



TATA POWER-DDL

TATA POWER DELHI DISTRIBUTION LIMITED

A Tata Power and Delhi Government Joint Venture

User Manual for applying new connection: Online

Avenues of Application

New Connection



New Connection: (EODB)



Procedure for applying online

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

The screenshot displays the TATA POWER-DDL website interface. The browser's address bar shows the URL [tatapower-ddl.com](https://www.tatapower-ddl.com). The website header includes the TATA POWER-DDL logo, a toll-free number (19124 / 1800-208-9124), a language selector (HINDI), a search bar, and a login button. A navigation menu lists various services: CORPORATE, CONSULTING SERVICES, CUSTOMERS, VENDOR ZONE, CSR, SOLAR ROOFTOP, and MEDIA. On the right side, there is a vertical sidebar with four main options: 'Pay Your Bill', 'Apply for New Connection', and 'Feedback & Complaints'. The 'Apply for New Connection' option is highlighted with a red box and a red arrow pointing to it. The background of the website features a silhouette of a person holding a long pole against a sunset sky with power lines.

Website Header:

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

Navigation Menu:

- CORPORATE
- CONSULTING SERVICES
- CUSTOMERS
- VENDOR ZONE
- CSR
- SOLAR ROOFTOP
- MEDIA

Right Sidebar:

- Pay Your Bill
- Apply for New Connection** (highlighted with a red arrow)
- Feedback & Complaints

Left Sidebar:

- Live Help
- Feedback
- Contact Us
- Report an Incident

Procedure for applying online

Step 2- Tick the check box at page end and click tab 'Click here to continue'.



I read & accept the terms & conditions

[Click here to continue](#)

Step 3- Click tab 1 for applied load 1 to 100 KW.

APPLY ONLINE CONNECTION

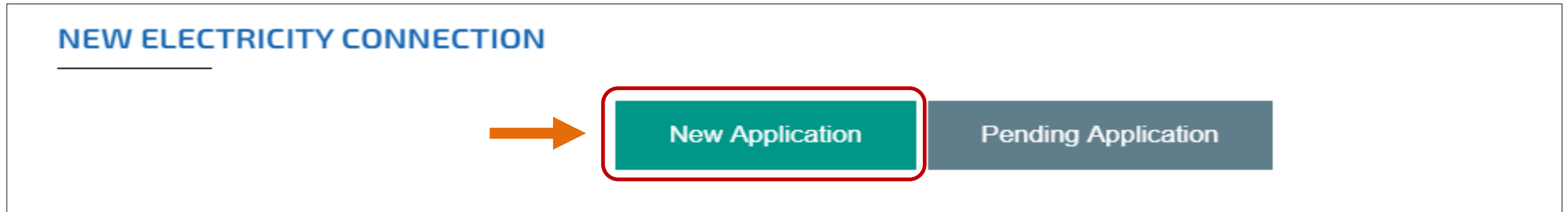
Apply Connection for 1 kW to 100 kW

EoDB - Apply Connection for 101 kW to 200 kW

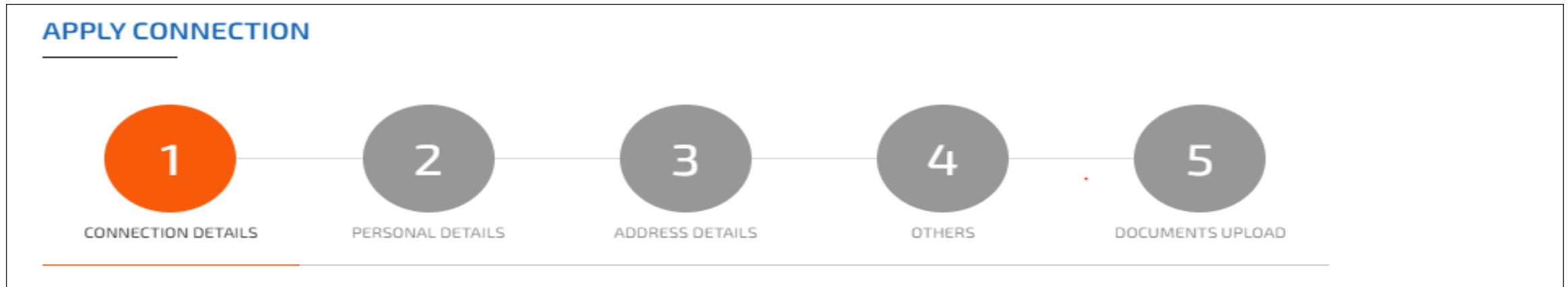
About Ease of Doing Business(EoDB)

Procedure for applying online

Step 4- Click 'New Application' for applying new connection.



