

SOP For Panchayat Dues

Portal URL: <https://panchayat-dues.uppcl.org>

1. Login process for Discom HQ and Division:-

- The login id and password for Discom HQ and Division has been shared by Commercial unit of UPPCL, Shakti Bhawan to the respective Discom HQ.

Login Process:-

1. Click on the URL:- <https://panchayat-dues.uppcl.org>
2. Please enter the id and password which has been shared by commercial unit.
3. After entering the credentials you have to enter your mobile number for OTP verification.
4. After OTP verification ,the user will be forced to change their password and note it down for further login.
5. Now the user have to enter user id and new password for login to the panchayat dues portal.

2. Working procedure for Discom HQ and Division

For Discom HQ:-

The screenshot shows a web browser window with the URL panchayat-dues.uppcl.org. The page header includes the Uttar Pradesh Power Corporation Limited logo and a 'Contact' link. The main heading is 'PANCHAYAT PENDING BILLS'. Below this is a 'LOGIN Here' form with the following fields: 'Enter User id' (text input), 'Password' (password input), 'Forgot Password ?' (link), and 'Verification code : [input] 46195' (text input with a displayed code). A 'LOGIN' button is located at the bottom of the form.

- After login, discom admin have 4 options as shown below.



DISCOM ADMIN



- 1. Create Division ID:** In case if any new division has been created or any division id were not created, then the Admin of Discom HQ can create the division id via using this button. For division id creation, select division name from dropdown. Enter 10 digit mobile number of division and create password. The division code will be used as division id for login purpose.

Note that for division- division code will be login id.

Create ID for Division

Select Division

Enter 10 digit Mobile Number of User

Create Password

Re-type Password

Both password is matching

- 2. Create Panchayat ID:** In case if any new panchayat has been created or any panchayat id were not created, then the Admin of Discom HQ can create the panchayat id via using this button. But, it is preferable that panchayat IDs should be created by Division. So, this option is optional for Discom. For panchayat id creation, select panchayat name from

Note that for panchayat- panchayat code will be login id.

Create ID for Panchayat

Select panchayat

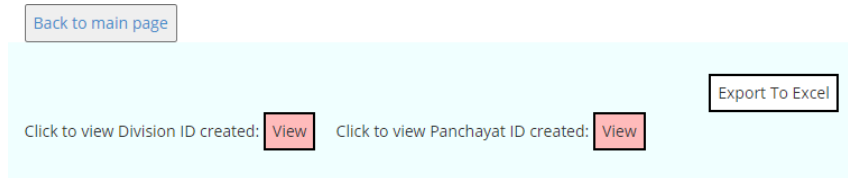
Enter 10 digit Mobile Number of User

Create Password

Re-type Password

dropdown. Enter 10 digit mobile number of panchayat and create password. However, panchayat code will be default id for panchayat.

3. **View ID Created:** In this section, Discom Admin can view list of Division and Panchayat ID's created in its Discom.



4. **View Panchayat Due:** Using this option, Discom HQ admin can view connection details dues amount in their zone, circle, division as well as in villages.




“*Export to excel*” button is used to export data page wise. However, “*comprehensive report in excel*” button is used to download complete data in single file. “*Filter*” field is used to filter data based on keyword. Keyword may be division name, panchayat name, village name, account number, etc.

5. On the top of the header of page, there are four options:- change password, update mobile option, contact and logout button.

For Division:-

← → ↻ panchayat-dues.upplc.org

 **Uttar Pradesh**
Power Corporation Limited [Contact](#)

PANCHAYAT PENDING BILLS

LOGIN Here

Enter User id

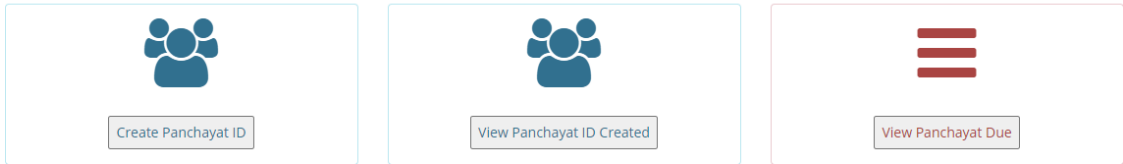
Password

[Forgot Password ?](#)

Verification code : 46195

LOGIN

➤ After login, division have 3 options as shown below.



1. **Create Panchayat ID:** Division can create panchayat IDs. For panchayat id creation, select panchayat name from dropdown. Enter 10 digit mobile number of panchayat and create password. However, panchayat code will be created as panchayat login ID.

Note that for panchayat-panchayat code will be login id.

Create ID for Panchayat

Select panchayat Choose

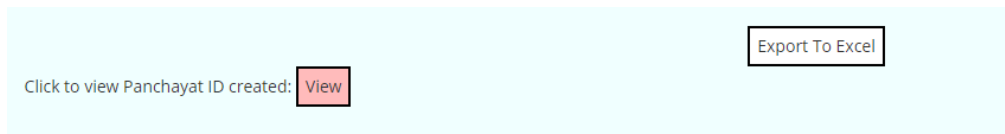
Enter 10 digit Mobile Number of User

Create Password

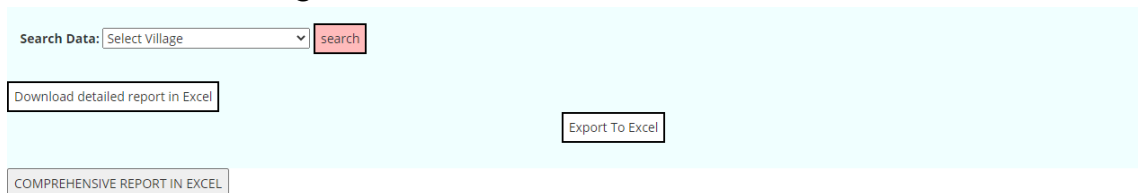
Re-type Password

[Create Panchayat ID](#)

2. **View ID Created:** In this section, division user can view list of Panchayat ID's created in division.



