

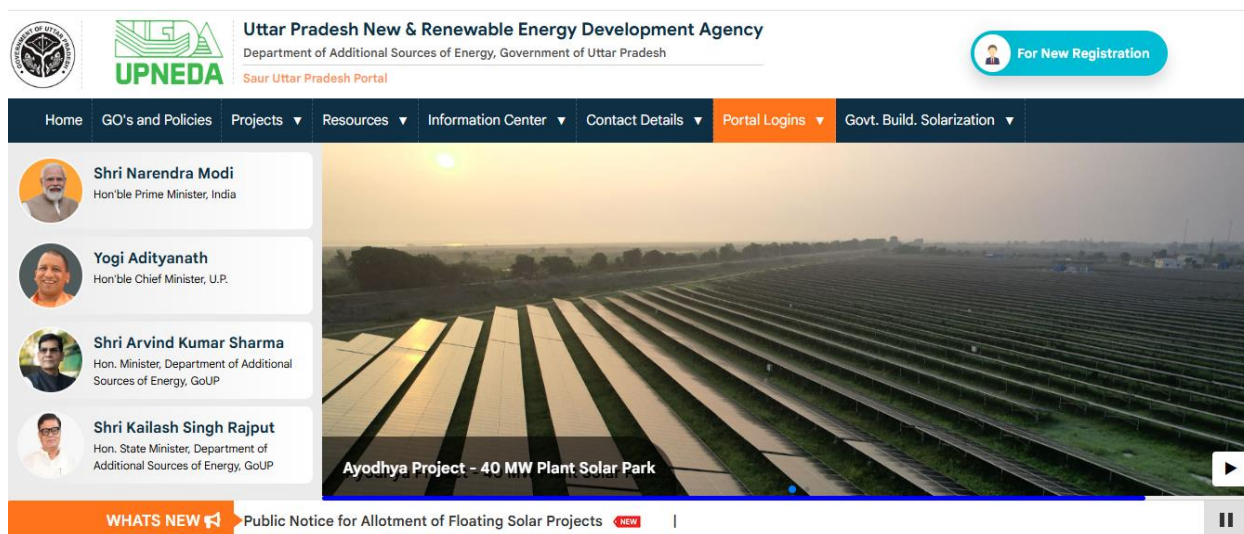
IMPORTANT:

- ✓ To understand the complete process for **registration, login, and form editing**, carefully review the instructions provided in **Sections A and B**.
- ✓ Follow all steps in both sections in the specified order to ensure that the process is completed accurately and correctly.

A. How to Access the Website for Registration and Login to the Portal

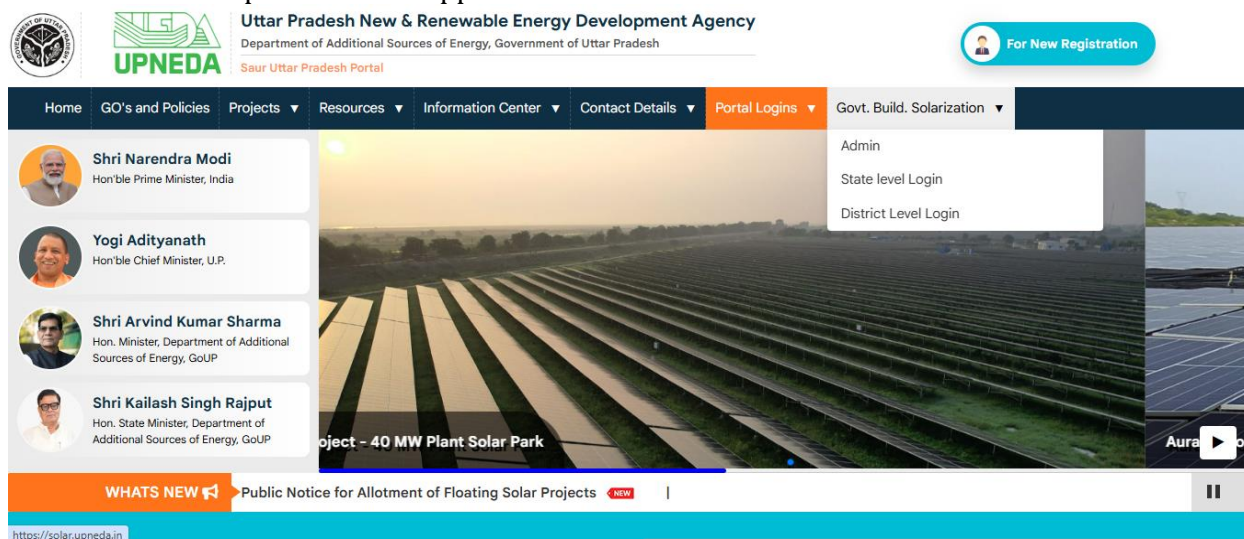
Step 1:

