

Great  
Place  
To  
Work®

Certified

APR 2019–MAR 2020

INDIA



**TATA POWER-DDL**

**TATA POWER DELHI DISTRIBUTION LIMITED**

A Tata Power and Delhi Government Joint Venture

# User Manual for AC Registration

with you *Non-Stop*

# Procedure for AC registration

**Step 1:** Login at [www.tatapower-ddl.com](http://www.tatapower-ddl.com).

**Step 2:** Click the “arrow sign” on home page and moving banners will appear on screen.

The screenshot shows the Tata Power DDL website interface. At the top, there is a navigation bar with the Tata Power DDL logo, a toll-free number (19124 / 1800-208-9124), a language selector (HINDI), a search bar, and a login button. Below this is a main menu with categories: CORPORATE, CONSULTING SERVICES, CUSTOMERS, VENDOR ZONE, CSR, SOLAR ROOFTOP, and MEDIA. On the left side, there is a vertical sidebar with options: Feedback, Contact Us, Report an Incident, and Meet Roshni. On the right side, there is a vertical list of services: Powering Fight Against Corona, Pay Your Bill, Apply for New Connection, Request & Complaint, Outage Status, and Schemes. A small notification box for ROSHNI is visible, asking the user to choose their language. In the bottom center of the main banner area, there is a downward-pointing arrow icon enclosed in a red box, with a red arrow pointing to it from the left.

# Procedure for AC registration

Step 3: Click on “Apply for Energy Efficient Appliances” banner.

The screenshot displays the Tata Power DDL website interface. At the top, there is a navigation bar with the Tata Power DDL logo, a toll-free number (19124 / 1800-208-9124), a language selector (HINDI), a search bar, and a login button. Below the navigation bar, a main banner is highlighted with a red border. The banner features the Tata Power DDL logo on the left, followed by the text "APPLY FOR ENERGY EFFICIENT APPLIANCES\*" and a list of eligible items: "5 Star AC, 3 Star LED Bulbs & Tubelights, CGL 5 Star LED Bulbs & Tubelight, ELCB Scheme & Energy Efficient Motors". To the right of the text is a "DOUBLE SAVINGS DHAMAAL" badge and an image of a 5-star AC unit with the text "Save up to 51% on the cost of a New 5 Star Rated AC". Further right are images of a light bulb, a tubelight, and a CFL bulb. The banner also includes logos for EESL, Crompton, and Havells. Below the banner, a section titled "Tata Power Delhi Distribution Limited (Tata Power-DDL), a joint venture between Tata Power and the Government of NCT of Delhi, has been the leader in implementing power distribution reforms in New Delhi, India." features five key statistics: 1.76 million Customers, 2074 MW Peak Load, 510 Sq. Km. Distribution Area, 7.79% AT&C Losses, and 4th In Great Places To Work Survey. A "Know More" link with a right-pointing arrow is located below these statistics. A language selection pop-up for "ROSHNI" is visible in the bottom right corner of the banner area.