Step 5- The 5 stage process of applying new connection for applied load 1 to 100 KW shall start now.



Procedure for applying online

Stage-wise process

Stage-1: Connection Details

- All fields marked with asterisk (*) are to be filled mandatorily.
- Requisite drop down value to be selected for below tabs
 - Category applied (Rate Category)
 - Accommodation Type
 - Classification
- Value entered in tab 'Sanctioned Load (KW)' will automatically calculate load in KVA.
- Requisite check box for below tabs to be ticked
 - Meter Type (Editable for load \geq 5KW)
 - New connection type

CONNECTION DETAILS:

* Fields are mandatory

Category applied (Rate Category) *	<input type="text" value="-select-"/>
Accommodation Type: *	<input type="text" value="-select-"/>
Sanctioned Load (KW) *	<input type="text"/>
Sanctioned Load (KVA) *	<input type="text"/>
(Only three phase meter type to be selected on E-Vehicle category)	
Meter Type	<input type="radio"/> Single phase <input type="radio"/> Three Phase
Long Term Temp Connection (>45 days upto 365 days); Short Term Temp Connection (\leq 45 days)	
New connection type*	<input checked="" type="radio"/> Permanent Connection <input type="radio"/> Long Term Temp Connection <input type="radio"/> Short Term Temp Connection
Classification*	<input type="text" value="-select-"/>

Procedure for applying online

Stage-1: Connection Details (Continued)

- Tab 'Meter Connection Type' is non-editable. Appropriate value shall come automatically.
- Requisite drop down value to be selected for tab 'Meter Provided by TPDDL/Applicant'.
- Below tabs may be filled, if required (not mandatory)
 - PAN no.
 - GSTIN no.
 - Bank A/c No. / Bank Name/ MICR no
- Suitable tick required for ELCB/wiring.
- 'CAPTCHA' needs to be entered as it appears
- Click 'Continue' for Stage-2

New connection type*

☒Permanent Connection ☐Long Term Temp Connection
☐Short Term Temp Connection

Classification*

-select- ▼

Meter Connection Type *

Post Paid ▼

Meter Provided by TPDDL/Applicant *

Meter Provided by TPDDL ▼

PAN no.

GSTIN no.

(GSTIN no. is mandatory to obtain input tax credit on GST paid.)


Bank A/c No. / Bank Name/ MICR no.

ELCB/Earthing/Internal wiring installed*

☐YES ☐NO

67 + 1

Enter addition of Numbers

 Change Image

CONTINUE

Procedure for applying online

Stage-2: Personal Details

- All fields marked with asterisk (*) are to be filled mandatorily.
- Necessary check box to be ticked for tab 'Name of Applicant/ organization'.
- Applicant's details are to be filled for below tabs
 - Title
 - First Name
 - Middle Name (not mandatory)
 - Last Name
 - Authorized Signatory(for organization)
 - Relationship
 - Relationship Name

*** Fields are mandatory**

PERSONAL DETAILS

Name of Applicant/ organization * ☒ Applicant ☐ Organization ☐ Co-Applicant

Title *

First Name*

Middle Name

Last Name*

Authorized Signatory

Relationship *

Relationship Name *

Procedure for applying online

Stage-2: Personal Details (Continued)

- Applicant's date of birth to be selected in tab 'Date of birth'
- Necessary check box to be ticked for below tabs
 - Gender
 - Connection services required
- Applicant's details are to be filled for below tabs
 - Mobile no.
 - Landline No. (not mandatory)
 - Email ID
 - Occupation
- Click 'Continue' for Stage-3

