# **User Manual for UJALA Products**

LIVE URL: <u>https://digitalseva.csc.gov.in/</u> in any browser (google chrome is recommended)

This is a common URL using which the following 3 appliances can be issued:

- 9W LED Bulb
- 20W LED Tubelight
- 50W Ceiling Fan

# How to Place an Order on our Portal?

#### 1. Login

Enter User Name and Password.



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0	SERVICES	GOVERNMENT	INSURANCE	ELECTRICITY	Necharge	() AADHAAR	FINANCIAL	TRAVEL
<b>P</b>	Services eesl	٩	≢ Ⅲ ≡ ×	I	tems 101 - 200 of 192 total		ß	Dashboard > Services
	Categories		Ujala - EESL					
*	🖏 Aadhaar		Energy Efficiency Services Limited (EESL)					
Ŵ	Nagriculture		Others					
	Education		Click Here O					



#### 2. Main Menu Page

After login, Menu screen will be shown.



#### **3.** Placing a new Order

The VLEs will be able to place a new order for requesting LED Bulb / Ceiling Fan / LED Tubelight. The details including mobile number, address, payment details, order quantity etc will be provided.

Issue Appliance	Replace Appliance	Order	Search Consumer	Stock Balance	Reports	Help					
PLACE YOUR	RORDER										
Personal D	etails										
Name								PAN Number			
Email ID								Mobile Number			
Registered Addre	55		N/A								
Order Deta	ils										
Order Quantity			BULB FAN	TUBE				Delivery Address (with PinCode)		DETAILED ADDRESS PIN Code	
Circle		[	Select	•				Division			•
Office Name		[		¥					L		
Amount to Pay			Rs. 0.00								
Enter Captcha			109	c o							
Declaration: I/We H Note: Bulbs can be Note: The Commis	nereby declare that all the ordered in multiples of s sion of the VLE will be pa	e information 50, Fans can b aid at the mor	as mentioned above is t e ordered in multiples o hth end after sale. Kindly	rue to best of my kn f 4 & Tubelights can ensure you have suf	owledge. be ordered in m fficient Wallet ba	ultiples of 2 Ilance befor	0 only. e final confirmatic	on of the Order.			
Clear											

#### Fill all the mandatory fields (in this page everything is mandatory)

After saving the order, a review screen will appear where the user can review the details and then submit the order.

PAN: ASDFR4560Q						
Mobile Number: 9422191611						
Delivery Address: SUNRISE BUSINESS PARK THANE, Pin: 124567						
Declaration: I/We hereby declare that all the information as mentioned above is true to best of my knowledge.						
1						

#### 4. Wallet system

In case of CSC VLEs the users will be taken to the payment gateway / wallet of CSC where they can put in their authentication along with Pin details. The payment will then get deducted from their wallet and then they can see an order confirmation screen.

CSC			<b>O</b> Depined Indep
+ Pay by Wallet			Amount to Pay: 1
BALE AMOUNT - E 1 YUNLET AMOUNT - E 1 W Works - Ric One Only	CSC Beforence Mac Gele CSC Dr Peaseersh	7271161414940002 2017-09-2916:14:41 500100100013  Passionate cases and	
	Safe, Secure & Swift	© 2017 CSC E-Governance Services India L	Jointed, All right reserved.
DPG461388503381 tet	1.00 500100100 Amount Wales 10 Rs One Only	o13	E-Wallet
	CSC Wallet Authenticatio	n	
	Walet Pin	PAY	
		flex her	
CSC e-Governance Services India Limit	ed		Page 5



# **Confirmation Screen**

Order successfully placed and now 'Print' can be taken.

