



BUREAU OF ENERGY EFFICIENCY

Ministry of Power, Government of India

User Manual

for

**Star Rating Scheme For
Commercial Buildings**

&

**Shunya Labelling Scheme
For Net Zero And
Net Positive Buildings**



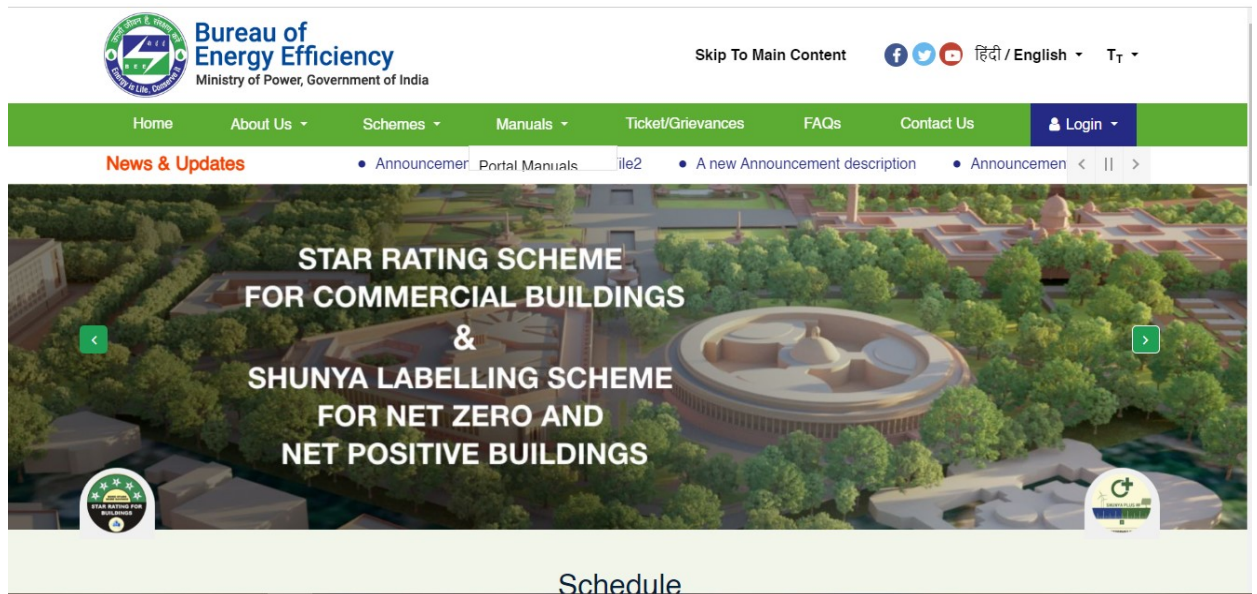
Bureau of Energy Efficiency

4th Floor, Sewa Bhawan

R. K. Puram, New Delhi - 110066 (INDIA)

User Manual

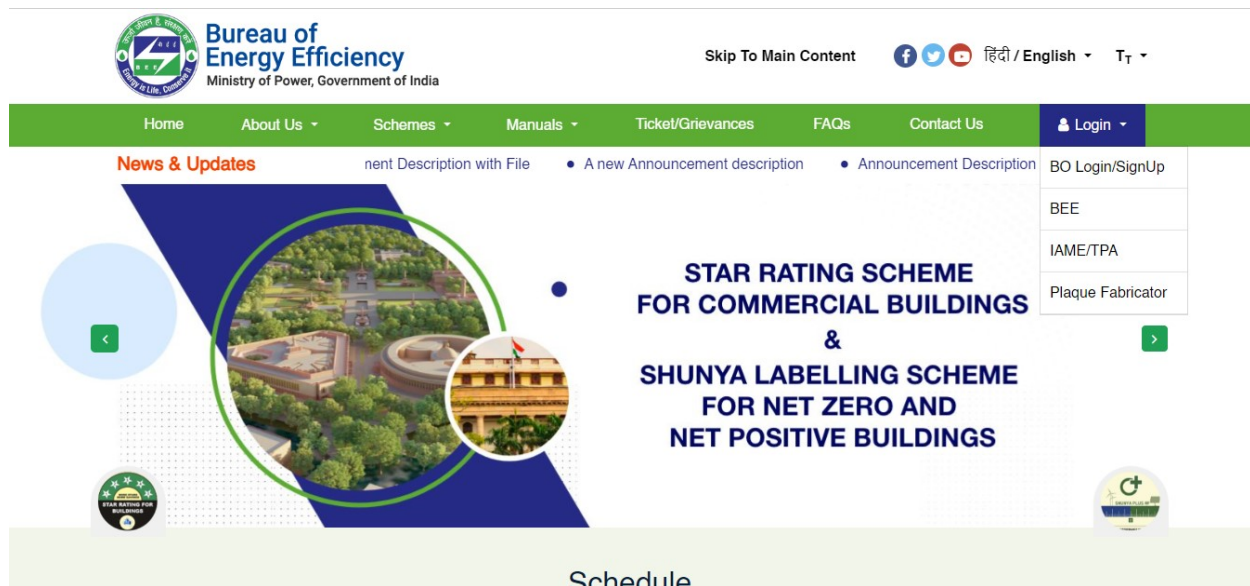
1. Landing Page



2. Login user type

BEE have the four types of user type, which through user can login, below are the four types of User Type:-

- BO Login
- BEE
- IAME/TPA
- Plaque Fabricator



3. BO Login

- User can login from their user id and password as a building owner from below UI.