Date of birth *	<input type="text" value="02-Jun-1980"/>
Gender *	<input type="radio"/> Male <input checked="" type="radio"/> Female
Mobile no. *	<input type="text" value="8743920984"/>
Landline No.	<input type="text"/>
Email ID *	<input type="text" value="bhavesh.kumar@tatapower-ddl.com"/>
Occupation *	<input type="text" value="Housewife"/>
Connection services required	<input checked="" type="radio"/> NA <input type="radio"/> Blind <input type="radio"/> Defence personnel
<input type="button" value="CONTINUE"/> <input type="button" value="BACK"/>	

Procedure for applying online

Stage-3: Address Details

- Details entered in stage 1 and 2 are saved and applicant ID is now generated, if pending form to be filled later.

To open the form directly from stage-3 later, Applicant ID generated at stage-3 is to be entered after selection of tab 'Existing Application' (step-4).

- Appropriate pin code to be selected first. Selection of pin code will automatically filter out the drop down values in 'Master Area' and thereafter Sub Area 1 and 2. Select necessary values in Master/Sub Area.
- Other address details like house no/block/sector/pocket to be selected as applicable.



* Fields are mandatory

Your draft has been saved with Applicant ID : 1049036, Mobile No. : 8743920984, Email-ID : bhavesh.kumar@tatapower-ddl.com. You can use this information in case you want to fill your new connection application later.

Details

Pin code *	---Select---	Master Area *	
Sub Area 1 *		Sub Area 2 *	

Details

Sector		Block	
Pocket		Type	

Details

Phase		Category	
House Details.	-select-	Premises Details.	-select-
Enter House Details		Enter Premise Number	

Procedure for applying online

Stage-3: Address Details (Continued)

- All fields marked with asterisk (*) are to be filled mandatorily.
- Other details like Shed no/Khasra no/street no/plot no to be entered as applicable.
- Landmark to be entered mandatorily.
- Appropriate check box to be selected for tab 'Communication Address'.
- Click 'Continue' for Stage-4.

Floor *

-select-

Premise Portion

-select-

Details

Shed no

khasra no

Street No

plot no

Landmark (Near/ Above/ Below/ Behind/ Opposite) *

Building Name (if any)

Max (20)

Additional Address

Enter Additional Address

Communication Address *

☒ Same as supply address ☐ Different

CONTINUE

BACK

Procedure for applying online

Stage-4: Others

- All fields marked with asterisk (*) are to be filled mandatorily.
- Either of the below tabs are to be filled mandatorily
 - Pole no (nearby TPDDL)
 - Neighboring /Same premise CA no
- Value entered in 'No. of floors in building' shall automatically enable tick on check box in tab with respect to building height.
The tick on check box, here, will auto-populate tick on clause 5 of the new connection declaration form.

* Fields are mandatory

Your draft has been saved with Applicant ID : 1049132, Mobile No. : 8613920984, Email-ID : bhavesh.kumar@tatapower-ddl.com. You can use this information in case you want to fill your new connection application later.

Note: Either one field is mandatory among Pole No or Neighbouring CA No.

Note: Kindly enter Neighbouring CA No. or Pole No. of the applied Premise

Pole no. (nearby TPDDL)

571-5/10/7

Neighbouring / Same premise CA no.

No. of floors in building*

3

(Still parking not to be counted in floors.)

Total Area of plot/ Applied Area/
Culmulative floor area (sq. m)

That the building has been constructed as
per prevalent
building Bye-laws and the total height of
the building *

☒ does not exceed 15 (fifteen) meters on the date of seeking service connection
☐ is more than 15 (fifteen) meters and Fire Clearance certificate is available with the applicant

Any temporary connection exists at site ☒ No ☐ Yes

Procedure for applying online

Stage-4: Others (Continued)

- Passport size photograph and signature of the applicant are now uploaded.
- Steps to **upload the photograph/signature** are:
 - Scan the photograph/signature on system and save at an appropriate location.
 - Click 'Choose File' (marked in red) and select the location where the scanned file is saved.
 - Click on 'Upload' (marked in green) to upload the scanned file .
 - Scanned photograph/signature is now uploaded.
 - Click 'Remove' to eliminate the uploaded file.
- Click 'Continue' for Stage-5.

