



# User Manual

**Madhya Pradesh Electricity Regulatory  
Commission(MPERC)**

**Registration Module**

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## 1. System Overview

A Web based software is proposed to be implemented at MPERC. The s/w facilitates litigants to file their petitions entering the mandatory information through different templates available in the s/w module by signing-in first. The information includes party details, lower court details (if any), identical cases etc. Digitally signed supported documents to petition are attached with the designated heads. Attachment includes soft copy of the Petition/Counter/Rejoinder, Objections and their reply submission by Parties/MPERC etc. 2 User Registration For e-Filing a petition, user has to log-in to the MPERC application. MPERC application will be controlled by identifying and authenticating the user through the credentials presented by the user.

## 2. User Registration

For e-Filing a petition, user has to log-in to the MPERC application. MPERC application will be controlled by identifying and authenticating the user through the credentials presented by the user.

Link of new user registration exists at the Home page of MPERC application.



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Madhya Pradesh Electricity Regulatory Commission



Madhya Pradesh Electricity Regulatory Commission (MPERC) w.e.f 24 March, 2024

USER LOGIN	OTHER LINKS
<p>Login Id <input type="text"/></p> <p>Password <input type="password"/></p> <p><a href="#">Login</a> <a href="#">Reset</a></p> <p><b>Session has been expired.</b> Please login again</p> <p><b>Notice Board:</b></p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>	<p><a href="#">Home</a></p> <p><a href="#">E-Filing Instructions</a></p> <p><a href="#">e-Registration (new user)</a></p> <p><a href="#">Forgot Password</a></p> <p><a href="#">Feedback / Contact</a></p> <p><a href="#">HelpDesk</a></p> <p><a href="#">Online Help</a></p> <p><a href="#">Site Map</a></p>

There are three groups of users

1. Organization
2. Individual
3. Employee(of already Registered Organization)

## Registration of an Organization

### Organization Registration Pre-requisites

For Registration, following documents are required to be uploaded by the user/organization representative; there for

User should be ready with scanned copy of document before registration

- Board/Company authorizing letter,
- Certificate issued by registrar of company(ROC),
- GSTN Card (any two of them).

Once any one of the above-mentioned documents are ready with the user, he/she is all set to



USER LOGIN	OTHER LINKS
Login Id <input type="text"/>	<a href="#">Home</a>
Password <input type="password"/>	<a href="#">E-Filing Instructions</a>
<input type="button" value="Login"/> <input type="button" value="Reset"/>	<a href="#">e-Registration (new user)</a>
<b>Session has been expired. Please login again</b>	<a href="#">Forgot Password</a>
<b>Notice Board:</b>	<a href="#">Feedback / Contact</a>
<div style="border: 1px solid gray; height: 40px;"></div>	<a href="#">HelpDesk</a>
	<a href="#">Online Help</a>
	<a href="#">Site Map</a>

Start with registration

**Step 1 :** Organization/User need to Click on e-Registration link as shown in the Screenshot above which will be available on the main login screen.

**Step 2 :** On Clicking on the above said link the registration form page will appear.

Before Starting to fill the form user should make sure that on top of the registration form “organization” option is selected.

\*\*user should make sure that on top of the registration form organization is selected.

**List of all Mandatory Field with details:**

Sr.No	Field Name	Display Type	Data Type	Mandatory Remarks	Remarks
1	Register As : Organization	Buton	Character	Yes	
2	Login ID	Textbox	Alphanumeric	Yes	5 to 32 Characters
3	Address	Textbox	Alphanumeric	Yes	
4	State	Dropdown List	Character	Yes	
5	City	Dropdown List	Character	Yes	
6	Pincode	Textbox	Numeric	Yes	6 Digits
7	Click Here For Correspondence address being same as permanent address case	Checkbox	Character	No	

8	Correspondence Address	Textbox	Alphanumeric	Yes	
9	Correspondence State	Dropdown List	Character	Yes	
10	Correspondence City	Dropdown List	Character	Yes	
11	Correspondence Pincode	Textbox	Numeric	Yes	6 Digits
12	Landline Number	Textbox	Numeric	Yes	11 Digits with STD Code
13	Mobile	Textbox	Numeric	Yes	10 Digits
14	Email Address	Textbox	Alphanumeric	Yes	
15	Alternate Number	Textbox	Numeric	No	11 Digits with STD Code
16	Alternate Mobile	Textbox	Numeric	No	10 Digits
17	Website	Textbox	Alphanumeric	No	
18	Document Type	Dropdown List	Character	Yes	
19	Document Description	Textbox	Select File	Yes	
20	Undertaking	Checkbox		Yes	
21	Captcha	Textbox	Alphanumeric	Yes	

### Organization Fields

Sr.No	Field Name	Display Type	Data Type	Mandatory Remarks	Remarks
1	Organization Name	Textbox	Alphanumeric	Yes	
2	Short Name	Textbox	Alphanumeric	Yes	
3	Organization Type	Dropdown List	Character	Yes	
4	Employee Code	Textbox	Alphanumeric	Yes	
5	Login ID	Textbox	Alphanumeric	Yes	5 to 32 Characters
6	GSTN Number	Textbox	Alphanumeric	Yes	15 Characters
7	Document Type	Dropdown List	Character	Yes	
8	Document Description	Textbox	Select File	Yes	

**Step 3 :** Once the Registration form is duly filled and appropriate documents are attached, the user needs to click on checkbox for accepting the undertaking which is mandatory along with filling the captcha text below the image displayed.

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GO TO LOGIN PAGE

**NEW USER REGISTRATION**

Register As:  Organization  Individual  Employee of already Registered Organization  Advance

Organization Name:   
User's Name:   
Organization Code:   
Employee Code:

**Personal Address**

Pincode:   
Address:   
State:   
City:   
Pincode:

**Correspondence Address**

Address:   
State:   
City:   
Pincode:

Check these for Correspondence address being same as permanent address user

**Communication Details**

Landline Number:   
Mobile:   
Email Address:   
GSTIN Number:

**Alternative Number**

Alternative Number:   
Alternative Mobile:   
Website:

**Attachments**

Document Type:

I/We hereby declare that the information given above is true and correct to the best of my knowledge, beliefs, information and certify that the attachments, documents, signatures made through the portal, application are true and correct and I will in part the original documents, further certify that I have personally or through my counsel completed the portal's application and have a read the same, understand that any misrepresentation, falsification or omission of information in the portal's registration or any document used for registration shall be a valid ground for rejection of the portal's application apart from any other penalty for party.

**Step 4 :** When organization fill all mandatory details on the form and on submitting the details furnished by him/her. They will get OTP password for confirmation.

User need to enter OTP number which was sent on his/her registered number.

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Online Help

GO TO LOGIN PAGE

**OTP VERIFICATION**

Please enter the OTP sent on 9224556478

Click on Submit button for registration

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**Step 5 :** When Organization enters all the mandatory fields on the form and on submitting the details furnished by him/her, the email / sms will be sent to user and the following screen will appear:

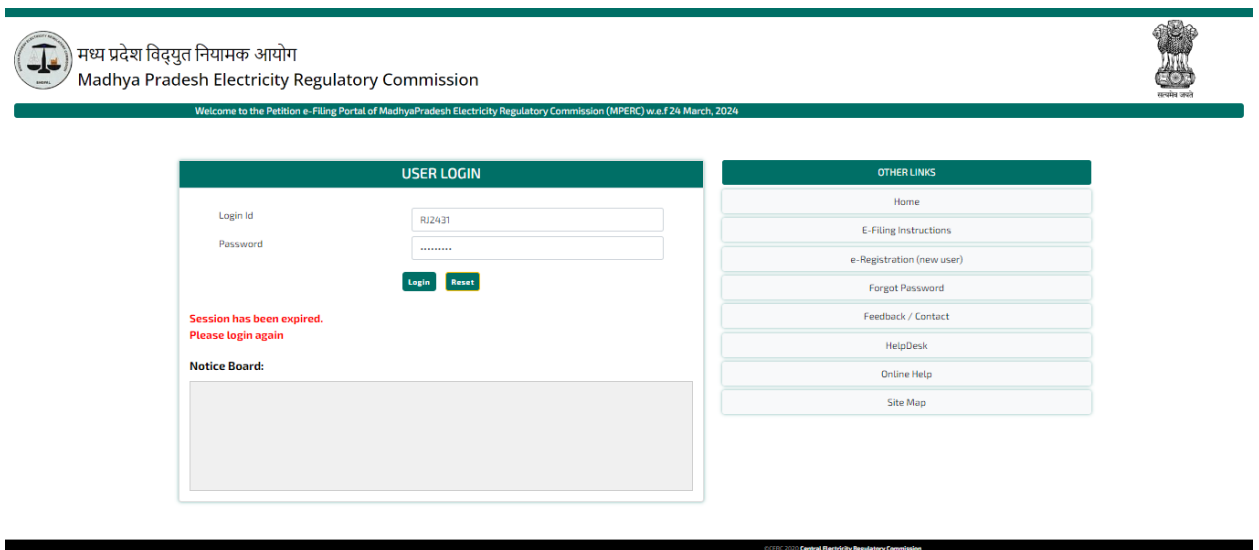


The screenshot shows the registration status page of the Madhya Pradesh Electricity Regulatory Commission (MPERC). The page features the MPERC logo and name in Hindi and English, an "Online Help" link, and the national emblem. A green navigation bar contains a "GO TO LOGIN PAGE" button. The main content area displays "Registration Status" and "Congratulations..." in large green text. Below this, a message states: "Your Credentials have been successfully submitted to MPERC e-Filing portal and registration process is in progress". The user's details are listed: User Id: SN347, User Password: [C@50206d20]. A note indicates the password is temporary and needs to be changed on first login, with a "Click to login" link. A footer note mentions that credentials were also sent to the user's registered cell phone and email address. The footer of the page includes the copyright notice: "©CERC 2020 Central Electricity Regulatory Commission".