- Enter the URL <https://solar.upneda.in/> in the web browser's address bar.
- Press **Enter**.
- The **Web Portal** opens, as shown in the image below.



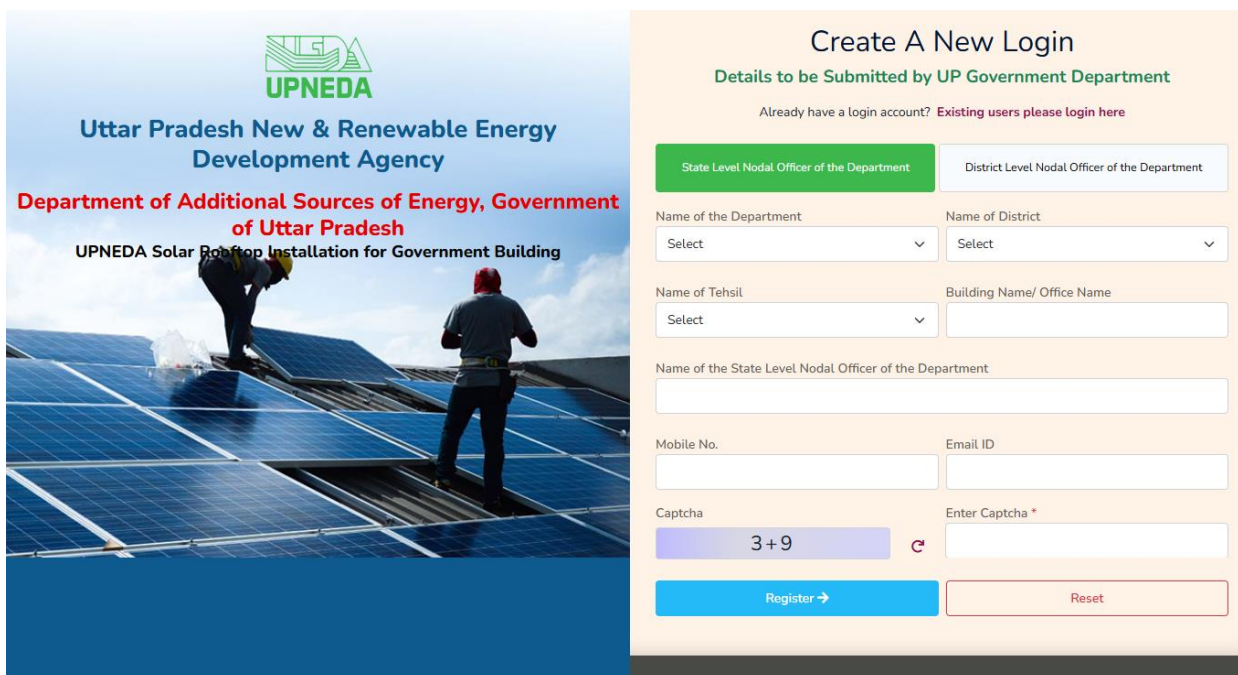
Step 2:

- Click **Portal Login** in the main menu, and then select the appropriate login option from the drop-down menu.
- The drop-down menu appears as shown below.