- If user have the account/credentials of BO Login then user can login and if user do not have the login credentials then user needs to register form 'Register' button

4. BO(Building Owner) Registration

- On Building owner registration user needs to fill the below form:-

The screenshot shows the 'Registration' form for Building Owners. The form is titled 'Registration' and is located on the right side of the page. The left side features a blue banner with the text 'BUILDING OWNER REGISTRATION' and an illustration of buildings. The form fields include: First Name, Last Name, Designation, Mobile No., Landline No., Email Id, Id Proof (only .pdf, .png, .jpeg file), and a Captcha Code. There is an 'Upload' button next to the Id Proof field. Below the Captcha field, there is a checkbox for 'I accept the Terms and Conditions.' and a green 'REGISTRATION' button. At the bottom, there is a link: 'If you have register so please login? [Login](#)'. The website header includes links for Home, About Us, Schemes, Manuals, Ticket/Grievances, FAQs, Contact Us, and a Login button.

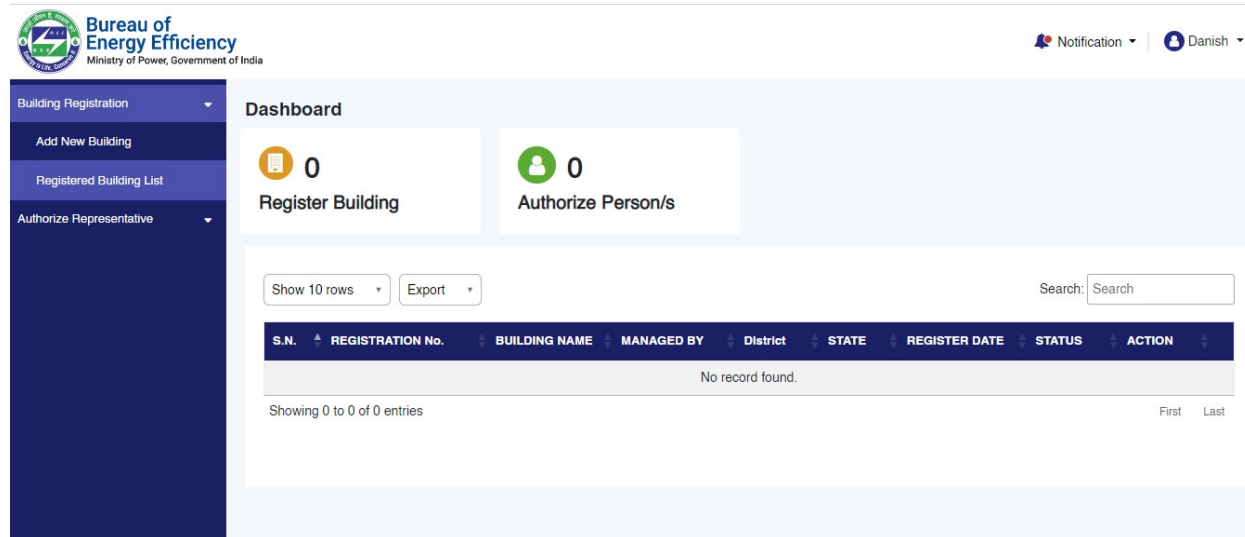
- After filling all the details of form and click on registration button than user get the success message on popup.

The screenshot shows a success message popup on the Bureau of Energy Efficiency website. The popup is white with a green checkmark icon at the top. The text inside the popup reads: 'Successfully registered... You have successfully registered your account, please verify your email id.' There is an 'OK' button at the bottom of the popup. The background shows the same registration form as in the previous screenshot, but it is dimmed. The website header includes the Bureau of Energy Efficiency logo, the text 'Bureau of Energy Efficiency Ministry of Power, Government of India', and links for Skip To Main Content, social media icons, and language options (हिंदी / English, T_T).

- After success message of B.O. registration, user need to be verify the email and then user will get the user name and password on their email.
- Now user can login in the application from Login page as BO.

5. BO Dashboard

- After Login from Building Owner Login page, user redirect to the dashboard of BO login where user have the list of total building.



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Building Registration

- Add New Building
- Registered Building List
- Authorize Representative

Dashboard

Register Building: 0

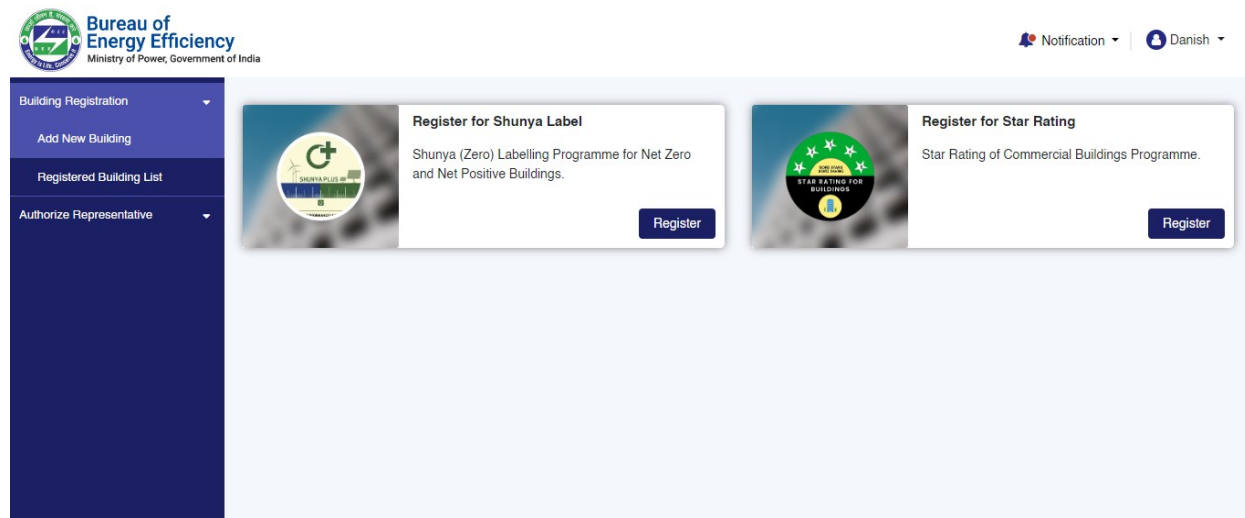
Authorize Person/s: 0

Show 10 rows | Export | Search: Search

S.N.	REGISTRATION No.	BUILDING NAME	MANAGED BY	District	STATE	REGISTER DATE	STATUS	ACTION
No record found.								