# Procedure for AC registration

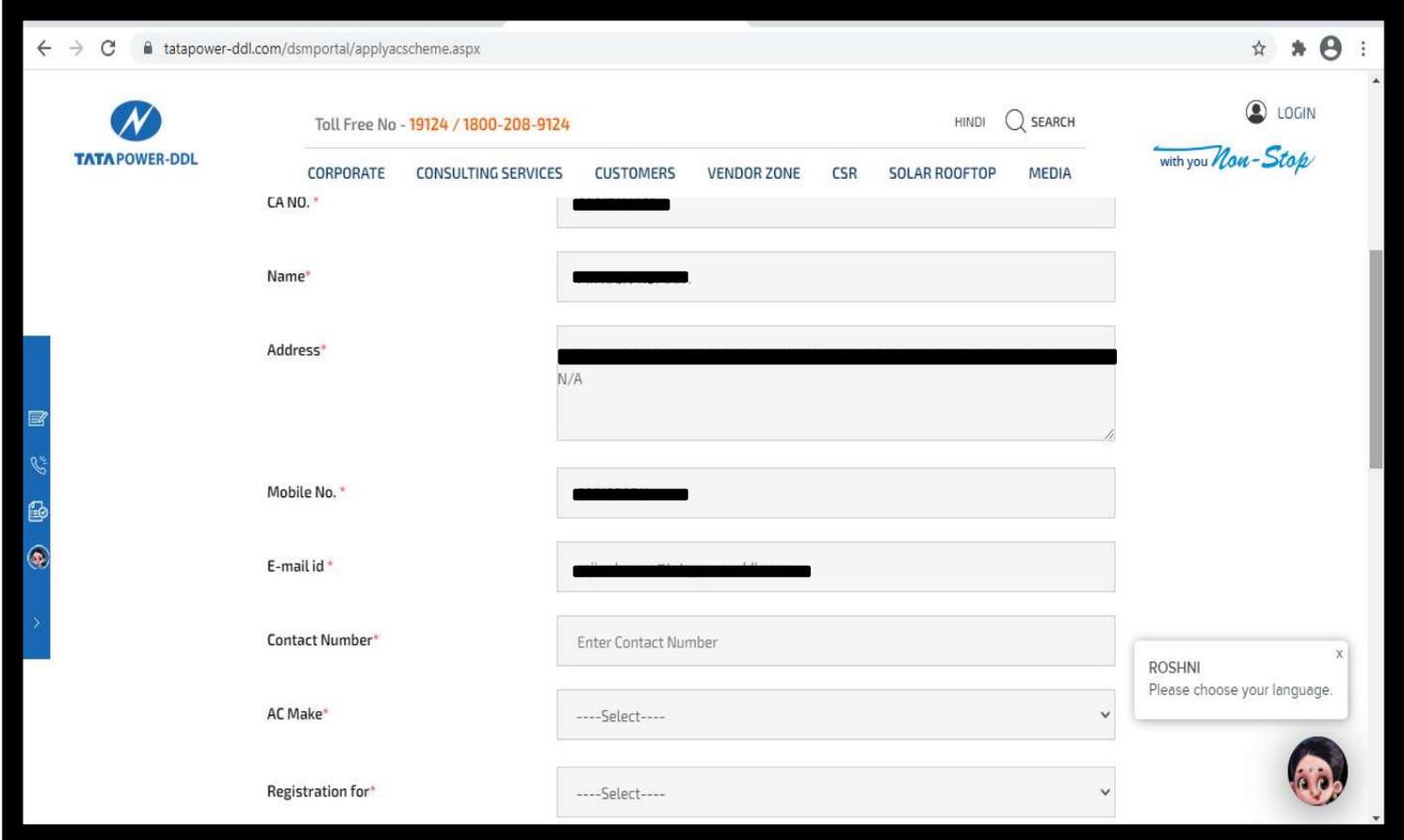
**Step 4:** Under **Discount based 5 Star AC scheme for all customers**, enter CA number and click on **“Validate CA no.”** to proceed

The screenshot displays the Tata Power-DDL website interface for AC registration. The URL in the browser is [tatapower-ddl.com/dsmportal/applyacscheme.aspx](http://tatapower-ddl.com/dsmportal/applyacscheme.aspx). The page header includes the Tata Power-DDL logo, a toll-free number (19124 / 1800-208-9124), a search bar, and a login option. The main navigation menu lists: CORPORATE, CONSULTING SERVICES, CUSTOMERS, VENDOR ZONE, CSR, SOLAR ROOFTOP, and MEDIA. The breadcrumb trail shows: Home/CUSTOMERS/Connection Related Service. The main content area features a link to a help file: "Click here to access: Help File – 'How to apply for AC'". Below this, the selected option is "Discount based 5 Star AC scheme for all Customers". The page title is "FOR EXISTING AVAILABLE SCHEME – DISCOUNT BASED 5 STAR AC SCHEME FOR ALL CUSTOMERS". A form labeled "CA NO. \*" contains an input field with the placeholder text "Enter CA NO." and a "VALIDATE CA NO." button. A red arrow points from the input field to the button. A language selection dropdown is visible on the right, showing "ROSHNI" and "Please choose your language." The footer includes the Tata Power-DDL logo and the slogan "with you Non-Stop".

# Procedure for AC registration

## Step 5: Personal details

- All the fields marked with asterisk (\*) are mandatory to be filled.
- Except the tabs of “Contact number”, “AC make” and “Registration for” all tabs are non-editable, appropriate value come automatically.
- Select one drop down value under “AC make” and “Registration for” tab.