Please upload passport size photograph(220px * 180px) (.png,.jpg,.jpeg) *

Please upload signature(80px * 320px with extension .png,.jpg,.jpeg) *

Choose File No file chosen

upload PassportSizePhoto saved. Remove

Choose File No file chosen

upload Signature saved. Remove

CONTINUE BACK

Procedure for applying online

Stage-5: Documents Upload

- All fields marked with asterisk (*) are to be filled mandatorily.
- On the basis of values entered in fields in all earlier stages, complete filled new connection form is auto generated. Click 'Generate Form' to view the filled form.
- **Uploading of ID proof/ownership proof:**
 - Select necessary value for ID proof/ownership proof from the dropdown values.
 - Scan the ID proof/ownership proof on system and save at an appropriate location.

DOCUMENTS UPLOAD

* Fields are mandatory

Your draft has been saved with Applicant ID : 1049132, Mobile No. : 8613920984, Email-ID : bhavesh.kumar@tatapower-ddl.com. You can use this information in case you want to fill your new connection application later.

Note :

1. Please upload only PDF file.
2. Please do not upload a file of size more than 15 MB
3. Before submitting Application, please ensure to upload all necessary documents
4. Please do not upload password protected PDF otherwise your request will not be processed further.

View Application Form *

Generate Form

ID Proof *

AADHAR card

Choose File

No file chosen

upload IDProof saved. Remove

Ownership Proof *

GPA/Sale Deed/Conveyance Deed

Choose File

No file chosen

upload OwnershipProof saved. Remove

Procedure for applying online

Stage-5: Documents Upload (Continued)

- Click 'Choose File' and select the location where the scanned file is saved.
- Click on 'Upload' to upload the scanned file .
- Scanned ID proof/ownership proof is now uploaded.
- Click 'Remove' to remove the uploaded file.

- **Supplementary Documents (not mandatory):**

Any other supporting document (Except ID proof and ownership proof) like NOC from owner, Industrial license, any undertaking/annexure, GST certificate etc. , if required shall be uploaded under tab 'Supplementary Documents'. Click 'Submit' to save all details and generate new connection notification number.

Supplementary Documents:

DPCC Certificate/Noc and Factory License [In case the applied site falls in a non-conforming Industrial Area]	<input type="button" value="Choose File"/> No file chosen	upload Remove
NoC[In case the property papers are not in the name of the applicant(Annex.1)]	<input type="button" value="Choose File"/> No file chosen	upload Remove
GST Certificate/Cancelled cheque /miscellaneous documents	<input type="button" value="Choose File"/> No file chosen	upload Remove

Procedure for applying online

Generation of New Connection Notification Number

After 5 stage process is successfully completed and submitted, new connection notification number is registered/generated.

New Connection Notification/ Request has been registered vide Notification no :002023493029

Our executive shall contact you with in next 2 working days for further processing of the notification/ request. Kindly note that, the timeline starts after completion of commercial formalities. If there is any deficiency in documents, same will be communicated through defined channels of SMS and/or E-Mail and/or Letter .

TATA Power-DDL may ask for additional documents during the course of file processing, if found incomplete.

For any clarification, may please contact at our 24 x7 Sampark Kendra (Helpline) No. 19124.

Most Frequent Queries

Please upload passport size photograph(220px * 180px) (.png,.jpg,.jpeg) *

Choose File

No file chosen

upload

PassportSizePhoto saved.

Remove

Please upload signature(80px * 320px with extension .png,.jpg,.jpeg) *

Choose File

No file chosen

upload

Signature saved.

Remove

CONTINUE

BACK

Supplementary Documents:

DPCC Certificate/Noc and Factory License [In case the applied site falls in a non-conforming Industrial Area]

Choose File

No file chosen

upload

Remove

NoC[In case the property papers are not in the name of the applicant(Annex.1)]

Choose File

No file chosen

upload

Remove

GST Certificate/Cancelled cheque /miscellaneous documents

Choose File

No file chosen

upload

Remove

SUBMIT

BACK

Clicking on 'Upload' is mandatory after browsing the file of Photos / ID Proof / Ownership Proof / Any other documents.

Thank You