Showing 0 to 0 of 0 entries | First | Last

- On left side user got the menu and sub menu, on click 'Add New Building' button user can add the two type of buildings.
 - Register for Shunya Label
 - Register for Star Rating



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Building Registration

- Add New Building
- Registered Building List
- Authorize Representative

Register for Shunya Label

Shunya (Zero) Labelling Programme for Net Zero and Net Positive Buildings.

Register


Register for Star Rating

Star Rating of Commercial Buildings Programme.

Register

6. Register for Shunya Label

- On click 'Register' button user get the multi-step form of Shunya Building registration where user can fill all the details of building.
 - Step 1 :- On this step user can fill the basic details of building and user can also get EPI, shunya labeling etc for building.

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Building Registration ▾
Authorize Representative ▾

1 Building Registration 1

2 Building Registration 2

3 Sub Metered Data

4 Major Load

5 Major Load Inventory

6 Deisel Generator Set

7 Building AC Plants Detail

8 Building Detail

9 Building Documents

AEC :- Annual Electricity consumption / DG/GG:- Diesel Generating & Gas Generating / TAEC:- Total Annual Electricity consumption / Patient overnights in year:- Patient overnights in the year (% Occupancy)

Building Registration 1

Building Name*

State*

-Select-

District*

-Select-

City*

☐ Govt. Building

Building Type*

-Select-

☐ If you don't know your Climate Zone

Climate Zone*

-Select-

Building Built Up Total Area*

Building Category*

-Select-

Connected Load (kW)*

Installed Capacity (DG/GG)*

Renewal Energy (kW)

AC Condition Area (Square meter)*

AC Condition Area Percentage (%)*

AEC Utilities*

AEC DG/GG*

TAEC*

EPI Value*

Shunya Label*

-select-

Data Submitted For*

From

mm/yyyy

 To

mm/yyyy

Building Age

Phone Number


Zipcode*

Address*

Save as draft

Save & Continue

- ii. Step 2:- In 'Building registration 2' form user need to provide the details of other details of building.

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8 Building Detail

9 Building Documents

AEOC > Annual Cost of Electricity from Grid / DG/GG> Diesel Generating & Gas Generating / TAEC> Total Annual Electricity consumption / HSD > High Speed Diesel

Building Registration 2


AEOC from Grid	AEOC Generated DG/GG	TAEC Cost	No. Of Employees
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Avg No.Of Person Office Hours	Installed Lighting Load	Total AC Load (TR)	Window AC (TR)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Split AC (TR)	Centralized AC (TR)	Packaged AC (TR)	HSD Oil Fuel (Liter)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
HSD Gas Fuel	Other Fuel Capacity	Other Fuel Unit (Kg/Liter)	Water Requirement (liter/Day)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hot Water (liter/Day)	Medical Equipment Load (kW)		
<input type="text"/>	<input type="text"/>		

Previous

Save as draft

Save & Continue

iii. Step 3:- In 'Sub Metered Data' form user may provide the details of this form.

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Building Registration ▾
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1

Building Registration 1

2

Building Registration 2

3

Sub Metered Data

4

Major Load

5

Major Load Inventory

6

Deisel Generator Set

7

Building AC Plants Detail

8

Building Detail

9

Building Documents

ETP STP > Effluent Treatment Plant Sewage Treatment Plant

Sub Metered Data

Lighting

Air Conditionaing

Sterilizers Autoclaves

Medical Equipment

Computing Equipment

Geysers

Lift

ETP STP

Add

Sub Metered Data Added

Lighting	Air Conditionaing	Sterilizers Autoclaves	Medical Equipment	Computing Equipment	Geysers	Lift	ETP STP	Action
No record found								

Previous

Save as draft

Save & Continue

- iv. Step 4 :-In 'Major Load' form user can provide the details of Load.

The screenshot displays the Bureau of Energy Efficiency (BEE) web portal interface. At the top left is the BEE logo and the text "Bureau of Energy Efficiency, Ministry of Power, Government of India". At the top right are links for "Notification" and "Danish". A horizontal progress bar at the top shows nine steps: 1. Building Registration 1, 2. Building Registration 2, 3. Sub Metered Data, 4. Major Load (current step), 5. Major Load Inventory, 6. Deisel Generator Set, 7. Building AC Plants Detail, 8. Building Detail, and 9. Building Documents. On the left is a dark blue sidebar with "Building Registration" and "Authorize Representative" options. The main content area is titled "Major Load" and contains a form with three input fields: "Name", "Capacity", and "Unit" (a dropdown menu showing "- Select -"). A green "Add" button is to the right of the "Unit" field. Below this is a table with the same headers: "Name", "Capacity", "Unit", and "Action". The table body shows "No record found". At the bottom are three buttons: "Previous", "Save as draft", and "Save & Continue".

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Building Registration
Authorize Representative

1 Building Registration 1
2 Building Registration 2
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4 Major Load
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7 Building AC Plants Detail
8 Building Detail
9 Building Documents

Major Load

Name Capacity Unit

- Select -

Add

Major Load

Name	Capacity	Unit	Action
No record found			

Previous Save as draft Save & Continue

- v. Step 5 :-In this page 'Major Load inventory' user can provide the major load of inventory.

1

Building Registration 1

2

Building Registration 2

3

Sub Metered Data

4

Major Load

5

Major Load Inventory

6

Deisel Generator Set

7

Building AC Plants Detail

8

Building Detail

9

Building Documents

Major Load Inventory

Category

Type of Fittings

No of Fittings

Total Load

Add

Major Load Inventory Added


Category	Type of Fittings	No of Fittings	Total Load	Action
No record found				


Previous

Save as draft

Save & Continue

vi. Step 6 :- in 'Diesel Generator Set' user can provide the all diesel generated set.