Man Maru Search Consumer Reports H	eb .	
DRDER PLACED		
our Order has been placed successfully. The ref	erence Order No is: 63	
Personal Details		
Your Name: ABC ENTERPRISES. Email ID: ujalaiticrusbylies.com	PAN: ASDFR4560G Mobile Number: 9422191611	
Order Details		
Order No: 63 Payment Mode: CSCWALLET Guantity Ontered: 9W Builts. 400 Total Amount Paid (Rs): 28,000.00	Payment Details: 2017092916193994- Detivery Address: SUNRISE BUSINESS Order Status: Order Placed	1849 FARK THANE, Pri: 124367
<b>kde:</b> The above amount has been received* as security depos Subject to verification of the successful credit into our Bark A	it for the stock to be transferred against the order placed by you. CESI, will sh occount.	ortly contact you.
Prot		

# Click on 'Yes, Print Online' the Order Receipt Copy will be generated as below.

	ÊÊSL	- Portuge Appliance	hiden Consult Consuma	UTTAR PRA [DIXIT FILLING	DESH CENTRE]		Welcome UPDFIC	ĴCL155441 🔒
			search Consume	r Stock Balance Reports	Change Password	Help		
	ur Order bas	heen placed successfully						
	Personal	Details						
	Your Name: DI)	IT FILLING CENTRE						
	Email ID: vsingt	n1@eesl.co.in		Do you wa	nt to print the Order receipt?			
	Order No: 5			Cancel	Yes, Print On			
	Payment Mode Quantity Order Total Amount P	: NEFT ed: 9W Bulbs: 250 Fans: aid (Rs): 24 380 00	4 Led Tubes: 20		Delivery Address: V Order Status: Orde	MOUNT- 24380.00 HEL SHEKHAPUR, P.O BAHUAR, P.S JAN I Placed	) IALPUR, Pin: 231302	
No *St	te: The above an bject to verificat Print	nount has been received* as second ion of the successful credit into	urity deposit for the stock to our Bank Account.	be transferred against the order plac	eed by you. EESL will shortly o	contact you.		
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🖸	outblank			Unti	tled - Google Chrome			- ¤ ×
Pei	Print Total: <b>1 sheet o</b>	of paper			OR	DER RECEIPT	ÊÊSL	Î
Na: Em		Print Cano	tel	Personal Details				
Or	Destination	doPDF 8		Name:	DIXIT FILLING CENTRE			
Or		Change		Email ID:	vsingh1@eesl.co.in	Mobile Number:	7376648180	
Qu	Pages	<ul> <li>All</li> </ul>		Order Details				
		e.g. 1-5, 8, 11-13		Order No.:	5	Order Date	28/09/2017 10:31	
Rej Tot	Copies	1		Payment Mode:	NEFT	Payment Details:	UTR NO. 111122223333, AMOUNT- 24380.00	
Not * St	Layout	Portrait	•	Quantity Ordered:	Bulbs: 250 Fans: 4 Led Tubes: 20	Delivery Address:	VILL SHEKHAPUR, P.O BAHUAR, P.S JAMALPUR Pin: 231302	
~	Color	Color	•	Representative Name:	VIJAY SINGH	Representative Contact:	9540569753	
				iotal Amount Paid (Rs):	24,380.00			
	+ More set	ings		Note: The above amount has b EESL will shortly contact you * Subject to verification of the	een received* as security successful credit into ou	deposit for the stock to be transferred Ir Bank Account.	against the order placed by you.	
	Print using syst	em dialog (Ctrl+Shift+P)						Ţ

**Note:** After placement of the order, EESL regional team coordinate with VLEs and ask them to collect their order from EESL delivery Location.

#### 5. Order List Page

A report is being provided which will show the list of their orders along with status.

EESL	RAJASTHA	Ν		Welcome 579839180016 🔒
Issue Appliance Replace Appliance O	rder Search Consumer Stock Balance Reports Help			
ORDER LIST				
Agency Name	CSC × 579839180016 ×	Order Status	Order Placed	
Circle	Show All 🗸	Division	Show All 🗸	
Office Name	Show All 🗸			
Ordered On	13-09-2017 To 13-10-2017			
Clear View in HTML Export 1	To Excel			

#### Issue on Upfront (ID Proof):

CSC e-Governance Services India Limited

Using this VLE can select any option which are available into ID Proof dropdown, then counter needs to enter corresponding Id proof number. If the entered data is invalid, then the software will not accept. Rest of the details can be filled and submitted.