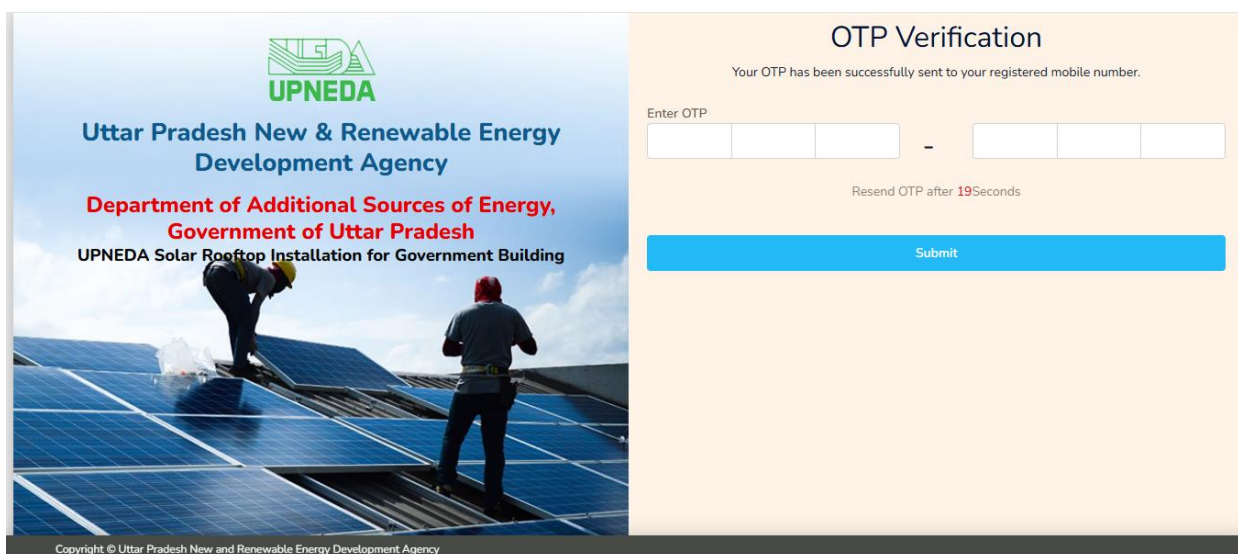


Step 3: State-Level Nodal Registration

After selecting the **State Login** option from the drop-down menu, the **Registration** page appears with the required fields, as shown below.



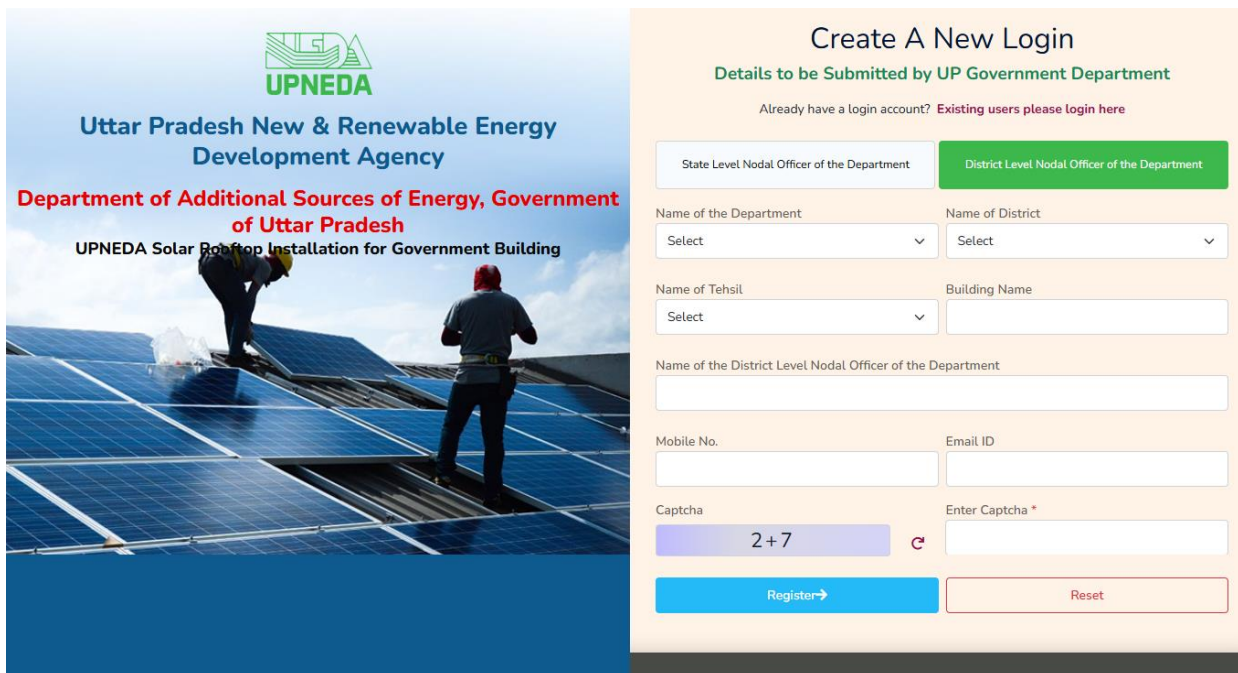
- Enter the required information in the corresponding fields and then click **Register** to proceed.
- Click **Reset** to clear all entered information and re-enter the details if required.
- After successfully submitting the registration details, you will be redirected to the **OTP Verification** page, as shown below.