Building Registration 

Authorize Representative 

1
Building Registration 1

2
Building Registration 2

3
Sub Metered Data

4
Major Load

5
Major Load Inventory

6
Diesel Generator Set

7
Building AC Plants Detail

8
Building Detail

9
Building Documents

Diesel Generator Set

DG Set Rating (kVA)	Total Units Generated (kWh)	Diesel Consumption (Litres)	No. of hours used
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Avg load	Percentage Loading	Cost of diesel (Rs./Ltr)	
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	Add


Diesel Generator Set Added

DG Set Rating	Total Units Generated	Diesel Consumption	No. of hours used	Avg load	Percentage Loading	Cost of diesel	Action
No record found							

[Previous](#)

[Save as draft](#)
[Save & Continue](#)

vii. Step 7:- In 'Building AC Plants Detail' user can provide the building AC Plants details for building registration.



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Building Registration
Authorize Representative

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8 Building Detail
9 Building Documents

Building AC Plants Detail

Item

Nos Installed

Individual Capacity

Individual unit

Total Capacity

-Select-

Add

Building AC Plants Detail Added


Item	Nos Installed	Individual Capacity	Individual unit	Total Capacity	Action
No record found					

Previous

Save as draft

Save & Continue

viii. Step 8:- In ‘Building Detail’ step user get the basic details of Building.



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Building Registration
Authorize Representative

1 Building Registration 1
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7 Building AC Plants Detail
8 Building Detail
9 Building Documents

Building Detail

Building Type: Office
Climate Zone: Composite
AC Condition Area: 4200
EPI Value: 8.62
Applied For: Shunya(0)

Building Category: Small Office
Total Builtup Area: 4500
AC Condition Area (%): 93.33
Shunya Label: Shunya(0)

Previous

Save & Continue

ix. Step 9 :- In ‘Building Documents’ step user also provide the all document of building for building registration.

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Building Registration

Authorize Representative

1 Building Registration 1 2 Building Registration 2 3 Sub Metered Data 4 Major Load 5 Major Load Inventory 6 Deisel Generator Set 7 Building AC Plants Detail 8 Building Detail 9 **Building Documents**

Note -> You can upload combined or individual file.

Building Documents

Document Name File Upload Browse

Building Documents Added

Document Name	File Upload	Action
No record found		

Previous

- x. Final Submit:- On click of 'Submit' button user can submit the building.

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Building Registration

Authorize Representative

1 Building Registration 1 2 Building Registration 2 3 Sub Metered Data 4 Major Load 5 Major Load Inventory 6 Deisel Generator Set 7 Building AC Plants Detail 8 Building Detail 9 **Building Documents**

Document Name File Upload Browse

Building Document

Document Name ID


Previous

Success

Details submitted successfully. Please download pdf of the submitted application, take a print and upload scan of the print duly sealed and signed by the Authorised Representative

ok

- After complete the all step, this building shows on BO dashboard page where user can perform the further actions.


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Building Registration
 Add New Building
 Registered Building List
 Authorize Representative

Dashboard

1
 Register Building


0
 Authorize Person/s

Show 10 rows
 Export
 Search:

S.N.	REGISTRATION No.	BUILDING NAME	MANAGED BY	District	STATE	REGISTER DATE	STATUS	ACTION
1	2023053030457	Amity Tower	Danish Ansari	New Delhi	DELHI	05/30/2023	Complete	Verify

Showing 1 to 1 of 1 entries
 First
 1
 Last

- On Click on 'Verify' button user will get the popup where user needs to perform action for this building status.


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Building Registration
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Dashboard

1
 Register Building

0
 Authorize Person/s

Show 10 rows
 Export
 Search:


S.N.	REGISTRATION No.	BUILDING NAME	MANAGED BY	District	STATE	REGISTER DATE	STATUS	ACTION
1	2023053030457	Amity Tower	Danish Ansari	New Delhi	DELHI	05/30/2023	Complete	Verify

Showing 1 to 1 of 1 entries
 First
 1
 Last

Building Type: Office
 Building Category: Small Office
 Climate Zone: Composite
 Total Builtup Area: 4500
 AC Condition Area: 4200
 AC Condition Area (%): 93.33
 EPI Value: 8.62
 Shunya Label: Shunya(0)
 Applied For: Shunya(0)
 Remarks:
 Action:
 -Select-
 -Select-
 Change Required
 Approve
 Cancel
 Submit

- After approved the building by BO user, then user get the pdf icon where user can click on pdf icon and open the form of building details then user

get the 'Export' button which through user can generate and download the building form.

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Building Registration

Add New Building

Registered Building List

Authorize Representative

Dashboard

1

Register Building



0

Authorize Person/s

Show 10 rows

Export

Search:

S.N.	REGISTRATION No.	BUILDING NAME	MANAGED BY	District	STATE	REGISTER DATE	STATUS	ACTION
1	2023053030457	Amity Tower	Danish Ansari	New Delhi	DELHI	05/30/2023	Approved	  Final Submit