SUE APPLIANCE ON ID F	PROOF						
sue Appliance Details On ID Proof							
Consumer Name*	Balance Stock Bulb:0	Fan:0 Ti	ubeLight:	D			
VIVEK			Aadha	ar Card			
Circle	ID Proof	f		TY NUMBER		·	
CHURU ~							
Division	Consumer Mobile No.						
XEN(O&M, CHURU)		82					
Office Name	# Of Bulbs Issued*	3 - W	10 (Maximu	10 PHILIPS V			
AEN(O&M, TARANAGAR)			(				
	Amount to Pay		Rs. 700				

Page 9

# How to check Order Placed List ?

Go to 'Order' menu option and click 'Order List' to see all your orders placed till date

EESL UTTAR PI [DIXIT FILLIN				PRADESH	RE]			Welcome UPDFIOCL155441	•
Issue Appliance	Replace Appliance	Order	Search Consumer	Stock Balance	Reports	Change Password	Help		
		Place New C	Drder						
		Order List							- 1

Once clicked on 'Order List' the following page will appear to select the date range and set filter on order category like Order Placed, Order Delivered, Order Received and Order Cancelled (if any)

ÊĖSL	Welcome UPDFIOCL155441				
Issue Appliance Rep	place Appliance Order	Search Consumer	Stock Balance Reports	Change Password Help	
Agency Name Ordered On	IOCL 29-08-2017	UPDFIOCL155     To 28-09-2017	441 • Order Status	Order Placed Show All Order Placed Order Delivered Order Cancelled	•
Clear View in H	HTML Export To Exc	el		Order Received	

⇒ C O	<ol> <li>eeslfans.crux</li> </ol>	bytes.com/report/	order-list.aspx								ର ☆
ËĖS		UTTAR PRADESH [DIXIT FILLING CENTRE]							Welcome UPDFIOCL155		
Issue Appliance	Replace Appli	iance Order	Search Consume	er Stock Bala	ance Reports	Change Passwo	ord Help				
ORDER LIS	ST										
Agency Name		IOCL		VPDFIOCL	155441 🔻	Order Status		Order Placed	•		
Ordered On		29-08-	2017	To 28-09-201	7						
Clear	View in HTML	Export To Excel									
teport Records Found.											
Order No	Agency	Ordered By	Bulb Qty	Fan Qty	Tubelight Qty	Ordered On	Delivery Address	Payment Details	Delivery Date	Total Amount Comm	ents Status Code
4	IOCL	UPDFIOCL155441	250	4	20	27/09/2017 18:22	VNDJVDVDSAHDSJ, Pin: 231302	NEFT:DDDVDKJDKJVBFJVKJFB, DJFDVHDBDS		24380.00	Order Placed
							VILL SHEKHAPUR, P.O BAHUAR, P.S	NEFT: UTR NO. 111122223333.			Order

#### How to see Stock Status?

← → C û @ eeslfans.cruxbytes.com/forms/csc-stock-balan	९☆ № :	
EESL	UTTAR PRADESH [DIXIT FILLING CENTRE]	Welcome UPDFIOCL155441
Issue Appliance Replace Appliance Order Search Consumer	Stock Balance Reports Change Password Help	
STOCK BALANCE DETAILS		
Dear UPDFIOCL155441,		
Your stock balance is as follows: Balance Stock Bulb: 503 Fan: 12 TubeLight: 42		