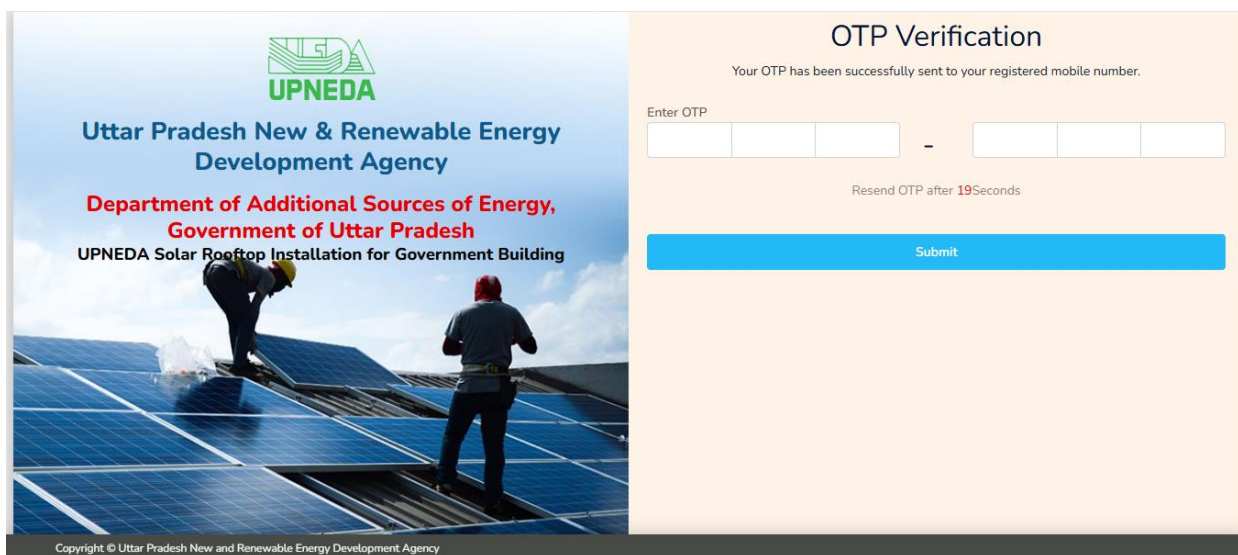
- Enter the **OTP** sent to your registered mobile number in the designated field.
- Click **Submit** to verify the OTP and proceed.
- After successful verification, the **login credentials** will be sent to the registered **mobile number** and **email address**.

Step 4: District-Level Registration

After selecting **State Login** from the drop-down menu, the **Registration** page appears with the required fields, as shown below.



- Enter the required information in the corresponding fields and then click **Register** to proceed.
- Click **Reset** to clear the entered information and re-enter the details if required.
- After successfully submitting the registration details, you will be redirected to the **OTP Verification** page, as shown below.



- Enter the **OTP** sent to your registered mobile number in the designated field.
- Click **Submit** to verify the OTP and complete the verification process.

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- After successful verification, the **login credentials** will be sent to the registered **mobile number** and **email address**.

Step 5: State/District Level Nodal Officer Login

Login URL: <https://solar.upneda.in/application/rooftop/rooflogin>

- 1) Enter your login credentials and Captcha to log in to the web portal.
- 2) Click the Login button below.

UPNEDA
Government Building Solar Rooftop Installation

Login
Don't have a login? [create a new login.](#)

State Level Nodal Officer of the Department
District Level Nodal Officer of the Department

User ID
Password [Forgot Password](#)
Captcha [Enter Captcha *](#)

Login

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- ❖ Only the **State Nodal Officer** designated by the respective department is authorized to log in to and access the portal.