The user will be provided with system generated temporary password which user will be asked to change when the user logs in to the system for the first time. Security code of the organizations will also be sent along with mail which the organization admin will share with the employee who wants to register with the system.

**Step 5 :** On clicking the login link the user can enter the username and password provided.

**Step 6 :** Once the username and password (system generated) is entered, the user will be taken to password reset form wherein the user can change the password.



The screenshot shows the user login page of the Madhya Pradesh Electricity Regulatory Commission (MPERC). The page features the MPERC logo and name in Hindi and English, an "Online Help" link, and the national emblem. A green navigation bar contains the text: "Welcome to the Petition e-Filing Portal of Madhya Pradesh Electricity Regulatory Commission (MPERC) w.e.f 24 March, 2024". The main content area is divided into two columns. The left column, titled "USER LOGIN", contains a login form with fields for "Login Id" (containing "R12431") and "Password" (containing "\*\*\*\*\*"). Below the fields are "Login" and "Reset" buttons. A red error message states: "Session has been expired. Please login again". Below the error message is a "Notice Board" section with a large empty box. The right column, titled "OTHER LINKS", contains a list of links: Home, E-Filing Instructions, e-Registration (new user), Forgot Password, Feedback / Contact, HelpDesk, Online Help, and Site Map. The footer of the page includes the copyright notice: "©CERC 2020 Central Electricity Regulatory Commission".



CHANGE PASSWORD

Existing Password\*

New Password\*

Re-Type New Password\*

Change Password
Reset
Cancel

After changing the password, the user can now enter the system which she/he will use to e-file a petition.



Welcome

**Your details are under verification at MPERC, once verified you'll be able to file the petition electronically - (In Process)**

To edit your profile click on 'view profile'.

MPERC has made all endeavour to provide updated, correct and accurate information about petition status. However MPERC shall accept no responsibility and the users are advised to verify the correctness of the information from the records of the Commission.

Only following information will be shown for Petitions not filed through e-filing portal and migrated:-

S.NO.	FIELD-NAME
1	Diary Number (It is an auto generated number for migrated petitions).
2	Diary Date (Petition date is considered as Diary Date for migrated petitions)
3	Petition Number
4	Petition Date
5	Petition Type
6	Subject
7	Petition Status
8	Petition Details

Status of registration can be see on a dashboard.

There are different types of registration status :

**A. Clarification** – When MPRC wants to clarify few things about the user who tried to register.

In the case status appears “For Clarification”. The user has to click on user registration status button that appears in the right hand panel to reply to the clarification question that is asked by the system admin.

The screenshot displays the user registration status page for the Madhya Pradesh Electricity Regulatory Commission (MPERC). The page header includes the MPERC logo and name in Hindi and English, along with the date 06 Aug 2024 13:16:21. The main content area is titled "Welcome" and "Your Registration Status - (For Clarification)". It provides instructions to edit the profile and a disclaimer. A table lists registration details for a user named "Rajesh Kumar". The table has two columns: "S.No." and "Description".

S.No.	Description
1	Diary Number (It is an auto generated number for migrated petitions)
2	Diary Date (Petition date is considered as Diary Date for migrated petitions)
3	Petition Number
4	Petition Date
5	Petition Type
6	Subject
7	Petition Status
8	Petition Details

On the right side, there is a "Other Links" sidebar with buttons for: User Registration Status (For Clarification), Users for Verification (0), Draft Petitions (0), Petitions under Scrutiny(FILLED PETITION) (0), Current Petitions (0) + IA (0), Disposed Off Petitions (0), Alerts (0), and Documents for View.

After the reply with documents(if required) is furnished the user has to click on save button.

**B. Active** – Account is activated(User is permitted to e-file a petition)

**C. Deactive** – Account is deactivated.

**D. Rejected** – Due to some reason user registration is rejected by the system admin.

**E. In Process** – The system admin is still to process to verify the user who has registered.

In all cases, registration status of user may be intimated via mail/sms facility.

## Registration for Individual

### 2.2.1 Individual Registration Pre-requisites

For registration, following document is required to be uploaded by the use; therefore user should be ready with the scanned copy of document before registration:

#### For Individual :

Aadhar Card, PAN Card

Once the above mentioned document is ready with the user he/she is all set to start with the registration process.

#### Step 1 :

User need to click on E-Registration link as shown in screenshot below which will be available to main login screen

The screenshot displays the Madhya Pradesh Electricity Regulatory Commission (MPERC) website interface. At the top left, there is a logo and the text "मध्य प्रदेश विद्युत नियामक आयोग" and "Madhya Pradesh Electricity Regulatory Commission". At the top right, there is the Indian national emblem. Below the header, there is a navigation bar with the text "MadhyaPradesh Electricity Regulatory Commission (MPERC) w.e.f 24 March, 2024". The main content area is divided into two sections: "USER LOGIN" and "OTHER LINKS".

The "USER LOGIN" section contains a form with two input fields: "Login Id" and "Password". Below the form are two buttons: "Login" and "Reset". A red error message states: "Session has been expired. Please login again". Below the form is a "Notice Board" section, which is currently empty.

The "OTHER LINKS" section contains a list of links: "Home", "E-Filing Instructions", "e-Registration (new user)", "Forgot Password", "Feedback / Contact", "HelpDesk", "Online Help", and "Site Map". The "e-Registration (new user)" link is highlighted with a red border.

## Step 2 :

On clicking on the above said link the registration page will appear.

Before starting to fill the form user should make sure that on top of the registration form “Individual” option is selected.

The screenshot shows the registration form for the Madhya Pradesh Electricity Regulatory Commission. The form is titled "NEW USER REGISTRATION" and includes the following fields and sections:

- Register As:** A dropdown menu with options: "Any Person/Individual", "Employee of already Registered Organization", and "Advertiser". The "Any Person/Individual" option is selected.
- Personal Details:**
  - First Name, Last Name, Middle Name (Textboxes)
  - Login ID (Textbox)
  - Address, State, City, Pincode (Textboxes and dropdowns)
  - Check Here For Correspondence address being same as permanent address (Checkbox)
- Communication Details:**
  - Landline Number, Mobile, Email Address (Textboxes)
  - Altitude Number, Altitude Mobile (Textboxes)
- Other Details:**
  - Date of Birth (Date picker)
  - Gender (Radio buttons for Male and Female)
  - PAN (Textbox)
- Attachments:**
  - Document Type (Dropdown menu)
  - Upload File (Button)
  - Get the document (Button)
  - Add Photo (Button)
- Disclaimer:** A checkbox for "I have read the contents of the site and the instructions given thereof as regards registration and a filing of petitions/documents before the Commission and agree with the same. I hereby declare that the information given in the petition/documents are true and correct to the best of my knowledge. I hereby acknowledge and certify that the attachments/enclosures/appendix made alongwith the petition/application are true and correct and in conformity with the original documents. Further certify that I have personally or through my counsel completed the petition/application and have a clear the same. I understand that any misrepresentation, falsification or omission of information in the petition/application or any document used for registration shall be a valid ground for rejection of the petition/application apart from any other penalty for perjury."
- Buttons:** Save, Reset, Cancel.

User needs to fill in all details asked. The list of mandatory fields:

### Common Fields

Sr.No	Field Name	Display Type	Data Type	Mandatory Remarks	Remarks
1	Register As : Any Person/Individual	Button	Character	Yes	
2	Login ID	Textbox	Alphanumeric	Yes	5 to 32 Characters
3	Address	Textbox	Alphanumeric	Yes	
4	State	Dropdown List	Character	Yes	
5	City	Dropdown List	Character	Yes	
6	Pincode	Textbox	Numeric	Yes	6 Digits
7	Click Here For Correspondence address being same as	Checkbox	Character	No	

	permenent address case				
8	Correspondence Address	Textbox	Alphanumeric	Yes	
9	Correspondence State	Dropdown List	Character	Yes	
10	Correspondence City	Dropdown List	Character	Yes	
11	Correspondence Pincode	Textbox	Numeric	Yes	6 Digits
12	Landline Number	Textbox	Numeric	No	11 Digits with STD Code
13	Mobile	Textbox	Numeric	Yes	10 Digits
14	Email Address	Textbox	Alphanumeric	Yes	
15	Alternate Number	Textbox	Numeric	No	11 Digits with STD Code
16	Alternate Mobile	Textbox	Numeric	No	10 Digits
17	Document Type	Dropdown List	Character	Yes	
18	Document Description	Textbox	Select File	Yes	
19	Undertaking	Checkbox	Character	Yes	
20	Captcha	Textbox	Alphanumeric	Yes	

### Individual Fields

Sr.No	Field Name	Display Type	Data Type	Mandatory Remarks	Remarks
1	First Name	Textbox	Alphanumeric	Yes	
2	Middle Name	Textbox	Alphanumeric	No	
3	Last Name	Textbox	Alphanumeric	Yes	
4	Date of Birth	Calender	Numeric	Yes	
5	Gender	Radio Button	Character	Yes	
6	PAN	Textbox	Alphanumeric	Yes	10 Characters (First 5 Alphabets then 4 Digits and 1 Alphabet
7	Aadhar Card Number	Textbox	Alphanumeric	No	

### Step 3 :

Once the Registration form is duly filled and the appropriate documents are attached, the user needs to click on checkbox for accepting the undertaking which is mandatory along with filling the captcha text below the image displayed.