3. **View Panchayat Due:** Using this option, user can view dues amount data village wise connection details.



“Export to excel” button is used to export data page wise. However, “comprehensive report in excel” button is used to download complete data in single file. “Filter” field is used to filter data based on keyword. Keyword may be division name, panchayat name, village name, account number, etc.

4. On the top of the header of page, there are four option:- change password, update mobile option, contact and logout button.

3. Working process For Panchayat:-

Login Process:-

- The login id and password for Panchayat has been shared by Commercial unit of UPPCL, Shakti Bhawan to the Panchayat directorate.

1. Click on the URL:- <https://panchayat-dues.uppcl.org>
2. Please enter the id and password which has been shared with you.
3. After entering the credentials you have to enter your mobile number for OTP verification.
4. After OTP verification, the user will be forced to change their password and note it down for further login.
5. Now the user has to enter user id and new password for login to the panchayat dues portal.

← → ↻ panchayat-dues.uppcl.org

Uttar Pradesh
Power Corporation Limited Contact

PANCHAYAT PENDING BILLS

LOGIN Here

Enter User id

Password

[Forgot Password ?](#)

Verification code : 46195

- After login, panchayat user can view dues amount data by selecting village/all village from dropdown of their panchayat. After selecting village, it shows connection-wise dues amount in that village.

Search Data:

“Export to excel” button is used to export data page wise. However, “comprehensive report in excel” button is used to download complete data in single file. “Filter” field is used to filter data based on keyword. Keyword may be division name, panchayat name, village name, account number, etc.

- On the top of the header of page, there are four option:- change password, update mobile option, contact and logout button.



Uttar Pradesh
Power Corporation Limited

[Change Password](#)

[Update mobile](#)

[Contact](#)

[LOG ME OUT](#)

4. For District Login:

- Login ID for District user is provided by UPPCL HQ.
- District user will visit portal URL and login with their User ID and password.



- After login, district user can view dues amount data blockwise, panchayatwise, villagewise from dropdown. After selecting village, it shows connection-wise dues amount in that village.

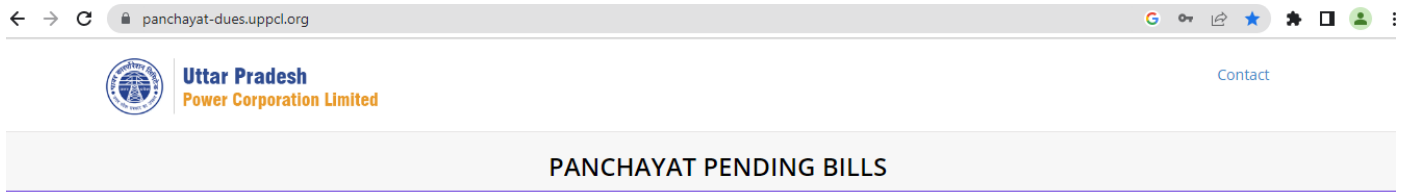
“*Export to excel*” button is used to export data page wise. However, “*comprehensive report in excel*” button is used to download complete data in single file. “*Filter*” field is used to filter data based on keyword. Keyword may be division name, panchayat name, village name, account number, etc.

- On the top of the header of page, there are four option:- change password, update mobile option, contact and logout button.



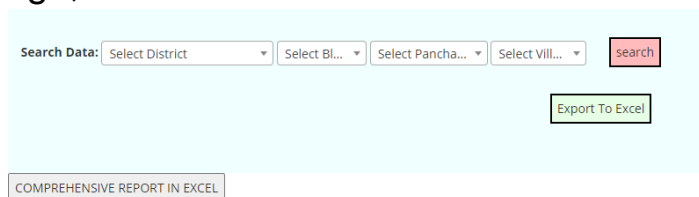
5. For Directorate login:

- Login ID for directorate admin is provided by UPPCL HQ.
- Directorate user will visit portal URL and login with their User ID and password.



The screenshot shows a web browser at the URL panchayat-dues.uppcl.org. The page header includes the Uttar Pradesh Power Corporation Limited logo and a 'Contact' link. The main heading is 'PANCHAYAT PENDING BILLS'. Below this is a 'LOGIN Here' form with fields for 'Enter User id', 'Password', and 'Verification code'. A 'LOGIN' button is at the bottom of the form. A 'Forgot Password?' link is also present.

- After login, directorate admin can view dues amount data districtwise, blockwise, panchayatwise, villagewise. After selecting village, it shows connection-wise dues amount in that village.



The screenshot shows a search interface with four dropdown menus: 'Select District', 'Select Bl...', 'Select Pancha...', and 'Select Vill...'. A 'search' button is to the right. Below the search area is an 'Export To Excel' button. At the bottom, there is a link for 'COMPREHENSIVE REPORT IN EXCEL'.

“*Export to excel*” button is used to export data page wise. However, “*comprehensive report in excel*” button is used to download complete data in single file. “*Filter*” field is used to filter data based on keyword. Keyword may be division name, panchayat name, village name, account number, etc.

- On the top of the header of page, there are four option:- change password, update mobile option, contact and logout button.