Forgot Password

UPNEDA
Uttar Pradesh New & Renewable Energy Development Agency
Department of Additional Sources of Energy, Government of Uttar Pradesh
UPNEDA Solar Rooftop Installation for Government Building

Login
Don't have a login? [Create A New Login.](#)

State Level Nodal Officer of the Department
District Level Nodal Officer of the Department

User ID
Password [Forgot Password](#)
Captcha [Enter Captcha *](#)

Login

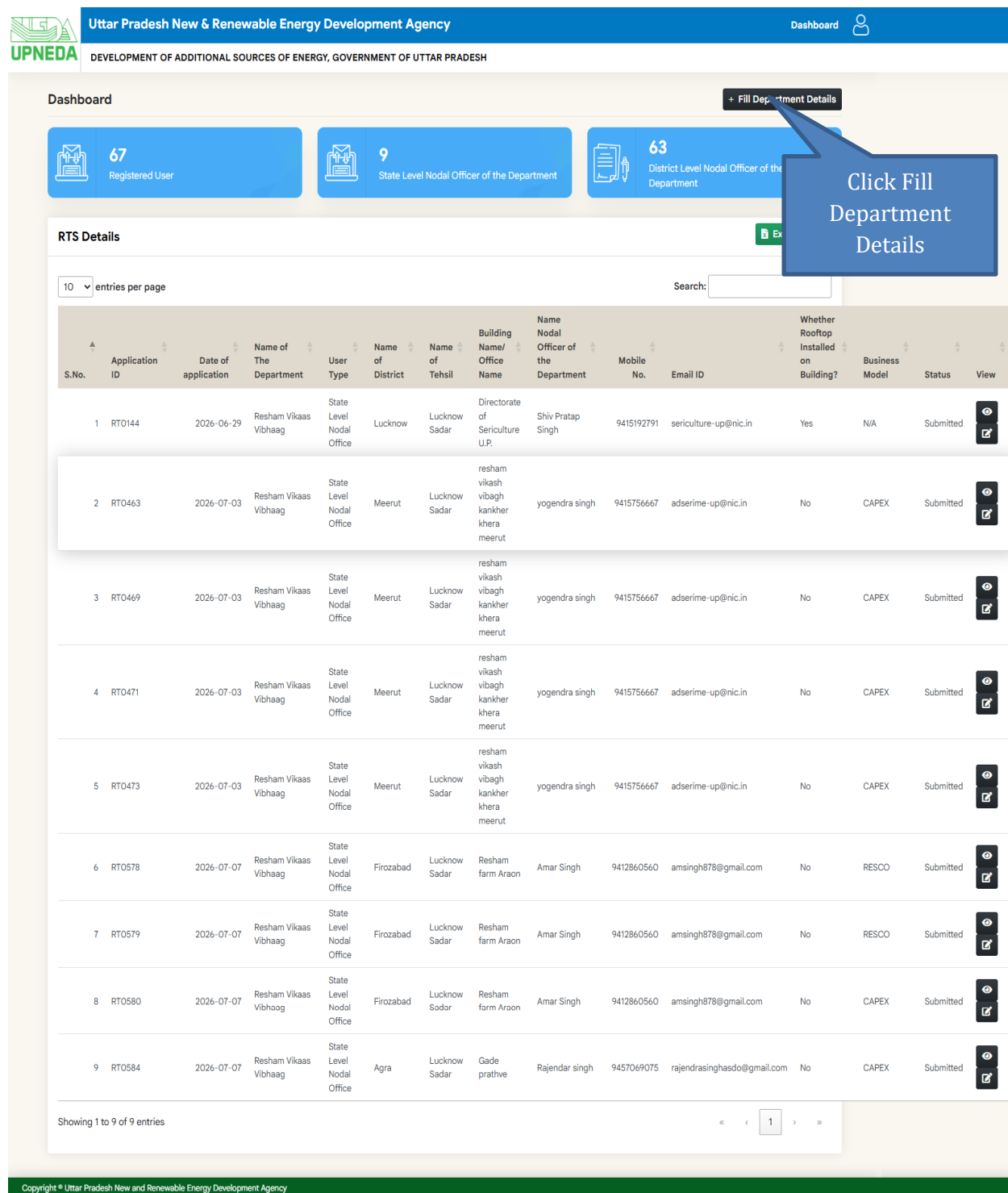
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- Click the **Forgot Password** link to reset and create a new password.