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GO TO LOGIN PAGE

NEW USER REGISTRATION

Register As: **Any Person/Individual** Employee of already Registered Organization Abitrate

First Name:  Middle Name:

Last Name:

Permanent Address:  Correspondence Address:

Login ID:

Address:  Address:

State:  State:

City:  City:

Pincode:  Pincode:

Click Here for Correspondence address being same as permanent address same

Landline Number:  Alternate Number:

Mobile Number:  Alternate Mobile:

Other Details:

State of Birth:

Gender:  Male  Female

PAN:  Author Card Number:

Attachments:

Document Type:

I have read the contents of the site and the instructions given thereof as regards registration and e-filing of petitions/documents before the Commission and agree with the same. I hereby declare that the information given in the petition/documents are true and correct to the best of my knowledge. I hereby acknowledge and certify that the attachments/enclosures/appendix made alongwith the petition/application are true and correct and in valid as per the original documents. I further certify that I have personally or through my counsel completed the petition/application and have e-filed the same. I understand that any misrepresentation, falsification or omission of information in the petition, application or any document used for registration shall be a valid ground for rejection of the petition/application apart from any other penalty for perjury.

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### Step 4 :

When organization fill all mandatory details on the form and on submitting the details furnished by him/her. They will get OTP password for confirmation.

User need to enter OTP number which was sent on his/her registered mobile number.

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Online Help

GO TO LOGIN PAGE

OTP VERIFICATION

Please enter the OTP sent on 7794567047

सत्यमेव जयते

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## Step 5:

When the user enters all the mandatory fields on the form and on submitting the details furnished by him/her, and confirmation email / sms will be sent to user and the following screen will appear

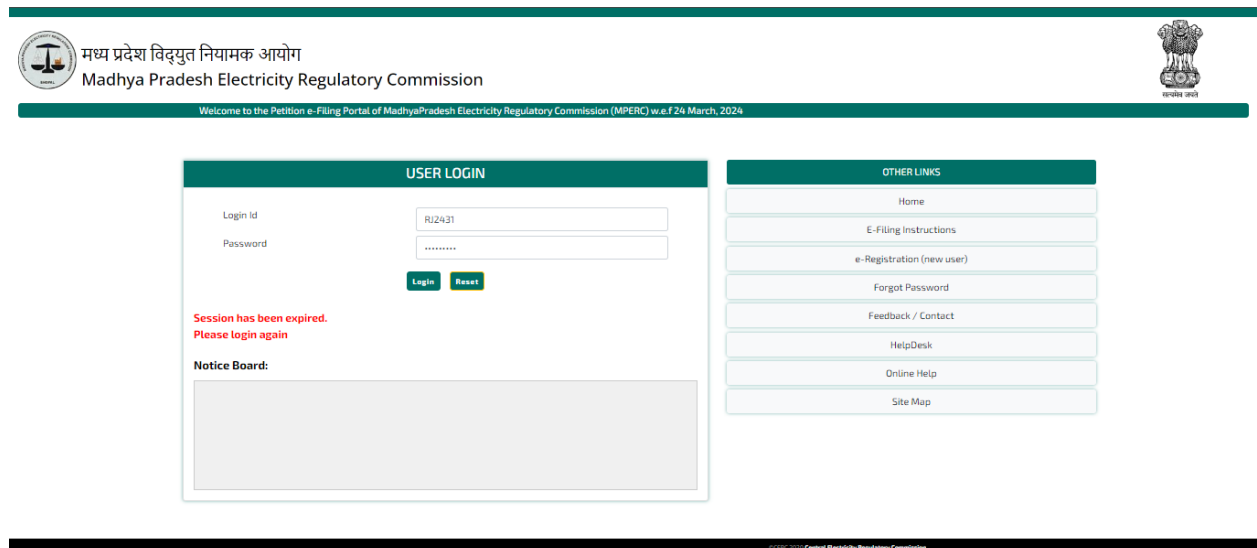


The screenshot shows the registration status page of the Madhya Pradesh Electricity Regulatory Commission (MPERC). The page features the MPERC logo and name in Hindi and English, along with the national emblem and the motto 'सत्यमेव जयते'. A green navigation bar at the top contains the text 'GO TO LOGIN PAGE'. The main content area displays 'Registration Status' and 'Congratulations...' in large green text. Below this, a message states: 'Your Credentials have been successfully submitted to MPERC e-Filing portal and registration process is in progress'. The user's credentials are listed: User Id: SN347 and User Password: [Ce50206d20]. A note indicates that the password is temporary and needs to be changed on the first login, with a 'Click to login' link. Another note mentions that credentials have been sent to the user's registered cell phone and email address. The footer includes the copyright notice '©CERC 2020 Central Electricity Regulatory Commission'.

The user will be provided with a system generated temporary password which the user will be asked to change when the user logs in to the system for the first time.

## Step 6 :

On clicking the login link the user can enter the username and password provided.



The screenshot shows the user login page of the MPERC e-Filing portal. The page header includes the MPERC logo and name, the national emblem, and the motto 'सत्यमेव जयते'. A green navigation bar contains the text 'Welcome to the Petition e-Filing Portal of MadhyaPradesh Electricity Regulatory Commission (MPERC) w.e.f 24 March, 2024'. The main content area is divided into two sections: 'USER LOGIN' and 'OTHER LINKS'. The 'USER LOGIN' section contains input fields for 'Login Id' (with the value 'R12431') and 'Password', followed by 'Login' and 'Reset' buttons. A red error message states: 'Session has been expired. Please login again'. Below this is a 'Notice Board' section with a grey placeholder. The 'OTHER LINKS' section contains a list of links: Home, E-Filing Instructions, e-Registration (new user), Forgot Password, Feedback / Contact, HelpDesk, Online Help, and Site Map. The footer includes the copyright notice '©CERC 2020 Central Electricity Regulatory Commission'.

## Step 7 :

Once the username and password (system generated) is entered, the user will be taken to password reset form wherein the user can change the password.

The screenshot shows the user interface of the Madhya Pradesh Electricity Regulatory Commission (MERC) website. At the top, there is a header with the MERC logo and name in Hindi and English, and the Government of India emblem. Below the header, a navigation bar contains a 'LOGOUT' link and a welcome message: 'WELCOME | Kangars\_test (TX) (XT782) | view profile | 06-Aug-2024 13:07:50'. The main content area features a 'CHANGE PASSWORD' form. The form has a title bar and an illustration of a person interacting with a large padlock. The form contains three input fields: 'Existing Password\*', 'New Password\*', and 'Re-Type New Password\*'. Below the input fields are three buttons: 'Change Password', 'Reset', and 'Cancel'. At the bottom of the page, there is a footer with the text '©CERC 2024 | Central Electricity Regulatory Commission'.

After changing the password the user can now enter the system which he/she will use to e-file a petition.

The screenshot shows the user dashboard of the Madhya Pradesh Electricity Regulatory Commission (MERC). The header is identical to the previous screenshot. Below the header, there is a 'HOME' link and the same welcome message. The main content area is divided into two sections. On the left, there is a 'Welcome' section with the text 'Your Registration Status - (For Clarification)' and a link to 'edit your profile'. Below this is a table with the following columns: 'S.No.', 'MESSAGE', and 'DETAILS'. The table contains 8 rows of data. On the right, there is an 'Other Links' section with a list of buttons: 'User Registration Status (For Clarification)', 'Users for Verification (0)', 'Draft Petitions (0)', 'Petitions under Scrutiny (FILED PETITION) (0)', 'Current Petitions (0) + I.A. (0)', 'Disposed Off Petitions (0)', 'Alerts (0)', and 'Documents for View'. At the bottom of the page, there is a footer with the text '©CERC 2024 | Central Electricity Regulatory Commission'.

S.No.	MESSAGE	DETAILS
1	Diary Number	
2	(It is an auto generated number for migrated petitions)	
3	Diary Date	
4	(Petition date is considered as Diary Date for migrated petitions)	
5	Petition Number	
6	Petition Date	
7	Petition Type	
8	Diary No	
	Petition Status	
	Petition Details	

Status of the registration can be seen on the dashboard

There are different types of registration status :

**A. Clarification** : When the MPERC want to clarify few things with user who tried to register.

In the case status appears to “For Clarification”. The user has to click on user registration status button that appears in the right hand panel to reply to the clarification question that is asked by the system admin.

#	Document Name	File Name	Uploaded On
1	GSTN card	1722929175235_100_eFilingInstructions.pdf	06/08/2024
2	Board /Company Auth. Letter	1722929175242_100_eRegistrationManual.pdf	06/08/2024

#	Clarification Question	Reply
1.	Uploaded document is not readable	Please Check the Document

← User can add reply

Attachments	
Document Type	: Daily Order
	<input type="text"/> <input type="button" value="Choose File"/> ePleadingsManual.pdf <input type="button" value="Add More"/>

After the reply along with document(if required) is furnished the user has to click on save button.