The screenshot displays the TATA POWER-DDL website's AC registration form. The browser address bar shows the URL: [tatapower-ddl.com/dsmportal/applyacscheme.aspx](http://tatapower-ddl.com/dsmportal/applyacscheme.aspx). The page features the TATA POWER-DDL logo and a toll-free number: 19124 / 1800-208-9124. A navigation menu includes tabs for CORPORATE, CONSULTING SERVICES, CUSTOMERS, VENDOR ZONE, CSR, SOLAR ROOFTOP, and MEDIA. The form fields are as follows:

Field Name	Value / Status
CA NO. *	[Redacted]
Name *	[Redacted]
Address *	[Redacted]
Mobile No. *	[Redacted]
E-mail id *	[Redacted]
Contact Number *	Enter Contact Number
AC Make *	----Select----
Registration for *	----Select----

A language selection notification for ROSHNI is visible in the bottom right corner, with the text: "Please choose your language." The TATA POWER-DDL logo is also present in the bottom left corner of the slide.

# Procedure for AC registration

**Step 5 (continued):** Under the “AC make tab”, Select any of the two brands **Voltas / Sharp**

The screenshot shows a registration form with the following fields:

- E-mail id \***: A text input field containing a redacted email address.
- Contact Number \***: A text input field containing a redacted phone number.
- AC Make \***: A dropdown menu with a blue highlight on the "Select" option. The visible options are "VOLTAS" and "Sharp AC".
- Registration for \***: A text input field.

# Procedure for AC registration

**Step 5 (Continued):** Under “Registration for” tab, select **New AC/Old AC Replacement**

The screenshot shows a web browser window with the URL `tatapower-ddl.com/dsmportal/applyacscheme.aspx`. The page header includes the Tata Power-DDL logo, a toll-free number (19124 / 1800-208-9124), a search bar, and a login link. A navigation menu contains links for CORPORATE, CONSULTING SERVICES, CUSTOMERS, VENDOR ZONE, CSR, SOLAR ROOFTOP, and MEDIA. The main form area has three fields: 'Contact Number\*' with a text input, 'AC Make\*' with a dropdown menu showing 'VOLTAS', and 'Registration for\*' with a dropdown menu. The 'Registration for\*' dropdown is open, showing options: '----Select----', 'New AC', and 'Old AC Replacement'. A blue 'SUBMIT' button is located below the dropdown. A vertical sidebar on the left contains icons for chat, call, and other services.

# Procedure for AC registration

## Step 5 (Continued)

- Tick the checkbox to select the AC model
- Check the contact number and email id before submitting the request and then click on “Submit”.

**“After successful submission of details for AC registration, a notification number will be generated”.**

Toll Free No - 19124 / 1800-208-9124

HINDI SEARCH LOGIN

CORPORATE CONSULTING SERVICES CUSTOMERS VENDOR ZONE CSR SOLAR ROOFTOP MEDIA

AC Make\* VOLTAS

Registration for\* New AC

Select AC Model	Type	Capacity and Make	MRP (Rs.)	Price to TPDDL Customers (Rs.)	Installation Charges (Rs.)	Total Price (Rs.)	Compressor Warranty(years)	Comprehensive Warranty (years)	AC Model
<input checked="" type="radio"/>	Window-Fixed Speed	1.0 TR WAC 125 DZA	28,490	22,990	499	23,489	5	5	VOLTAS
<input type="radio"/>	Window-Fixed Speed	1.5 TR WAC 185 LZH-R32	34,590	26,990	499	27,489	5	5	VOLTAS
<input type="radio"/>	Window-Fixed Speed	1.5 TR WAC 185 DZA-R32	34,590	26,990	499	27,489	5	5	VOLTAS
<input type="radio"/>	Window-Inverter	1.5 TR WAC 185V DZA	37,990	31,990	499	32,489	10	5	VOLTAS
<input type="radio"/>	Split - Inverter	1.5 TR SAC 185V ADQ (R32)	69,990	36,990	999	37,989	10	5	VOLTAS

SUBMIT

ROSHNI Please choose your language.

Thank You



TATA POWER-DDL

with you *Non-Stop*