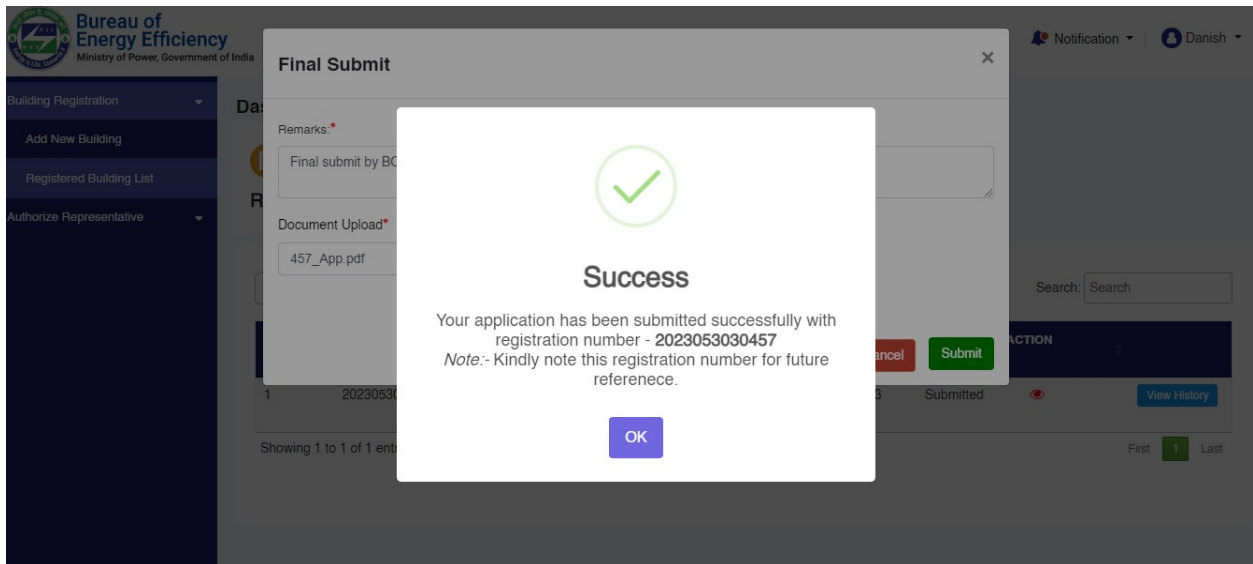
Showing 1 to 1 of 1 entries

First [1](#) Last

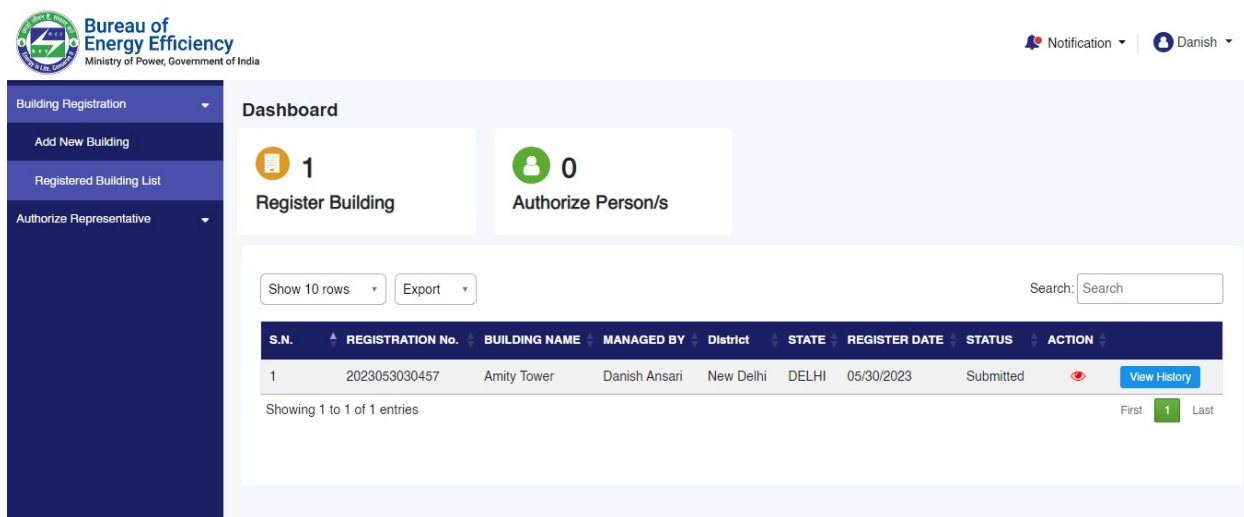
Export

9. After download the building details then user need to click on 'Final submit' button to submit the final form of building from BO and after click on 'final submit' button user get the popup where user can add the remarks and upload the downloaded pdf file of building form.

After submit the final submit form, the success message show with registration number.



10. After that user will be redirect to the BO dashboard after that user can not update the details of building, user also check the history of building status from 'View History' button.






11. Register for Star Rating :- BEE have the four types of building


- Office Type
- BPO
- Hospital
- Shopping mall


a. Office Type

- In office type of building user can add the tower details on click of Tower Floor checkbox.
- After this Tower Details popup we can add the tower details with floor wise.

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Building Registration 

Authorize Representative 

1 Building Registration 1

2 Building Registration 2

3 Sub Metered Data

4 Major Load

5 Major Load Inventory

6 Diesel Generator Set

7 Building AC Plants Detail


8 Building Detail


9 Building Documents

AEC > Annual Electricity consumption / DG/GG > Diesel Generating & Gas Generating / TAEC > Total Annual Electricity consumption / Patient overnights in year > Patient overnights in the year (% Occupancy)

Building Registration 1


Building Name*

State*
-Select- 


District*
-Select- 

City*

☐ Govt. Building


Building Type*
Office 

☐ If you don't know your Climate Zone

Climate Zone*
-Select- 

☐ Tower Floor

Building Built Up Total Area*

Building Category*
-Select- 

Connected Load (kW)*

Installed Capacity (DG/GG)*

Renewal Energy (kW)

AC Condition Area (Square meter)*

AC Condition Area Percentage (%)*

AEC Utilities*

AEC DG/GG*

TAEC*

EPI Value*

Star Label*

* As per annual energy consumption details EPI value and corresponding Star rating are

* However you may apply/change lower level on building details section

Data Submitted For*
From To


Building Age

Phone Number

Zipcode*

Address*

Save as draft Save & Continue



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Building Registration

Authorize Representative

Tower Details

Tower Name	Total No. of Floor
<input type="text"/>	<input type="text"/>

Add Floor

Add

OK

☐ Govt. Building

Building Type*
Office

☒ Tower Floor

Building Built Up Total Area*

Installed Capacity (DG/GG)*

AEC Utilities*

☐ If you don't know your Climate Zone

Building Category*
-Select-

Renewal Energy (kW)