**B. Active** - Account is activated(User is permitted to e-file a petition)

**C. Deactive** - Account is de-activated

**D. Rejected** - Due the some reason the user registration is rejected by the system admin.

**E. In Process** – The system admin is till in process to verify the user who has registered.

In all cases, registration status of user may be intimated via mail/sms facility.

## Registration of an Employee(of already registered organization)

### Employee Registration Pre-requisites

For registration, following document is required to be uploaded by the user; therefore user should be ready with the scanned copy of document before registration :

For Employee : Employee id and Organization Security Code (to be asked from the organization admin)

Once the above mentioned document is ready with the user he/she is all set to start with the registration process.

#### Step 1 :

User need to click on e-Registration link as shown in the screenshot below in which will be available on the main login screen.


The screenshot displays the Madhya Pradesh Electricity Regulatory Commission (MPERC) website. The header includes the MPERC logo, the text 'मध्य प्रदेश विद्युत नियामक आयोग' and 'Madhya Pradesh Electricity Regulatory Commission', and the Government of India emblem. Below the header, the 'USER LOGIN' section features input fields for 'Login Id' and 'Password', 'Login' and 'Reset' buttons, a message 'Session has been expired. Please login again', and a 'Notice Board' section. To the right, the 'OTHER LINKS' menu is visible, with the 'e-Registration (new user)' link highlighted by a red border.

USER LOGIN	OTHER LINKS
Login Id	Home
Password	E-Filing Instructions
Login Reset	<b>e-Registration (new user)</b>
Session has been expired. Please login again	Forgot Password
Notice Board:	Feedback / Contact
	HelpDesk
	Online Help
	Site Map


## Step 2 :

On clicking on the above said link the registration form page will appear.

Before starting to fill the form user should make sure that on top of the registration form “Employee(of already registered organization)” option is selected.



मध्य प्रदेश विद्युत नियामक आयोग  
Madhya Pradesh Electricity Regulatory Commission



Online Help

[GO TO LOGIN PAGE](#)

**NEW REGISTRATION**

Register As: Organization Any Person/Individual Employee (of already Registered Organization) Associate

First Name:

Last Name:

Organization:

Organization Security Code:

Department:

Employee Code:

Designation:

Middle Name:

**Permanent Address**

Length ID:

Address:

State:

City:

Pincode:

Click Here for Correspondence address being same as permanent address case

**Correspondence Address**

Address:

State:

City:

Pincode:

**Identification Details**

Landline Number:

Mobile:

Alt. Mobile:

Alternate Landline:

**Personal Details**

Date of Birth:

Gender:

Female:

Male:

Health Card Number:

**Attachments**

Document Type:

**Disclaimer**

I have read the contents of the site and the instructions given thereof as regards registration and filing of petitions/documents before the Commission and agree with the same. I hereby declare that the information given in the petition/documents are true and correct to the best of my knowledge. I hereby acknowledge and certify that the attachments/enclosures/appendix made alongwith the petition/application are true and correct and is valid against the original documents. I further certify that I have personally or through my counsel completed the petition/application and have filed the same. I understand that any misrepresentation, fabrication or omission of information in the petition/application or any document used for registration shall be a valid ground for rejection of the petition/application apart from any other penalty for perjury.

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GO TO LOGIN PAGE

**REGISTRATION**

Register As:  Organization  Any Person/Individual  Employee of already Registered Organization  Advocate

First Name:  Middle Name:

Last Name:

Organization:

Organization Security Code:

Department:

Employee Code:

Designation:

**Permanent Address**

Login ID:

Address:

State:

City:

Pincode:

Click Here for Correspondence address being same as permanent address case

**Correspondence Address**

Address:

State:

City:

Pincode:

**Communication Details**

Landline Number:

Mobile:

Email Address:

Alternate Number:

Alternate Mobile:

**Other Details**

Date of Birth:

Gender:  Male  Female

**Attachments**

Document Type:

I have read the contents of the site and the restrictions given thereof as regards registration and e-filing of petitions/documents before the Commission and agree with the same. I hereby declare that the information given in the petition/documents are true and correct to the best of my knowledge. I hereby acknowledge and certify that the attachments/documents uploaded make alongside the petition/application are true and correct and to be used as per the original documents. I further certify that I have personally or through my counsel completed the petition/application and have affixed the same. I understand that any misrepresentation, falsification or omission of information in the petition/application or any document used for registration shall be a valid ground for rejection of the petition/application apart from any other grounds for penalty.

User needs to fill in all the details asked. The list of all mandatory fields :

**Common Fields :**

Sr.No	Field Name	Display Type	Data Type	Mandatory Remarks	Remarks
1	Register As : Employee (of already Registered Organization)	Button	Character	Yes	
2	Login ID	Textbox	Alphanumeric	Yes	5 to 32 Characters
3	Address	Textbox	Alphanumeric	Yes	
4	State	Dropdown List	Character	Yes	
5	City	Dropdown List	Character	Yes	
6	Pincode	Textbox	Numeric	Yes	6 Digits
7	Click Here For Correspondence address being same as permanent address case	Checkbox	Character	No	

8	Correspondence Address	Textbox	Alphanumeric	Yes	
9	Correspondence State	Dropdown List	Character	Yes	
10	Correspondence City	Dropdown List	Character	Yes	
11	Correspondence Pincode	Textbox	Numeric	Yes	6 Digits
12	Landline Number	Textbox	Numeric	No	11 Digits with STD Code
13	Mobile	Textbox	Numeric	Yes	10 Digits
14	Email Address	Textbox	Alphanumeric	Yes	
15	Alternate Number	Textbox	Numeric	No	11 Digits with STD Code
16	Alternate Mobile	Textbox	Numeric	No	10 Digits
17	Document Type	Dropdown List	Character	Yes	
18	Document Description	Textbox	Select File	Yes	
19	Undertaking	Checkbox	Character	Yes	
20	Captcha	Textbox	Alphanumeric	Yes	

**Employee Fields :**

Sr.No	Field Name	Display Type	Data Type	Mandatory Remarks	Remarks
1	First Name	Textbox	Alphanumeric	Yes	
2	Middle Name	Textbox	Alphanumeric	No	
3	Last Name	Textbox	Alphanumeric	Yes	
4	Organization	Dropdown List	Character	Yes	
5	Organization Security Code	Textbox	Alphanumeric	Yes	
6	Department	Textbox	Alphanumeric	Yes	
7	Employee Code	Textbox	Alphanumeric	Yes	
8	Designation	Textbox	Alphanumeric	Yes	
9	Date of Birth	Calender	Numeric	Yes	
10	Gender	Radio Button	Character	Yes	
11	PAN	Textbox	Alphanumeric	Yes	10 Characters (First 5 Alphabets then 4 Digits and 1 Alphabet)
12	Aadhar Card Number	Textbox	Alphanumeric	No	

### Step 3 :

Once the Registration form is fully filled and the appropriate documents are attached, the user needs to click on checkbox for accepting the undertaking which is mandatory along with filling the captcha text below the image displayed.

The screenshot shows a registration form with the following sections:

- Registration Information:** Includes fields for First Name, Last Name, Organization (dropdown), Department (dropdown), and Gender (dropdown).
- Permanent Address:** Includes fields for State, City, and Pincode.
- Correspondence Address:** Includes fields for State, City, and Pincode.
- Communication Details:** Includes fields for Mobile Number, Alternate Mobile, and Email Address.
- Other Details:** Includes fields for Date of Birth, Gender, and PAN.
- Attachments:** Includes a field for Document Type and a button to upload documents.
- Undertaking:** A checkbox section for accepting the terms and conditions, with a captcha image and a text input field.

At the bottom right, there is a button labeled "Click to save user registration details" with an arrow pointing to "Save", "Reset", and "Cancel" buttons.

### Step 4 :

When organization fill all mandatory details on the form and on submitting the details furnished by him/her. They will get OTP password for confirmation.

User need to enter OTP number which was sent on his/her registered mobile number.



The screenshot shows an "OTP VERIFICATION" page with the following elements:

- Text: "Please enter the OTP sent on 7719006489"
- Text input field for the OTP.
- Buttons: "Submit", "Cancel", and "Resend OTP".

