click on “Save Document Details”



Accepting “Terms and Conditions”

Step – 17 Accept “Terms and Conditions” and enter CAPTCHA



A screenshot of a web form with a blue border. At the top left, a blue arrow points to a checked checkbox with the text "I have read & accepted all terms & conditions for the new connection application." Below this, a CAPTCHA image shows the number "1647" with a refresh icon. To the right, a yellow input field contains "1647" with a blue arrow pointing to it from a callout box. Below the CAPTCHA and input field is a dark blue button labeled "PREVIEW & SUBMIT". To the right of the button is a light blue callout box with the text "Enter CAPTCHA" and an arrow pointing to the input field.

I have read & accepted all terms & conditions for the new connection application.

1647 ↻

1647

PREVIEW & SUBMIT

Enter CAPTCHA

Check the check box of
“Terms and Conditions”

Form Preview and Submission

Preview the form filled and Submit it

Preview Of Your Connection
×

👤
Personal Details

Name of Applicant/ Organization	:	Applicant	Landline Number	:	
Title	:	Ms.	Occupation	:	Private Sector Employee
First Name	:	Sonia	Relationship Type	:	Wife Of
Middle Name	:		Relationship Name	:	Vinay Jadon
Last Name	:	Arora	Previous Owner's Name	:	
Authorized Signatory	:		Previous Owner's Relationship Type	:	
Date of birth	:	03-03-2005	Previous Owner's Relationship Name	:	
Gender	:	Female	IP Address	:	192.168.116.176
Mobile Number	:	9818021947			
Email Id	:	sonia.arora@tatapower-ddl.com			

☰
Connection Details

PREVIEW & SUBMIT
CLOSE
SUBMIT

If the form is correctly filled, please click on “SUBMIT” button.

If any change is required in the form, please click on “CLOSE” button and edit the form.

Generation of Notification Number

Notification number generated for New Connection



The screenshot shows the TATA POWER-DDL website interface. At the top left is the TATA POWER-DDL logo. To its right, the toll-free number "19124 / 1800-208-9124" is displayed. Further right are language options ("HINDI") and a search bar. On the far right is a "LOGIN" button. Below the header is a navigation menu with links for "CORPORATE", "CONSULTING SERVICES", "CUSTOMERS", "VENDOR ZONE", "CSR", "SOLAR ROOFTOP", and "MEDIA". The main content area features a notification message in orange text: "New Connection Notification/Request has been registered vide Notification no : 002033106069". A blue callout box points to this notification number with the text: "New Notification number generated. This number can be used for future references." Below the notification, there is a paragraph of text: "Our executive shall contact you with in next 2 working days for further processing of the notification/request. Kindly note that commercial formalities. If there is any deficiency in documents, same will be communicated through defined channels of SM". Another line of orange text states: "TATA Power-DDL may ask for additional documents during the course of file processing, if found incomplete." At the bottom, it says: "For any clarification, may please contact at our 24x7 Sampark Kendra (Helpline) No. 19124."

New Notification number generated. This number can be used for future references.

Thank You



TATAPOWER-DDL

with you *Non-Stop*