AEC DG/GG*


City*

Climate Zone*
-Select-

Connected Load (kW)*

AC Condition Area Percentage (%)*

TAEC*



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Building Registration

Authorize Representative

Floor Details

Floor Area

Working Days in a week

Floor AC Area

Floor AC percentage Area

Working Hours

Add

Clear

Floor Details

Floor No.	Floor Area	Floor AC Area	Working Hours	Working Days	Floor AC percentage Area	Action
No record found						

Close

☐ Govt. Building

Building Type*
Office

☒ Tower Floor

Building Built Up Total Area*

Installed Capacity (DG/GG)*

AEC Utilities*

☐ If you don't know your Climate Zone

Building Category*
-Select-

Renewal Energy (kW)

AEC DG/GG*

City*


Climate Zone*
-Select-

Connected Load (kW)*

AC Condition Area Percentage (%)*

TAEC*

b. BPO

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AEC > Annual Electricity consumption / DG/GG > Diesel Generating & Gas Generating / TAEC > Total Annual Electricity consumption / Patient overnights in year > Patient overnights in the year (% Occupancy)

Building Registration 1

Building Name*	State*	District*	City*
<input type="text"/>	<div>-Select-</div>	<div>-Select-</div>	<input type="text"/>
<input type="checkbox"/> Govt. Building	Building Type*	<input type="checkbox"/> If you don't know your Climate Zone	Climate Zone*
	<div>BPO</div>		<div>-Select-</div>
Building Built Up Total Area*	Building Category*	Connected Load (kW)*	Installed Capacity (DG/GG)*
<input type="text"/>	<div>BPO</div>	<input type="text"/>	<input type="text"/>
Renewal Energy (kW)	AC Condition Area (Square meter)*	AC Condition Area Percentage (%)*	AEC Utilities*
<input type="text"/>	<input type="text"/>	<div></div>	<input type="text"/>
AEC DG/GG*	TAEC*	* As per annual energy consumption details EPI value and corresponding Star rating are	
<input type="text"/>	<div></div>		
EPI Value*	Working Hours*	Working Days*	AAhEPI*
<div></div>	<input type="text"/>	<input type="text"/>	<div>0</div>
Star Label*	* However you may apply/change lower level on building details section		Data Submitted For*
<div></div>			From <input type="text"/> To <input type="text"/>
Building Age	Phone Number	Zipcode*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address*	<input type="text"/>		

Save as draft

Save & Continue

c. Hospital

- Building Registration
- Authorize Representative



AEC :- Annual Electricity consumption / DG/GG:- Diesel Generating & Gas Generating / TAEC:- Total Annual Electricity consumption / Patient overnights in year:- Patient overnights in the year (% Occupancy)


Building Registration 1

Building Name*	State*	District*	City*
<input type="text"/>	<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	<input type="text"/>
<input type="checkbox"/> Govt. Building	Building Type*	Hospital Type*	Total No. of Patient beds*
	<input type="text" value="Hospital"/>	<input type="text" value="-Select-"/>	<input type="text"/>
Avg No. of out Patient daily	Patient overnights in year	<input type="checkbox"/> If you don't know your Climate Zone	Climate Zone*
<input type="text"/>	<input type="text"/>		<input type="text" value="-Select-"/>
Building Built Up Total Area*	Building Category*	Connected Load (kW)*	Installed Capacity (DG/GG)*
<input type="text"/>	<input type="text" value="Hospital"/>	<input type="text"/>	<input type="text"/>
Renewal Energy (kW)	AC Condition Area (Square meter)*	AC Condition Area Percentage (%)*	AEC Utilities*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AEC DG/GG*	TAEC*	* As per annual energy consumption details EPI value and corresponding Star rating are	
<input type="text"/>	<input type="text"/>		
EPI Value*	Benchmark EPI	Measured EPI Ratio	Rank
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Star Label*	* However you may apply/change lower level on building details section		Data Submitted For*
<input type="text"/>			From <input type="text" value="mm/yyyy"/> To <input type="text" value="mm/yyyy"/>
Building Age	Phone Number	Zipcode*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address*			
<input type="text"/>			

Save as draft

Save & Continue

d. Shopping Malls

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8 Building Detail

9 Building Documents

AEC > Annual Electricity consumption / DG/GG > Diesel Generating & Gas Generating / TAEC > Total Annual Electricity consumption / Patient overnights in year > Patient overnights in the year (% Occupancy)

Building Registration 1

Building Name*	State*	District*	City*
<input type="text"/>	<div>-Select-</div>	<div>-Select-</div>	<input type="text"/>
<input type="checkbox"/> Govt. Building	Building Type*	<input type="checkbox"/> If you don't know your Climate Zone	Climate Zone*
	<div>Shopping Malls</div>		<div>-Select-</div>
Building Built Up Total Area*	Building Category*	Connected Load (kW)*	Installed Capacity (DG/GG)*
<input type="text"/>	<div>Mall</div>	<input type="text"/>	<input type="text"/>
Renewal Energy (kW)	AC Condition Area (Square meter)*	AC Condition Area Percentage (%)*	AEC Utilities*
<input type="text"/>	<input type="text"/>	<div></div>	<input type="text"/>
AEC DG/GG*	TAEC*	* As per annual energy consumption details EPI value and corresponding Star rating are	
<input type="text"/>	<div></div>		
EPI Value*	Star Label*	* However you may apply/change lower level on building details section	
<div></div>	<div></div>		
Data Submitted For*	Building Age	Phone Number	Zipcode*
From <input type="text"/> mm/yyyy To <input type="text"/> mm/yyyy	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address*			
<input type="text"/>			

Save as draft

Save & Continue

- After click on 'Save & Continue' button we can save the details of second form

Building Registration

Authorize Representative

1 Building Registration 1
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4 Major Load
5 Major Load Inventory
6 Deisel Generator Set
7 Building AC Plants Detail
8 Building Detail
9 Building Documents

AEOC > Annual Cost of Electricity from Grid / DG/GG> Diesel Generating & Gas Generating / TAEC> Total Annual Electricity consumption / HSD > High Speed Diesel