### Step 5 :

When the user enters all the mandatory fields on the form and on submitting the details furnished by him/her, and confirmation email / sms will be sent to user and the following screen will appear

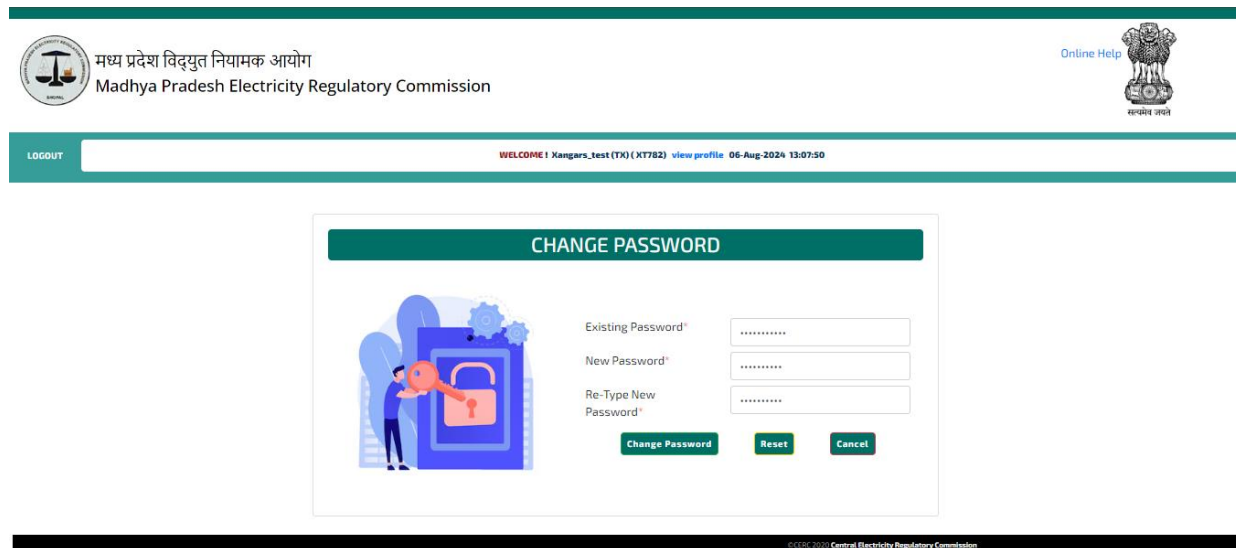


The screenshot shows the registration status page. At the top left is the MPERC logo and name in Hindi and English. At the top right is the 'Online Help' link and the State Emblem of India. Below the header is a green bar with the text 'GO TO LOGIN PAGE'. The main content area has the heading 'Registration Status' followed by 'Congratulations...' in a large green font. Below this, it states 'Your Credentials have been successfully submitted to MPERC e-Filing portal and registration process is in progress'. It then displays the user ID 'RG6724' and the user password 'C@7c5a8e6b'. A note indicates the password is temporary and needs to be changed on the first login, with a 'Click to login' link. Another note states that credentials have also been sent to the user's registered cell phone and email address. At the bottom right, there is a copyright notice for ©CERC 2020 Central Electricity Regulatory Commission.

The user will be provided with a system generated temporary password which the user will be asked to change when the user logs in to the system for the first time.

### Step 6 :

On clicking the login link the user can enter the username and password provided.



The screenshot shows the 'CHANGE PASSWORD' form. At the top left is the MPERC logo and name in Hindi and English. At the top right is the 'Online Help' link and the State Emblem of India. Below the header is a green bar with the text 'LOGOUT' on the left and 'WELCOME | Kangars\_test (TX) ( XT782) view profile 06-Aug-2024 13:07:50' on the right. The main content area is a white box with a green header 'CHANGE PASSWORD'. On the left is an illustration of a person changing a password. On the right are three input fields: 'Existing Password\*', 'New Password\*', and 'Re-Type New Password\*'. Below the fields are three buttons: 'Change Password', 'Reset', and 'Cancel'. At the bottom right, there is a copyright notice for ©CERC 2020 Central Electricity Regulatory Commission.

After changing the password the user can now enter the system which he/she will use to e-file a petition.



WELCOME | [Logout](#) | [View Profile](#) | 06-Aug-2024 13:16:21

HOME

Welcome  
Your Registration Status - (For Clarification)  
To edit your profile click on 'view profile'.

MPERC has made all endeavor to provide updated, correct and accurate information about petition status, however MPERC shall accept no responsibility and the users are advised to verify the correctness of the information from the records of the Commission.  
Only following information will be shown for Petitions not filed through e-filing portal and registered:

S.NO	FILENAME
1	Diary Number (It is an auto generated number for registered petition).
2	Diary Date (Petition date is considered as Diary Date for registered petition).
3	Petition Number
4	Petition Date
5	Petition Type
6	Subject
7	Petition Status
8	Petition Details

Other Links

- User Registration Status (For Clarification)
- Users for Verification (0)
- Draft Petitions (0)
- Petitions under Scrutiny(FILED PETITION) (0)
- Current Petitions (0) + IA (0)
- Disposed Off Petitions (0)
- Alerts (0)
- Documents for View

Status of the registration can be seen on the dashboard.

There are different types of registration status :

**A. Clarification** : when the users organization wants to clarify few things about the user who tried to register (profile scrutiny will be conducted by the organization).

In the case status appears to “For Clarification”. The user has to click on user registration status button that appears in the right hand panel to reply to the clarification question that is asked by the system admin.

#	Document Name	File Name	Uploaded On
1	GSTN card	1722929175235_100_eFilingInstructions.pdf	06/08/2024
2	Board /Company Auth. Letter	1722929175242_100_eRegistrationManual.pdf	06/08/2024

Clarification Reply

#	Clarification Question	Reply
1.	Uploaded document is not readable	Please Check the Document

Attachments

Document Type : Daily Order

Choose File | ePleadingsManual.pdf | Add More

Save Cancel

After the reply along with(if required) is furnished the user has to click on save button.

**B. Active** - Account is activated(User is permitted to e-file a petition)

**C. Deactive** - Account is de-activated

**D. Rejected** - Due the some reason the user registration is rejected by the system admin.

**E. In Process** - The system admin is still in process to verify the user who has registered.

In all the cases, registration status of user may be intimated via mail/sms facility.

## Registration for Advocate

### Advocate Registration Pre-requisites

For registration, following document is required to be uploaded by the user; there for user should be ready with the scanned copy of document before registration :

#### Bar Council ID

Once the above-mentioned document is ready with the user, he/she is all set to start with the registration process.

#### Step 1 :

User need to click on E-Registration link as shown in the screenshot below which will be available on the main login screen

The screenshot displays the website header for the Madhya Pradesh Electricity Regulatory Commission (MPERC). The header includes the MPERC logo on the left, the text "मध्य प्रदेश विद्युत नियामक आयोग" and "Madhya Pradesh Electricity Regulatory Commission" in the center, and the Government of India emblem on the right. Below the header, the page is divided into two main sections: "USER LOGIN" and "OTHER LINKS".

The "USER LOGIN" section contains a form with fields for "Login Id" and "Password", and "Login" and "Reset" buttons. Below the form, a red message states "Session has been expired. Please login again". There is also a "Notice Board" section which is currently empty.

The "OTHER LINKS" section is a vertical list of buttons: "Home", "E-Filing Instructions", "e-Registration (new user)", "Forgot Password", "Feedback / Contact", "HelpDesk", "Online Help", and "Site Map". The "e-Registration (new user)" button is highlighted with a red rectangular border.

## Step 2 :

On clicking on the above said link the registration form page will appear.

Before starting to fill the form user should make sure that on top of the registration form “Advocate” option should be selected.

User needs to fill in all the details asked. The list of all mandatory fields :

### Common Fields :

Sr.No	Field Name	Display Type	Data Type	Mandatory Remarks	Remarks
1	Registered As : Advocate	Button	Character	Yes	
2	Login ID	Textbox	Alphanumeric	Yes	5 to 32 Characters
3	Address	Textbox	Alphanumeric	Yes	
4	State	Dropdown List	Character	Yes	
5	City	Dropdown List	Character	Yes	
6	Pincode	Textbox	Numeric	Yes	6 Digits
7	Click Here For Correspondence address being same as permanent address case	Checkbox	Character	No	
8	Correspondence Address	Textbox	Alphanumeric	Yes	

9	Correspondence State	Dropdown List	Character	Yes	
10	Correspondence City	Dropdown List	Character	Yes	
11	Correspondence Pincode	Textbox	Numeric	Yes	6 Digits
12	Landline Number	Textbox	Numeric	No	11 Digits with STD Code
13	Mobile	Textbox	Numeric	Yes	10 Digits
14	Email Address	Textbox	Alphanumeric	Yes	
15	Alternate Number	Textbox	Numeric	No	11 Digits with STD Code
16	Alternate Mobile	Textbox	Numeric	No	10 Digits
17	Document Type	Dropdown List	Character	Yes	
18	Document Description	Textbox	Select File	Yes	
19	Undertaking	Checkbox	Character	Yes	
20	Captcha	Textbox	Alphanumeric	Yes	

**Individual Fields :**

Sr.No	Field Name	Display Type	Data Type	Mandatory Remarks	Remarks
1	First Name	Textbox	Alphanumeric	Yes	
2	Middle Name	Textbox	Alphanumeric	No	
3	Last Name	Textbox	Alphanumeric	Yes	
4	Law Firm	Checkbox	Character	No	
5	Law Firm Name	Textbox	Alphanumeric	If Checkbox checked then Yes	
6	Date of Birth	Calender	Numeric	No	
7	Gender	Radio Button	Character	No	
8	PAN	Textbox	Alphanumeric	No	10 Characters (First 5 Alphabets then 4 Digits and 1 Alphabet)
9	Aadhar Card Number	Textbox	Alphanumeric	No	
10	Bar Council Number	Textbox	Alphanumeric	Yes	
11	Year	Dropdown List	Numeric	Yes	
12	State	Dropdown List	Character	Yes	

### Step 3 :

Once the Registration form is duly filled and the appropriate documents are attached, the user needs to click on checkbox for accepting the undertaking which is mandatory along with filling the captcha text below the image displayed.