B. How to Fill Department Details, Submit, and Edit the Form After Login

Step 1: After successfully logging in to the **web portal**, navigate to the **Dashboard** page.

➤ Click the **+Fill Department Details** button to proceed.



The screenshot shows the UPNEDA Dashboard. At the top, there is a blue header with the UPNEDA logo, the text 'Uttar Pradesh New & Renewable Energy Development Agency', and a 'Dashboard' link with a user icon. Below the header, the dashboard area has three blue boxes: '67 Registered User', '9 State Level Nodal Officer of the Department', and '63 District Level Nodal Officer of the Department'. A button '+ Fill Department Details' is located in the top right corner of the dashboard area. A blue callout box points to this button with the text 'Click Fill Department Details'. Below the dashboard area, there is a section titled 'RTS Details' with a search bar and a table of 9 entries. The table has columns for S.No., Application ID, Date of application, Name of The Department, User Type, Name of District, Name of Tehsil, Building Name/ Office Name, Name Nodal Officer of the Department, Mobile No., Email ID, Whether Rooftop Installed on Building?, Business Model, Status, and View. The entries are numbered 1 to 9, all with status 'Submitted'.

S.No.	Application ID	Date of application	Name of The Department	User Type	Name of District	Name of Tehsil	Building Name/ Office Name	Name Nodal Officer of the Department	Mobile No.	Email ID	Whether Rooftop Installed on Building?	Business Model	Status	View
1	RT0144	2026-06-29	Resham Vikaas Vibhaag	State Level Nodal Office	Lucknow	Lucknow Sadar	Directorate of Sericulture U.P.	Shiv Pratap Singh	9415192791	sericulture-up@nic.in	Yes	N/A	Submitted	
2	RT0463	2026-07-03	Resham Vikaas Vibhaag	State Level Nodal Office	Meerut	Lucknow Sadar	resham vikash vibagh kankher khara meerut	yogendra singh	9415756667	adserime-up@nic.in	No	CAPEX	Submitted	
3	RT0469	2026-07-03	Resham Vikaas Vibhaag	State Level Nodal Office	Meerut	Lucknow Sadar	resham vikash vibagh kankher khara meerut	yogendra singh	9415756667	adserime-up@nic.in	No	CAPEX	Submitted	
4	RT0471	2026-07-03	Resham Vikaas Vibhaag	State Level Nodal Office	Meerut	Lucknow Sadar	resham vikash vibagh kankher khara meerut	yogendra singh	9415756667	adserime-up@nic.in	No	CAPEX	Submitted	
5	RT0473	2026-07-03	Resham Vikaas Vibhaag	State Level Nodal Office	Meerut	Lucknow Sadar	resham vikash vibagh kankher khara meerut	yogendra singh	9415756667	adserime-up@nic.in	No	CAPEX	Submitted	
6	RT0578	2026-07-07	Resham Vikaas Vibhaag	State Level Nodal Office	Firozabad	Lucknow Sadar	Resham farm Araon	Amar Singh	9412860560	amsingh878@gmail.com	No	RESCO	Submitted	
7	RT0579	2026-07-07	Resham Vikaas Vibhaag	State Level Nodal Office	Firozabad	Lucknow Sadar	Resham farm Araon	Amar Singh	9412860560	amsingh878@gmail.com	No	RESCO	Submitted	
8	RT0580	2026-07-07	Resham Vikaas Vibhaag	State Level Nodal Office	Firozabad	Lucknow Sadar	Resham farm Araon	Amar Singh	9412860560	amsingh878@gmail.com	No	CAPEX	Submitted	
9	RT0584	2026-07-07	Resham Vikaas Vibhaag	State Level Nodal Office	Agra	Lucknow Sadar	Gade prathive	Rajendar singh	9457069075	rajendrasinghasdo@gmail.com	No	CAPEX	Submitted	

Showing 1 to 9 of 9 entries

Step 2: Fill Department Details Form.