## 6. Distribution List:

$\leftarrow$ $\rightarrow$ $\circlearrowright$ eesifans.cruxbytes.co	m/report/fan-distribution-list.aspx#				☆  = ル	È
EESL		RAJASTHAN			Welcome 579839180	:0016 🔒
Issue Appliance Replace Appliance O	rder Search Consumer Stock Balance	Reports Help				
DISTRIBUTION LIST		Distribution List				
		Distribution Summary				
In this report, you can download individual entries	of the consumers who availed Appliances under this	Replace Appliance List				
Appliance Type	9W LED BULB		Issued By	csc ~	579839180016	~
Consumer Type	Show All 🗸		Payment Option	Show All	~	
Discom	Show All 🗸		Circle	Show All	~	
Division	Show All 🗸		Office Name	Show All	~	
Period	16-10-2017 <b>To</b> 16-10-2017		Distribution Mode	Show All	$\checkmark$	
Clear View in HTML Export T	To Excel					

## **Consent Deed Generated**

→ C û eeslfans.cruxbytes.com/forms/issue-ap		Q 🕁 🗵
léési	UTTAR PRADESH	
	[DIXIT FILLING CENTRE]	Welcome UPDFIOCL155441 🔒
Issue Appliance Replace Appliance Order Search Cor	kumer Stock Balance Reports Change Password Help	
ssue Appliance Details On ID Proof	Discussion Deb 707 Earth Textister (1	
Consumer Name* VIJAY SINGH	Balance Stock Bull: 503 Fan: 12 TubeLgnt: 42	
Consumer Mobile No.	# Of Bulbs Issued* 2 (Maximum Eligibility is 1000 Pcs & Cost per Bulb is Rs 70)	
ID Proof	# Of Fans Issued*	
Aadhaar Card    Aadhaar Card	(Maximum Eugloing is 100 PCS of Cost per Paris is 1200)	
	# Of Tubelights Issued* (Maximum Eligibility is 1000 Pcs & Cost per Tubelight is Rs 220)	
	Amount to Pay Rs. 1630	
	Save & Submit	
① about:blank		
Print Total: 2 sheets of paper	сонялит опто	
Print Cancel	TAX1NV0ICE           Name, address and GSTIN of the Selter:         Name and Address of the Bayer:           ENXRAY FEFTCHINCY SURVEYS LIMITED:         VIAN SUGEF	
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	TOTAL AMOUNT (Rc.) 1,530.00 Total Pash One Thousand Six Hundred Thirty Rayers Only	
	Term nut Condition <b>Ever e al</b> 4. July and a set of the first gas g de Building	

#### 7. Replace (Consent Deed)

After click on 'Replace (Consent Deed)' option inside 'Main Menu', below screen will be shown.

In this counter needs to enter Mobile No. or By Consent Deed No to search Consumer.

Click on Search button.

ÊÊSL		RAJASTHAN		Welcome 579839180016 🔒
Issue Appliance Replace Appliance	Order Search Consumer Stock Balance	Reports Help		
K No. O By Consent Deed No O By	Search Mobile No	h		
EESL		RAJASTHAN		Welcome 579839180016 🔒
Issue Appliance Replace Appliance	Order Search Consumer Stock Balance	Reports Help		
REPLACE BY ID PROOF				SW LED BOLD
Name*		ID Proof *	Select ID Proof V IDENTITY NUMBER	
Mobile No		Faulty Vendor	Select Vendor 🗸	
Replaced On*	13-10-2017	Replaced By *	CSC ~ 579839180016 ~	
Circle	Select 🗸		~	
Office Name	~	H		
Oty Replaced *	OTY Select Vendor V	Additional Information	Any other comments?	
Save & Submit				

After click on search button, Consumers Transaction history will be displayed along with replace button. If you want to replace appliance then click on 'Replace' button of the specific transaction row.