Register As:  Organisation  Any Person/Individual  Employee (of already Registered Organization)  Advocate

First Name:  Middle Name:

Last Name:

Last Name:

Last Name:

Residential Address: City:  Address:

State:  State:

City:  City:

Pincode:  Pincode:

Correspondence Address: Address:

State:  State:

City:  City:

Pincode:  Pincode:

Click Here for Correspondence address being same as permanent address case

Contact Details: Landline Number:  Alternate Number:

Mobile:  Alternate Mobile:

Email Address:

Personal Details: Date of Birth:  Gender:  Male  Female

PAN:  Author Card Number:

Bar Council Number:

Year:  State:

Document Type:

Disclaimer: I have read the contents of the site and the instructions given thereof regarding registration and filing of petitions/documents before the Commission and agree with the same. I hereby declare that the information given in the petition/documents are true and correct to the best of my knowledge. I hereby acknowledge and certify that the attachments/resolutions/appointments made alongwith the petition/application are true and correct and in accordance with the original documents. I further certify that I have personally or through my counsel completed the petition/application and have e-filed the same. I understand that any misrepresentation, falsification or omission of information in the petition/application or any document used for registration shall be a valid ground for rejection of the petition/application apart from any other penalty for perjury.

Click to save user registration details

Save Reset Cancel

### Step 4:

When organization fill all mandatory details on the form and on submitting the details furnished by him/her. They will get OTP password for confirmation.

User need to enter OTP number which was sent on his/her registered mobile number.

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Madhya Pradesh Electricity Regulatory Commission

Online Help

GO TO LOGIN PAGE

सत्यमेव जयते

OTP VERIFICATION

Please enter the OTP sent on 7719006489

Submit Cancel Resend OTP

## Step 5 :

When the user enters all the mandatory fields on the form and on submitting the details furnished by him/her, and confirmation email / sms will be sent to user and the following screen will appear



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Madhya Pradesh Electricity Regulatory Commission

[Online Help](#)  
  
सत्यमेव जयते

[GO TO LOGIN PAGE](#)

### Registration Status

## Congratulations...

Your Credentials have been successfully submitted to MPERC e-Filing portal and registration process is in progress


User Id: RG6724  
User Password: [C@7c5a8e6b  
Given password is temporary and need to be changed on first login.  
[Click to login](#)  
Given Credentials has also been sent to your registered cell phone and email address.

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The user will be provided with a system generated temporary password which the user will be asked to change when the user logs in to the system for the first time.

## Step 6 :

On clicking the login link the user can enter the username and password provided.



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Madhya Pradesh Electricity Regulatory Commission

  
सत्यमेव जयते

Welcome to the Petition e-Filing Portal of Madhya Pradesh Electricity Regulatory Commission (MPERC) w.e.f 24 March, 2024

USER LOGIN

Login Id

Password

Login Reset

**Notice Board:**

[Tariff Order/ MPERC Tariff Order 2024-25 - Order for Retail Supply Tariff for FY-2024-25 \(PNo.73/2023\), 6/2/24 12-46:39 PM.931](#)

[Public Notice/ Public Notice in the matter of amendment to MPERC \(Establishment of Forum and Electricity Ombudsman for redressal of grievances of the consumers\) \(Revision of Regulations, 2021\) 06-1/01 of 2021, 6/2/24 12-46:43 PM.294](#)

[Tenders/ Public Notice in the matter of Request for Proposal from Eligible Consultants for assistance in analysis of petitions for determination of Generation and Transmission tariff \(Last date :06/09/2024\) 6/2/24 12-46:23 PM.843](#)

OTHER LINKS

[Home](#)

[E-Filing Instructions](#)

[e-Registration \(new user\)](#)

[Forgot Password](#)

[Feedback / Contact](#)

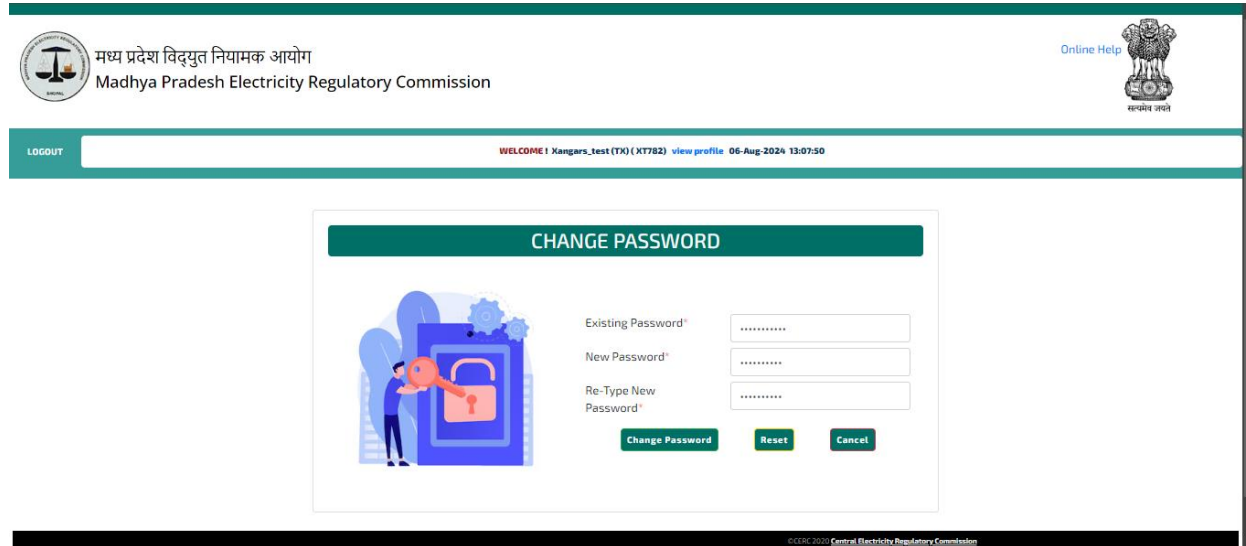
[HelpDesk](#)

[Online Help](#)

[Site Map](#)

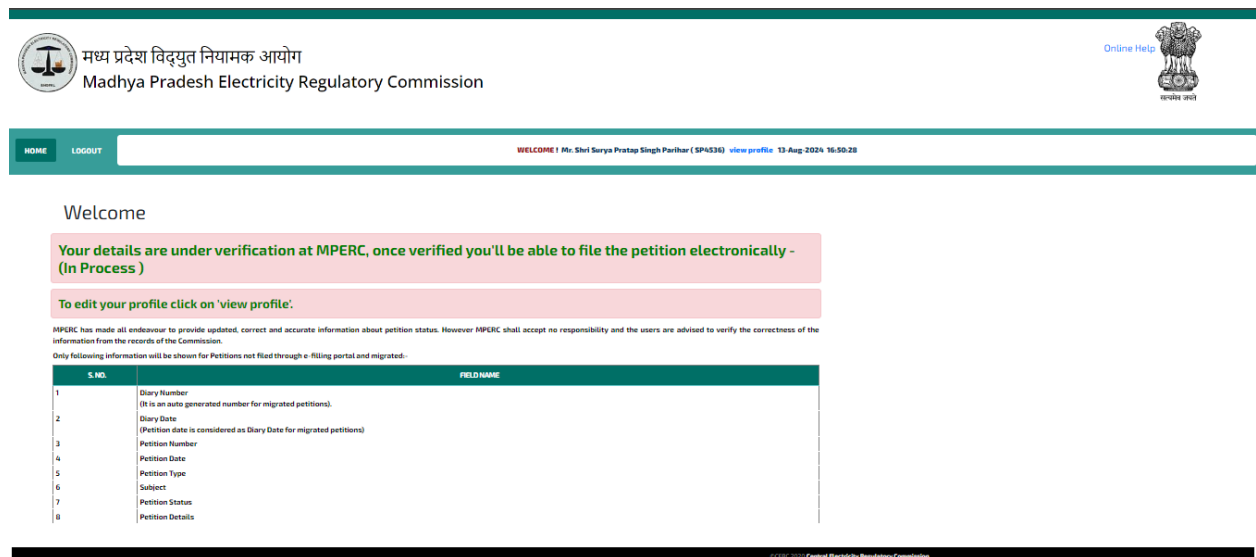
## Step 7 :

Once the username and password (system generated) is entered, the user will be taken to password reset form wherein the user can change the password.



The screenshot shows the MPERC website header with the logo and name in Hindi and English. The user is logged in as 'Kangars\_test (TX) (XT782)' on 06-Aug-2024 at 13:07:50. The main content area displays a 'CHANGE PASSWORD' form with an illustration of a person changing a password. The form has three input fields: 'Existing Password\*', 'New Password\*', and 'Re-Type New Password\*'. Below the fields are three buttons: 'Change Password', 'Reset', and 'Cancel'.

After changing the password the user can now enter the system which he/she will use to e-file a petition.



The screenshot shows the MPERC website dashboard. The user is logged in as 'Mr. Shri Surya Pratap Singh Parihar (SP4536)' on 13-Aug-2024 at 16:50:28. The dashboard displays a 'Welcome' message and a notification: 'Your details are under verification at MPERC, once verified you'll be able to file the petition electronically - (In Process)'. Below this is a link to 'edit your profile'. A table lists fields for migrated petitions:

S. NO.	FIELD NAME
1	Diary Number (It is an auto generated number for migrated petitions).
2	Diary Date (Petition date is considered as Diary Date for migrated petitions)
3	Petition Number
4	Petition Date
5	Petition Type
6	Subject
7	Petition Status
8	Petition Details

Status of the registration can be seen on the dashboard. Current Status of advocate is "In-Process". Once Admin will activate the user then advocate will be the activated user and can view all respected menus.

## 2.4 Organization as an Administrator (In case of organization registers to the system)

The case where an employee of the same organization registers with the web portal in that case the organization becomes the administrator. Then the organization admin has the rights to scrutinize the employee request. In that case following steps are to be followed.