Building Registration 2

AEOC from Grid	AEOC Generated DG/GG	TAEC Cost	No. Of Employees
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Avg No.Of Person Office Hours	Installed Lighting Load	Total AC Load (TR)	Window AC (TR)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Split AC (TR)	Centralized AC (TR)	Packaged AC (TR)	HSD Oil Fuel (Liter)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
HSD Gas Fuel	Other Fuel Capacity	Other Fuel Unit (Kg/Liter)	Water Requirement (liter/Day)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hot Water (liter/Day)	Medical Equipment Load (kW)		
<input type="text"/>	<input type="text"/>		

Previous
Save as draft
Save & Continue

- Step 3:- Sub Metered Data

Building Registration

Authorize Representative

1 Building Registration 1
2 Building Registration 2
3 Sub Metered Data
4 Major Load
5 Major Load Inventory
6 Deisel Generator Set
7 Building AC Plants Detail
8 Building Detail
9 Building Documents

ETP STP > Effluent Treatment Plant Sewage Treatment Plant

Sub Metered Data

Lighting	Air Conditioning	Sterilizers Autoclaves	Medical Equipment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Computing Equipment	Geysers	Lift	ETP STP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


Add

Sub Metered Data Added

Lighting	Air Conditionaig	Sterilizers Autoclaves	Medical Equipment	Computing Equipment	Geysers	Lift	ETP STP	Action
No record found								

Previous
Save as draft
Save & Continue

- Step 4:- Major Load


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Building Registration
 Authorize Representative

1 Building Registration 1
 2 Building Registration 2
 3 Sub Metered Data
 4 **Major Load**
 5 Major Load Inventory
 6 Deisel Generator Set
 7 Building AC Plants Detail
 8 Building Detail
 9 Building Documents

Major Load

Name
 Capacity
 Unit

- Select -


 Add

Major Load

Name	Capacity	Unit	Action
No record found			

Previous
 Save as draft
 Save & Continue

- Step 5:- Major Load Inventory


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Building Registration
 Authorize Representative

1 Building Registration 1
 2 Building Registration 2
 3 Sub Metered Data
 4 Major Load
 5 **Major Load Inventory**
 6 Deisel Generator Set
 7 Building AC Plants Detail
 8 Building Detail
 9 Building Documents

Major Load Inventory

Catagory
 Type of Fittings
 No of Fittings
 Total Load


 Add

Major Load Inventory Added

Catagory	Type of Fittings	No of Fittings	Total Load	Action
No record found				

Previous
 Save as draft
 Save & Continue

- **Step 6:- Diesel Generator Set**


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Building Registration
 Authorize Representative

1 Building Registration 1
 2 Building Registration 2
 3 Sub Metered Data
 4 Major Load
 5 Major Load Inventory
 6 **Diesel Generator Set**
 7 Building AC Plants Detail
 8 Building Detail
 9 Building Documents


Diesel Generator Set

DG Set Rating (kVA)	Total Units Generated (kWh)	Diesel Consumption (Litres)	No. of hours used
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Avg load	Percentage Loading	Cost of diesel (Rs./Ltr)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Diesel Generator Set Added

DG Set Rating	Total Units Generated	Diesel Consumption	No. of hours used	Avg load	Percentage Loading	Cost of diesel	Action
No record found							

- **Step 7:- Building AC Plants Detail**


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Building Registration
 Authorize Representative

1 Building Registration 1
 2 Building Registration 2
 3 Sub Metered Data
 4 Major Load
 5 Major Load Inventory
 6 Diesel Generator Set
 7 **Building AC Plants Detail**
 8 Building Detail
 9 Building Documents


Building AC Plants Detail

Item	Nos Installed	Individual Capacity	Individual unit
<input type="text" value="-Select-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Capacity			
<input type="text"/>	<input type="button" value="Add"/>		

Building AC Plants Detail Added

Item	Nos Installed	Individual Capacity	Individual unit	Total Capacity	Action
No record found					

- **Step 8:- Building Detail**


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Building Registration
 Authorize Representative

1 Building Registration 1
 2 Building Registration 2
 3 Sub Metered Data
 4 Major Load
 5 Major Load Inventory
 6 Deisel Generator Set
 7 Building AC Plants Detail
 8 **Building Detail**
 9 Building Documents

Building Detail

Building Type: **Office**
 Building Category: **Small Office**

Climate Zone: **Composite**
 Total Builtup Area: **2000**

AC Condition Area: **1870**
 AC Condition Area (%): **93.5**


EPI Value: **2**
 Star Label Calculated: **5**

Applied For*

5
 5
 4
 3
 2
 1

Previous
 Save & Continue

- **Step 9 :- Building Documents**


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Building Registration
 Authorize Representative

1 Building Registration 1
 2 Building Registration 2
 3 Sub Metered Data
 4 Major Load
 5 Major Load Inventory
 6 Deisel Generator Set
 7 Building AC Plants Detail
 8 Building Detail
 9 **Building Documents**

Note > You can upload combined or individual file.

Building Documents

Document Name
 File Upload

 Browse
 Add

Building Documents Added

Document Name	File Upload	Action
No record found		

Previous
 Save as draft
 Submit

- **Submit Registration**

The screenshot shows the BEE portal interface. A modal window is displayed in the center with a green checkmark icon and the text "Success". Below the icon, it says "Details submitted successfully. Please download pdf of the submitted application, take a print and upload scan of the print duly sealed and signed by the Authorised Representative". There is an "OK" button at the bottom of the modal. The background shows a progress bar with steps 1 through 9, and a sidebar with options like "Building Registration" and "Authorize Representative".

- After successfully registration it redirect to the BO dashboard.

The screenshot shows the BEE dashboard. At the top, there are two summary cards: "2 Register Building" and "0 Authorize Person/s". Below these, there is a table with columns: S.N., REGISTRATION No., BUILDING NAME, MANAGED BY, District, STATE, REGISTER DATE, STATUS, and ACTION. The table contains two entries. The first entry is for "Amity Office" in North Delh.., with status "Complete" and an action button "Verify". The second entry is for "Amity Tower" in New Delhi, with status "Submitted" and an action button "View History".