- On the **Dashboard** page, open the **Department Details** form and enter the required information in the corresponding fields.

Condition I: In case an electricity connection is available at the government building.

- Enter basic details in the given fields.
- Enter current DISCOM and solarization details in the given fields. Then click the **Save & Next** button.
- Click the **Reset** button to clear the existing details.

Uttar Pradesh New & Renewable Energy Development Agency Dashboard

DEVELOPMENT OF ADDITIONAL SOURCES OF ENERGY, GOVERNMENT OF UTTAR PRADESH

RTS Details

Basic Details

Name of The Department	Name of District	Name of Tehsil
Resham Vikaas Vibhaag	Lucknow	Lucknow Sadar
Current Name of Tehsil	Building Name/ Office Name	Current Building Name/ Current Office Name
Lucknow Sadar	Directorate of Sericulture U.P.	Directorate of Sericulture U.P.
Name of the State Level Nodal Officer of the Department	Mobile No.	Email ID
Shiv Pratap Singh	9415192791	sericulture-up@nic.in
Name of Village Panchayat/ Nagar Panchayat/ Nagar Palika/ Nagar Nigam*		Name of ward of Nagar palika/Nagar Nigam
PIN Code*	Latitude*	Longitude*

[How to know Latitude Longitude?](#)

A. Current DISCOM and Solarization Details

Is an electricity connection available at the Government Building?*	Name of DISCOM*	Electricity Consumer Account Number*
☐ Yes ☐ No	Select Type	
Name of Electricity Division as per Electricity Bills*	Sanctioned Load (kW) (as per Electricity Bills)*	Upload the Electricity Bill
		Choose File No file chosen
Beneficiary Name*	Whether Solar Rooftop Installed on Building?*	Type of Solar Power Plant*
	☐ Yes ☐ No ☐ Under Process	☐ On-Grid ☐ Off-Grid
Connection Category (Tariff)*	Complete Address*	

Click Save & Next

Save & Next **Reset**

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Condition II: In case electricity is not available at the government building.

- Enter basic details in the given fields.
- Enter current DISCOM and solarization details in the given fields. Then click the **Save & Next** button.
- Click the **Reset** button to clear the existing details.

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Uttar Pradesh New & Renewable Energy Development Agency
DEVELOPMENT OF ADDITIONAL SOURCES OF ENERGY, GOVERNMENT OF UTTAR PRADESH

Dashboard

RTS Details

Basic Details

Name of The Department

Additional Sources of Energy Department

Name of District

Lucknow

Name of Tehsil

Lucknow Sadar

Current Name of Tehsil

Lucknow Sadar

Building Name/ Office Name

UPNEDA Head Office

Current Building Name/ Current Office Name

UPNEDA Head Office

Name of the State Level Nodal Officer of the Department

Ajay Kumar

Mobile No.

9415609006

Email ID

ho_ajay@rediffmail.com

Name of Village Panchayat/ Nagar Panchayat/ Nagar Palika/ Nagar Nigam*

Name of ward of Nagar palika/Nagar Nigam

PIN Code*

Latitude*

Longitude*

How to know Latitude Longitude?

A. Current DISCOM and Solarization Details

Is an electricity connection available at the Government Building?*

☒ Yes ☐ No

Name of DISCOM*

Select Type

Electricity Consumer Account Number*

Name of Electricity Division as per Electricity Bills*

Sanctioned Load (kW) (as per Electricity Bills)*

Upload the Electricity Bill*

Choose File

No file chosen

Beneficiary Name*

Whether Solar Rooftop Installed on Building?*

☒ Yes ☐ No ☐ Under Process

Solar Rooftop Capacity(kW)*

Net-meter Installed*

☐ Yes ☐ No

Solar Rooftop Commissioning Year*

Solar Rooftop Commissioning Date

mm/dd/yyyy

Any Billing Issue*

Relevant Document(Billing Issue)

Choose File

No file chosen

Connection Category(Tariff)*

Select Category

Complete Address*

Save & Next

Reset

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Step 3: Preview the Filled Form Details

- After entering all the required information, review the details entered in the form to ensure that all information is accurate and complete.
- Click the **I Agree** checkbox to accept the declaration.
- Click the **Final Submit** button to submit.