### Step 1 :

Click on the right panel menu option “User for Verification”.

The screenshot displays the web portal interface for the Madhya Pradesh Electricity Regulatory Commission (MPER). The header includes the MPER logo and name in Hindi and English, along with the Government of India emblem. The navigation menu contains: HOME, ADMIN, PETITIONS, DEFICIENCIES, PLEADINGS, MOVEMENT, MIS, and LOGOUT. A status bar shows: WELCOME | MadhyaPradesh Electricity Regulatory Commission | MPERCADMIN | view profile | 06-Aug-2024 13:12:16.


The main content area is divided into two sections:

- Welcome:** Features a bar chart with a legend for Pending (green), Filled (blue), and Disposed (red). The x-axis is labeled '2024'. The y-axis ranges from 1.0 to 3.0. The 'Filled' bar is the tallest, reaching approximately 3.0. The 'Disposed' bar is around 2.0. The 'Pending' bar is very short, around 0.1.
- Other Links:** A vertical list of menu items:
  - Users for Verification (33)
  - UTR for Verification (66)
  - Draft Petitions (0)
  - Petitions under Scrutiny(FILLED PETITION) (1)
  - Current Petitions (3) + I.A. (0)
  - Disposed-Off Petitions (2)
  - Rejected but not Registered (0)
  - Pleadings (7)


A callout box with the text "Click here to view user for verification" has an arrow pointing to the "Users for Verification (33)" link in the "Other Links" section.

## Step 2 :

List of all the employees who have tried to register will be displayed. To scrutinize the profile of an employee, click on the S.No corresponding to the employee.



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Madhya Pradesh Electricity Regulatory Commission

Online Help   
सत्यमेव जयते


HOME ADMIN PETITIONS DEFICIENCIES PLEADINGS MOVEMENT MIS LOGOUT WELCOME! MadhyaPradesh Electricity Regulatory Commission (MPERCADMIN) view profile 06-Aug-2024 13:12:49

Click here to open employee details


USERS FOR VERIFICATION							
Sr. No.	User Type	Name	E-Mail	Mobile	Status	Registered On	Updated On
1	O	Xangars_test (TX)	xangars@gmail.com	7792647642	In Process	06/08/2024 12:55 PM	06/08/2024 01:01 PM
2	I	Mayuri, Kolte	KolteMayuri@gmail.com	8097666444	In Process	02/08/2024 12:51 PM	02/08/2024 12:52 PM
3	E	Rashi, Thakker	rashi@gmail.com	9222681940	In Process	02/08/2024 10:07 AM	02/08/2024 10:45 AM
4	E	Kareena, Kapoor	kapoor@gmail.com	9224653454	In Process	02/08/2024 10:40 AM	02/08/2024 10:41 AM
5	E	Imitiaz, Khan	ikhan@gmail.com	9224556784	In Process	02/08/2024 10:33 AM	02/08/2024 10:35 AM
6	E	Sudhir, Wadhwa2	wadhwa@gmail.com	771897504	In Process	02/08/2024 10:25 AM	02/08/2024 10:27 AM
7	E	Ramesh, Jindal1	jindal@gmail.com	7961580921	In Process	02/08/2024 10:18 AM	02/08/2024 10:21 AM
8	I	Pratiksha, B	Pratiksha@gmail.com	111112233	In Process	29/07/2024 12:30 PM	29/07/2024 12:30 PM

## Step 3 :

After checking the profile the admin can change the status to accept/ reject/ deactivate/ clarify/ In process.



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Madhya Pradesh Electricity Regulatory Commission

Online Help   
सत्यमेव जयते

HOME ADMIN PETITIONS DEFICIENCIES PLEADINGS MOVEMENT MIS LOGOUT WELCOME! MadhyaPradesh Electricity Regulatory Commission (MPERCADMIN) view profile 06-Aug-2024 13:12:58

NEW USER REGISTRATION			
User Type: Organization			
Organisation Name	: Xangars_test	Short Name	: TX
Organization Type	: Central Electricity Authority		
Permanent Address		Correspondence Address	
Login ID	: XT782		
Address	: Mumbai	Address	: Mumbai
State	: Maharashtra	State	: Maharashtra
City	: Mumbai	City	: Mumbai
Pincode	: 400080	Pincode	: 400080
Communication Details			
Contact Number	: 02225921118	Alternate Number	:
Mobile	: 7792647642	Alternate Mobile	:

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User Type: Organization

Organisation Name : Xangars\_test Short Name : TX

Organization Type : Central Electricity Authority

**Permanent Address** **Correspondence Address**

Login ID : XT782

Address : Mumbai Address : Mumbai

State : Maharashtra State : Maharashtra

City : Mumbai City : Mumbai

Pincode : 400080 Pincode : 400080

**Communication Details**

Contact Number : 02225921118 Alternate Number :

Mobile : 7792647642 Alternate Mobile :

E-Mail Address : xangars@gmail.com

**Other Details**

GSTN Number : 22AAAAA0000A1Z5 Aadhaar Card Number :

**Attachments**

#	Document Name	File Name	Uploaded On
1	GSTN card	1722929175235_100_eFilingInstructions.pdf	06/08/2024
2	Board /Company Auth. Letter	1722929175242_100_eRegistrationManual.pdf	06/08/2024

**For Administrator**

Status\* :  Active  For Clarification  In Process  Rejected

**Save** **Cancel**

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Login ID : XT782

Address : Mumbai Address : Mumbai

State : Maharashtra State : Maharashtra

City : Mumbai City : Mumbai

Pincode : 400080 Pincode : 400080

**Communication Details**

Contact Number : 02225921118 Alternate Number :

Mobile : 7792647642 Alternate Mobile :

E-Mail Address : xangars@gmail.com

**Other Details**

GSTN Number : 22AAAAA0000A1Z5 Aadhaar Card Number :

**Attachments**

#	Document Name	File Name	Uploaded On
1	GSTN card	1722929175235_100_eFilingInstructions.pdf	06/08/2024
2	Board /Company Auth. Letter	1722929175242_100_eRegistrationManual.pdf	06/08/2024

**For Administrator**

Status\* :  Active  For Clarification  In Process  Rejected

Clarification Questions\* :

Upload Document :   No file chosen

**Save** **Cancel**

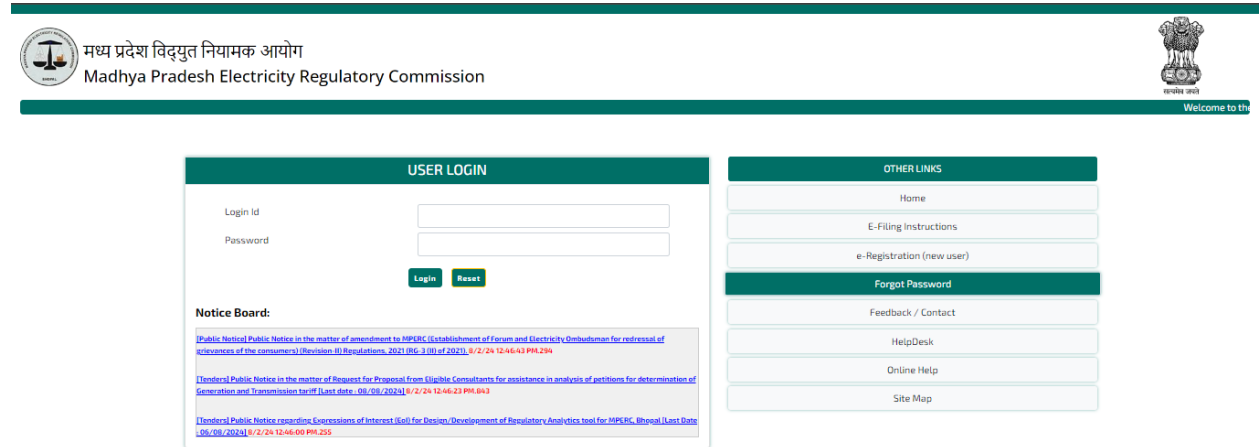
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In case where the organization admin wants to clarify something from the employee, then he/she needs to click on clarification option which will enable all the clarification questions from which the admin can choose and even upload any document if required. On completion of the task user needs to click on the save button.

### 3.1 Forgot Password

#### Step 1 :

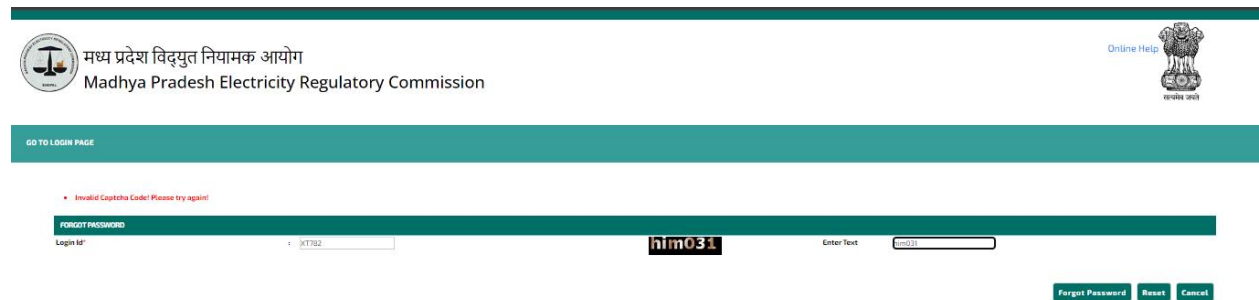
Click on Forget password link on the right hand panel.