S.N.	REGISTRATION No.	BUILDING NAME	MANAGED BY	District	STATE	REGISTER DATE	STATUS	ACTION
1	2023053130458	Amity Office	Danish Ansari	North Delh..	DELHI	05/31/2023	Complete	Verify
2	2023053030457	Amity Tower	Danish Ansari	New Delhi	DELHI	05/30/2023	Submitted	View History

Showing 1 to 2 of 2 entries

- Now user can verify the building from pop-up

The screenshot shows the Bureau of Energy Efficiency web application interface. A pop-up modal is displayed for building verification. The modal contains the following fields:

- Building Type: Office
- Building Category: Small Office
- Climate Zone: Composite
- Total Builtup Area: 2000
- AC Condition Area: 1870
- AC Condition Area (%): 93.5
- EPI Value: 2
- Star Label: 5
- Applied For: 4
- Remarks: (Text input field)
- Action: (Dropdown menu with options: -Select-, -Select-, Change Required, Approve)

At the bottom of the modal are 'Cancel' and 'Submit' buttons. The background shows a table of registered buildings with columns for ID, Transaction/DD No., Name, Representative, Location, Date, Status, and Action.

- After approved the building and if the registered building is not government building, then user need to pay the registration fee and need to submit the all details of transaction from payment modal pop-up.

The screenshot shows the Bureau of Energy Efficiency web application interface. A pop-up modal titled 'Payment Details' is displayed. The modal contains the following fields:

- Transaction/DD No. (Text input field)
- Issuing Bank (Text input field)
- Issuing Branch (Text input field)
- Issue Date (Text input field with a calendar icon)
- Amount (Text input field with value 50000)
- Document (Text input field with a 'Browse' button)

At the bottom of the modal are 'Cancel' and 'Submit' buttons. The background shows a table of registered buildings with columns for ID, Transaction/DD No., Name, Representative, Location, Date, Status, and Action. The 'Pay' button is visible in the 'ACTION' column for the first entry.

- After added the details of payment, it show the pdf icon and after click on the pdf icon, user can download the building details in pdf format.

17	Size Label	3
----	------------	---

- After download the building download than click on the Final submit the form.

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Building Registration

Add New Building

Registered Building List

Authorize Representative

Final Submit

Remarks:*

Document Upload*

Browse

Cancel Submit

ID	Registration Number	Building Name	Owner	Location	Date	Status	Action
1	2023053130458	Amity Office	Danish Ansari	North Delh..	DELHI 05/31/2023	Payment done	Final Submit
2	2023053030457	Amity Tower	Danish Ansari	New Delhi	DELHI 05/30/2023	Submitted	View History

Showing 1 to 2 of 2 entries

First 1 Last

- Than user need to be submit the final submit of the building form and show the success message with registration number.

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Building Registration

Add New Building

Registered Building List

Authorize Representative

Final Submit

Remarks:*

Final Submit by BO

Document Upload*

458_App.pdf

Cancel Submit

Success

Your application has been submitted successfully with registration number - **2023053130458**

Note:- Kindly note this registration number for future reference.

OK

ID	Registration Number	Building Name	Owner	Location	Date	Status	Action
1	2023053130458	Amity Office	Danish Ansari	North Delh..	DELHI 05/31/2023	Submitted	View History
2	2023053030457	Amity Tower	Danish Ansari	New Delhi	DELHI 05/30/2023	Submitted	View History

Showing 1 to 2 of 2 entries

First 1 Last

- **Ticket/Grievances**

- i. User can create the Ticket from the 'Ticket/Grievances' page.

- User need to enter the email address and click on 'Get OTP' and after that user will get the OTP on their Email ID.

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Query Authentication

Home > Query Authentication

Query OTP Authentication

Enter Email Address. Get OTP

Please Note: Enter email id to track or raise query.

- ii. After that user needs to enter OTP and verify OTP.

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Validate Query OTP

Home > Query Validate Query OTP

Validate Query OTP

Enter Your OTP Verify OTP

Re-Send OTP In - 42 Sec.


- iii. After verified the Email id user can create the ticket, in below form user need to provide the details and click on 'Submit' button to create the ticket.




The screenshot shows the 'Create Ticket' page of the Bureau of Energy Efficiency website. The header includes the Bureau's logo, name, and ministry, along with navigation links and a language selector. The main navigation bar contains links for Home, About Us, Schemes, Manuals, Ticket/Grievances, FAQs, and Contact Us, with a Login button. The page title is 'Create Ticket', and a 'Track Query' button is visible. The form itself has four input fields: 'Category Name*' (a dropdown menu), 'User Name*', 'User Email*' (pre-filled with 'ticket01@yopmail.com'), and 'User Mobile*'. Below these is a large 'Query*' text area with a character count of 5000. At the bottom of the form is an 'Attachment' section with an 'Upload' button. 'Cancel' and 'Submit' buttons are located at the bottom right of the form.

- iv. After successfully create the Ticket user can see the success message with tracking number. User also get the ticket number on their email.

This screenshot shows the same 'Create Ticket' form as before, but with a 'Thank You!' success message overlay. The message states: 'Your Query has been created successfully.' followed by 'Your Query tracking number is - 6022048'. It includes a link to 'Click Here to track your query.' and a 'Close' button. The background form is dimmed, showing the same fields and buttons as in the previous image.

- v. After that user also track the ticket on click the 'Click here' button on popup.


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Track Query

Home > Track Query [Raise Query](#)







Track Ticket

Enter Query Acknowledgement Number [Submit](#)

- vi. User needs to enter their track number and click on 'Submit' button.


➤ In this page user can check the ticket status.

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Ticket Status

Home > Ticket Status 

Query Acknowledgement No.	Category	Status
6022048	General Query	Under Process
Description	Created Date	Created By
This is the testing ticket	02/06/2023	Danish
Attachment		
NA		

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