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**Uttar Pradesh New & Renewable Energy Development Agency**

Dashboard

DEVELOPMENT OF ADDITIONAL SOURCES OF ENERGY, GOVERNMENT OF UTTAR PRADESH

Print

Basic Details			
Name of The Department	Resham Vikaas Vibhaag	Name of District	Lucknow
Name of Tehsil	Lucknow Sadar	Building Name/ Office Name	Directorate of Sericulture U.P.
Current Name of Tehsil	Lucknow Sadar	Current Building Name/Current Office Name	Directorate of Sericulture U.P.
State Level Nodal Officer of the Department			
Name of Nodal Officer	Shiv Pratap Singh	Mobile No.	9415192791
Email ID	sericulture-up@nic.in	Name of Village Panchayat/ Nagar Panchayat/ Nagar Palika/ Nagar Nigam	Test
Name of ward of Nagar palika/Nagar Nigam	trres	Complete Address	fgghhg
PIN Code	226006	Latitude	26.8467
Longitude	80.9462	Application Date	N/A
A. Current DISCOM and Solarization Details			
Is an electricity connection available at the Government Building?	Yes	Electricity Consumer Account Number	5645645646
Name of DISCOM	MV/NL	Name of Electricity Division as per Electricity Bills	yrtry
Sanctioned Load (kW) (as per Electricity Bills)	5	Beneficiary Name	test1
Whether Solar Rooftop Installed on Building?	No		
B. Apply for Solarization Rooftop Details			
Shadow Free Area to Install (square meter) (approximate)	564	Solar Rooftop Capacity Applying for (kW)	5
Type of Roof	N/A	Business Model	CAPEX
I certify that the building is suitable for Solar Rooftop Installation. ☐			
C. Status			
Application Submission Status	Pending	Approval Status	Approved
Approval Date	07-2026	Approved By	UPNEDA Department
Declaration			
I hereby confirm that the information provided herein is accurate, correct and complete and that the documents submitted along with the application form are genuine. I also understand that any willful dishonesty may render for refusal of this application.I want to proceed further to the final submission of the application. ☐ I Agree			
		Final Submit	Edit

Click Final Submit button

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Dashboard

DEVELOPMENT OF ADDITIONAL SOURCES OF ENERGY, GOVERNMENT OF UTTAR PRADESH

Are you sure?
You want to submit this Application.

Yes

No

Sanctioned Load (kW) (as per Electricity Bills)	5		test1
Whether Solar Rooftop Installed on Building?	No		
B. Apply for Solarization Rooftop Details			
Shadow Free Area to Install (square meter) (approximate)	564	Solar Rooftop Capacity Applying for (kW)	5
Type of Roof	N/A	Business Model	CAPEX
I certify that the building is suitable for Solar Rooftop Installation. ☐			
C. Status			
Application Submission Status	Pending	Approval Status	Approved
Approval Date	03-07-2026	Approved By	UPNEDA Department
Declaration			
I hereby confirm that the information provided herein is accurate, correct and complete and that the documents submitted along with the application form are genuine. I also understand that any willful dishonesty may render for refusal of this application.I want to proceed further to the final submission of the application. ☒ I Agree			
		Final Submit	Edit

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Step 4: Edit the Submitted Form

- After submitting the form, you can edit the submitted information, if required.
- Open the submitted **Department Details** form from the **Dashboard**.
- Click **Edit** to modify the submitted information.
- Update the required fields with the correct information.
- Review the updated details to ensure that all information is accurate and complete.
- Save or submit the updated form, as applicable.

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Uttar Pradesh New & Renewable Energy Development Agency

Dashboard

DEVELOPMENT OF ADDITIONAL SOURCES OF ENERGY, GOVERNMENT OF UTTAR PRADESH

S Details

Export Excel

▼ entries per page

Search:

No.	Application ID	Date of application	Name of The Department	User Type	Name of District	Name of Tehsil	Building Name/ Office Name	Name Nodal Officer the Depart	Whether	Business Model	Status	View
11	RT0722	2026-08-07	Resham Vikaas Vibhaag	State Level Nodal Office	Lucknow	Lucknow Sadar	Directorate of Sericulture U.P.	Shiv Pr Singh		CAPEX	Submitted	

wing 11 to 11 of 11 entries

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