EE	SL		UT	TAR PRA	DESH				Wetcom	u UPDF00	000
Main Ne	nu Search	Consumer Rep	ors rep								
SEARC	HCONS	UMER									
564582	+ 40/45		Search Again								
ACCOL	unt (D By C	Consent Deed No	By Mobile No.								
# Accou	unt (D) - U) By C	Consent Deed No	By Mobile No.								
ACON	VCE ISSUED	HISTORY	By Mobile No.								
ACCON	VICE ISSUED	HISTORY	By Mobile No.	Appliance	Appliance						
APPLIAN	NCE ISSUED	HISTORY	By Mobile No	Appliance Issued On EMI	Applance Issued On Upfront	Vender	Hobie No	Amount Ped (Nu)	laued By		
ACCON APPLIAN Acclience Building	NCE ISSUED	HISTORY	By Mobile No Consent Deed No	Appliance Issued On EMI	Appliance Insued On Upfront	Vendor BAJAJ ELECTRICAL LIMITED	Mobile No 9967454323	Amount Part Rtu) 130.00	lisued By UPDF0000	() ()	Restuce
a Accou	NCE ISSUED	HISTORY	By Nobile No Consent Deed No UPDF000000003-M	Applience Imaed On EMI	Appliance Issued On Uptront 56	Vendor BAJAJ ELICTRICAL LIMITED C/DHA INTERNATIONAL	Poble No 9167454323 9167454323	Amount Pert Paul 130.000 61600.000	UPDF0000	- D - D	

After clicking on replace button below screen will be shown, in this counter you need to select quantity of appliance which he/she wants to replace and vendor, then click on Save & submit button.

REPLACE APPLIA	414GE5			944600.1
Account ID	364565HH45645	Consentdeed No	UPDF000000003-M	
Consumer Name	TEST RAMJI	Mo. Dr. Applance	2	
issued Date	08/11/2016	-Issued By	UPDF0000	
Brand	BAJAJ ELECTRICAL LIMITED			
Appliances Replaced	8102	Vendor Name	US 14 INTERNATIONAL	

**Note:** That under UJALA scheme - Energy Efficiency Services Limited offers LED bulb (with 3 years warranty), LED Tube light (with 3 years warranty), Ceiling FAN (with 2.5 years technical warranty) to eligible grid connected domestic consumers.

# 8. Distribution Summary Report

Distribution report is available in 'Reports' tab.

EESL		ÚTTAR I	PRADESH		Web	ome UPOF9999	
Main Menu Search	h Consumer Reports Hel	•					
DISTRIBUTION	SUMMARY						_
in this report, you can do	enload Areawise Summary of the cor	sames who availed A	ppliances under this scheme.				
Appliance Type	54N		Issued By	6.651.	<ul> <li>UPD/9999</li> </ul>		
Consumer Type	Show AX		Payment Option	Upringent P	laymont		
District	210 m Al		Division	2how	A <u>U</u>		
Sub Division	Show All						
Period	27 12 2015 To	19-11-2016	Group By	Sub Divis	ion	•	
Clear Vew in	HTML Export To Excel						
laport							
Sisterict	Ovision	Sub Division	Total C	Consumer Count	Total Appliances Issued	olai Amount Paid B	<b>8</b> 4)
ALLAHABAD	SDO4444111	DIV444411		1	40	44,0	100

#### 9. Technical Support

This option is available in 'Help'. Using this page counter needs to enter all his/her details and describe issues/Problems in details or they can attach screenshot file which describes the issue.

E-Mail: <a href="mailto:support@csc.gov.in">support@csc.gov.in</a>

Helpline: 1800 3000 3468

#### **TECHNICAL SUPPORT**

For any technical assistance / support please send us an email with the error message at ujala@cruxbytes.com. We will revert back soon.								
OR								
For a faster response, you can also fill up the form below mentioning precise details of the error:								
Username	579839180016	Your Name *						
Email Id •		Mobile No.						
Your Agency *		Describe Your Problem *						
Upload Screenshot/file	Browse							
Submit								

#### **10. UJALA Products financials**

S. No	Product	MRP	VLE Commission (Exclusive GST)	TDS	Net VLE Commission
1	LED Bulb	70.00	4.00	0.20	3.80
2	LED Tubelight	220.00	9.00	0.45	8.55
3	Ceiling Fan	1110.00	37.00	1.85	35.15