The screenshot shows the top navigation bar of the Madhya Pradesh Electricity Regulatory Commission website. On the left, there is the commission's logo and name in Hindi and English. On the right, there is the national emblem and the text "Welcome to the". Below the navigation bar, the "USER LOGIN" section contains input fields for "Login Id" and "Password", along with "Login" and "Reset" buttons. A "Notice Board" section below it lists several public notices with their respective dates and times. To the right of the login section is the "OTHER LINKS" menu, which includes links for Home, E-Filing Instructions, e-Registration (new user), Forgot Password, Feedback / Contact, HelpDesk, OnLine Help, and Site Map.

#### Step 2:

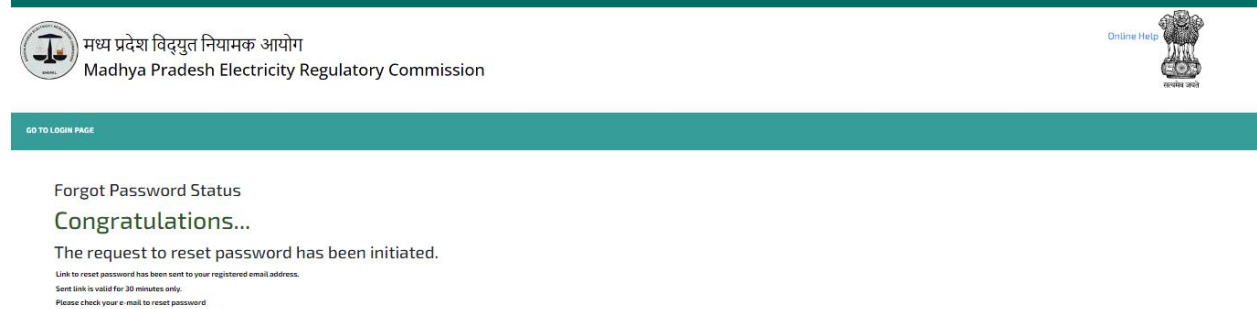
Enter the Login Id and captcha click on forgot password button.



The screenshot shows the "FORGOT PASSWORD" page on the website. At the top, there is a "GO TO LOGIN PAGE" link. Below it, a message states "Invalid Captcha Code! Please try again!". The main form area has a "FORGOT PASSWORD" title and two input fields: "Login Id" with the value "JY102" and "Enter Text" with the value "hlm03!". Below the input fields are three buttons: "Forgot Password", "Reset", and "Cancel".

### Step 3 :

The following screen will appear. And a password will be send to the registered email id.

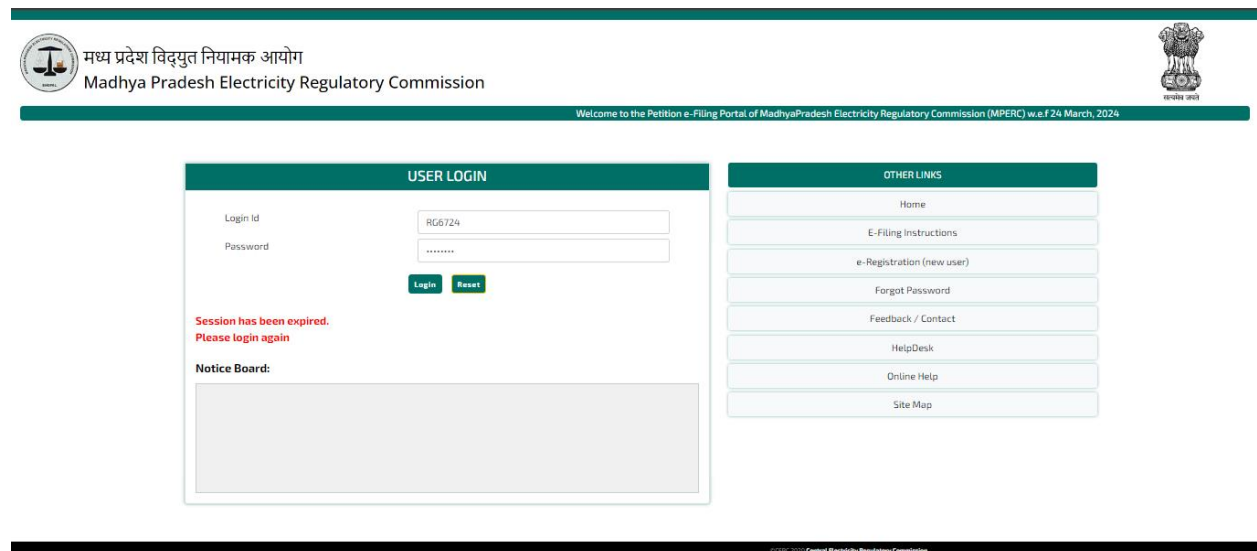


The screenshot shows the top header of the website with the MPERC logo and name in Hindi and English. On the right, there is an 'Online Help' link and the national emblem. Below the header is a green bar with the text 'GO TO LOGIN PAGE'. The main content area displays the following text:

Forgot Password Status  
**Congratulations...**  
The request to reset password has been initiated.  
Link to reset password has been sent to your registered email address.  
Sent link is valid for 30 minutes only.  
Please check your e-mail to reset password

### Step 4 :

On receiving the password on mail, navigate to the login page and enter the id and the password provided.



The screenshot shows the website header with the MPERC logo and name. Below the header is a green bar with the text 'Welcome to the Petition e-Filing Portal of MadhyaPradesh Electricity Regulatory Commission (MPERC) w.e.f 24 March, 2024'. The main content area is divided into two columns:

- USER LOGIN:** Contains a form with 'Login Id' (value: RG6724) and 'Password' (masked with dots). Below the form are 'Login' and 'Reset' buttons. A red error message states: 'Session has been expired. Please login again'. Below the form is a 'Notice Board' section which is currently empty.
- OTHER LINKS:** A vertical list of buttons: Home, E-Filing Instructions, e-Registration (new user), Forgot Password, Feedback / Contact, HelpDesk, Online Help, and Site Map.

At the bottom of the page, there is a small footer: '©MPERC 2020 Central Electricity Regulatory Commission'.

The account is successfully unlocked



### Welcome

MPERC has made all endeavour to provide updated, correct and accurate information about petition status. However MPERC shall accept no responsibility and the users are advised to verify the correctness of the information from the records of the Commission.  
Only following information will be shown for Petitions not filed through e-filing portal and migrated:-

S.NO.	FIELD NAME
1	Diary Number (It is an auto generated number for migrated petitions).
2	Diary Date (Petition date is considered as Diary Date for migrated petitions)
3	Petition Number
4	Petition Date
5	Petition Type
6	Subject
7	Petition Status
8	Petition Details

### Other Links

- Draft Petitions (0)
- Petitions under Scrutiny(FILLED PETITION) (0)
- Current Petitions (0) + I.A. (0)
- Disposed-Off Petitions (0)
- Alerts (1)

## 3.2 Change Password

### Step 1 :

After login-in onto the account, click on admin option available on the top bar then from the click on change password option from the dropdown menu.



CHANGE PASSWORD

- MASTER
- ALERTS

MPERC has made all endeavour to provide updated, correct and accurate information about petition status. However MPERC shall accept no responsibility and the users are advised to verify the correctness of the information from the records of the Commission.  
Only following information will be shown for Petitions not filed through e-filing portal and migrated:-

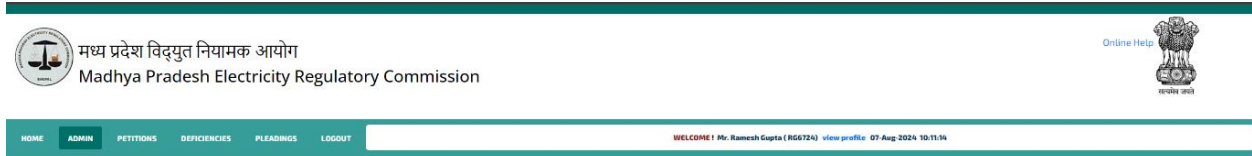
S.NO.	FIELD NAME
1	Diary Number (It is an auto generated number for migrated petitions).
2	Diary Date (Petition date is considered as Diary Date for migrated petitions)
3	Petition Number
4	Petition Date
5	Petition Type
6	Subject
7	Petition Status
8	Petition Details

### Other Links


- Draft Petitions (0)
- Petitions under Scrutiny(FILLED PETITION) (0)
- Current Petitions (0) + I.A. (0)
- Disposed-Off Petitions (0)
- Alerts (1)

## Step 2:

Enter the old password then enter the new password and finally click on change password button.



### CHANGE PASSWORD



Existing Password\*

New Password\*

Re-Type New Password\*

[Change Password](#) [Reset](#) [Cancel](#)

The password gets changed



### Welcome

MPERC has made all endeavour to provide updated, correct and accurate information about petition status. However MPERC shall accept no responsibility and the users are advised to verify the correctness of the information from the records of the Commission.

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### Other Links

- [Draft Petitions \(0\)](#)
- [Petitions under Scrutiny\(FILLED PETITION\) \(0\)](#)
- [Current Petitions \(0\) + I.A. \(0\)](#)
- [Disposed-Off Petitions \(0\)](#)
- [Alerts \(1\)](#)