

# 1. Instruction Manual for Submission of Suggestions and Objections –

## For Utilities Other than MSEDCL

### 1. Open e-Public Consultation Tab:

The screenshot displays the homepage of the Maharashtra Electricity Regulatory Commission (MERC). The website features a navigation menu with various categories such as Home, About Us, Act & Policies, Rules, Regulations, Regulatory Affairs, Reports, Important Links, Press Release, RTI, Licensing, and Tenders. A central banner image shows solar panels in a field, with a blue arrow pointing to the 'e-Public Consultation' tab in the left-hand menu. The text 'Click here' is overlaid on the arrow. Below the banner, there is a section titled 'What's New' with a 'View All' link, listing recent updates including a Press Release from 14-11-2022, a Vacancy announcement from 10-11-2022, and another Press Release from 25-10-2022. At the bottom, there are sections for 'Hearing Calendar' (showing December 2022) and 'Consumer Advocacy' (with links for SOP for Discom, Consumer Grievance Redressal Mechanism, CGRF & Ombudsman, and SoP Data).

## 2. Click on Tariff Petition and Enter your Mobile No.:

The screenshot displays the website of the Maharashtra Electricity Regulatory Commission (MERC) at [new.merc.gov.in/e-public-consultation/](http://new.merc.gov.in/e-public-consultation/). The page features a navigation menu with options like Home, About Us, Act & Policies, Rules, Regulations, Regulatory Affairs, Reports, Important Links, Press Release, RTI, Licensing, and Tenders. The main content area is titled "E-Public Consultation" and includes a sub-menu with "Regulation", "Tariff Petition", "Suo-moto Order", and "Licence Petition". The "Tariff Petition" tab is highlighted in red. Below this, there are links for "Instruction Manual" and "Timelines for Suggestion/Objections". A form field labeled "Mobile No. \*" contains the placeholder text "Enter mobile number". To the right of the form is a green "Generate OTP" button. A blue arrow points from the "Tariff Petition" tab to the form field, and another blue arrow points from the "Generate OTP" button to the text "Enter your mobile No. here". The Windows taskbar at the bottom shows the date as 24-12-2022 and the time as 16:20.

### 3. Submit OTP and Case No. in which you want to file Suggestion/Objection:

The screenshot displays the 'E-Public Consultation' web portal. The browser address bar shows 'new.merc.gov.in/e-public-consultation/'. The page title is 'E-Public Consultation'. Below the title, there are navigation tabs: 'Regulation', 'Tariff Petition' (highlighted in red), 'Suo-moto Order', and 'Licence Petition'. Under the 'Tariff Petition' tab, there are two sub-tabs: 'Instruction Manual' and 'Timelines for Suggestion/Objections'. The main form contains the following fields:

- Mobile No. \*: 8928071522 (with a 'Generate OTP' button)
- Enter OTP \*: 1234567
- Select Case No. \*: Select Case (dropdown menu)
- Name of Party/Individual \*: Enter Name
- Address for Communication \*: Enter Address
- Do you wish to speak during hearing \*: Choose Value (dropdown menu)
- Email Id \*: Enter Email

A blue arrow points to the 'Select Case No.' dropdown menu with the text: 'After submitting OTP, submit Case No. in which you want to file suggestion/objection'. On the left side of the form, there is a 'Move Back' button with a left arrow icon. At the bottom of the page, there is a Windows taskbar showing the date and time as 16:35 on 24-12-2022, along with system icons for temperature (29°C Smoke), search, and various applications.

## 4. Submit your details: Name and Address for Communication:

The screenshot displays a web browser window with the URL `new.merc.gov.in/e-public-consultation/`. The page title is "E-Public Consultation". A navigation bar at the top includes tabs for "Regulation", "Tariff Petition" (which is highlighted in red), "Suo-moto Order", and "Licence Petition". Below this, there are two buttons: "Instruction Manual" and "Timelines for Suggestion/Objections".

The main form area contains several input fields and a dropdown menu:

- Mobile No. \***: A text input field containing "8928071522" and a green "Genrate OTP" button.
- Enter OTP \***: A text input field containing "1234567".
- Select Case No. \***: A dropdown menu with "Select Case" selected.
- Name of Party/Individual \***: A text input field containing "Enter Name".
- Address for Communication \***: A text input field containing "Enter Address".
- Do you wish to speak during hearing \***: A dropdown menu with "Choose Value" selected.
- Email Id \***: A text input field containing "Enter Email".

A blue arrow points from the right side of the form towards the "Name of Party/Individual" and "Address for Communication" fields, with the text "Submit your Name and Address for communication".

On the left side of the form, there is a "Move Back" button with a left-pointing arrow. At the bottom left, there is a person icon.

The Windows taskbar at the bottom shows the system tray with a temperature of 29°C, "Smoke" notification, search bar, and various application icons. The system clock shows the time as 16:35 on 24-12-2022.

## 5. Select whether wish to speak during the e-Hearing:

The screenshot displays the 'E-Public Consultation' web portal. The browser address bar shows 'new.merc.gov.in/e-public-consultation/'. The page title is 'E-Public Consultation'. Below the title, there are four tabs: 'Regulation', 'Tariff Petition' (highlighted in red), 'Suo-moto Order', and 'Licence Petition'. Under the 'Tariff Petition' tab, there are two buttons: 'Instruction Manual' and 'Timelines for Suggestion/Objections'. The form contains the following fields:

- Mobile No. \*: 8928071522 (with a 'Genrate OTP' button)
- Enter OTP \*: 1234567
- Select Case No. \*: Select Case (dropdown menu)
- Name of Party/Individual \*: Enter Name (text input)
- Address for Communication \*: Enter Address (text input)
- Do you wish to speak during hearing \*: Choose Value (dropdown menu)
- Email Id \*: Enter Email (text input)

A blue arrow points to the 'Do you wish to speak during hearing' dropdown menu with the text: 'If you want to speak during e-hearing, then choose Yes and enter e-mail ID'. On the left side of the form, there is a 'Move Back' button with a left arrow icon and a person icon.

At the bottom of the screen, the Windows taskbar shows the system tray with the date '24-12-2022' and time '16:35'. The system tray also displays '29°C Smoke' and various application icons.

## 6. Upload PDF or Image File of your suggestion/objection, enter captcha:

Do you wish to speak during hearing \*

Email Id \*

Upload File  No file chosen

Captcha Image: \*

Undertaking \*

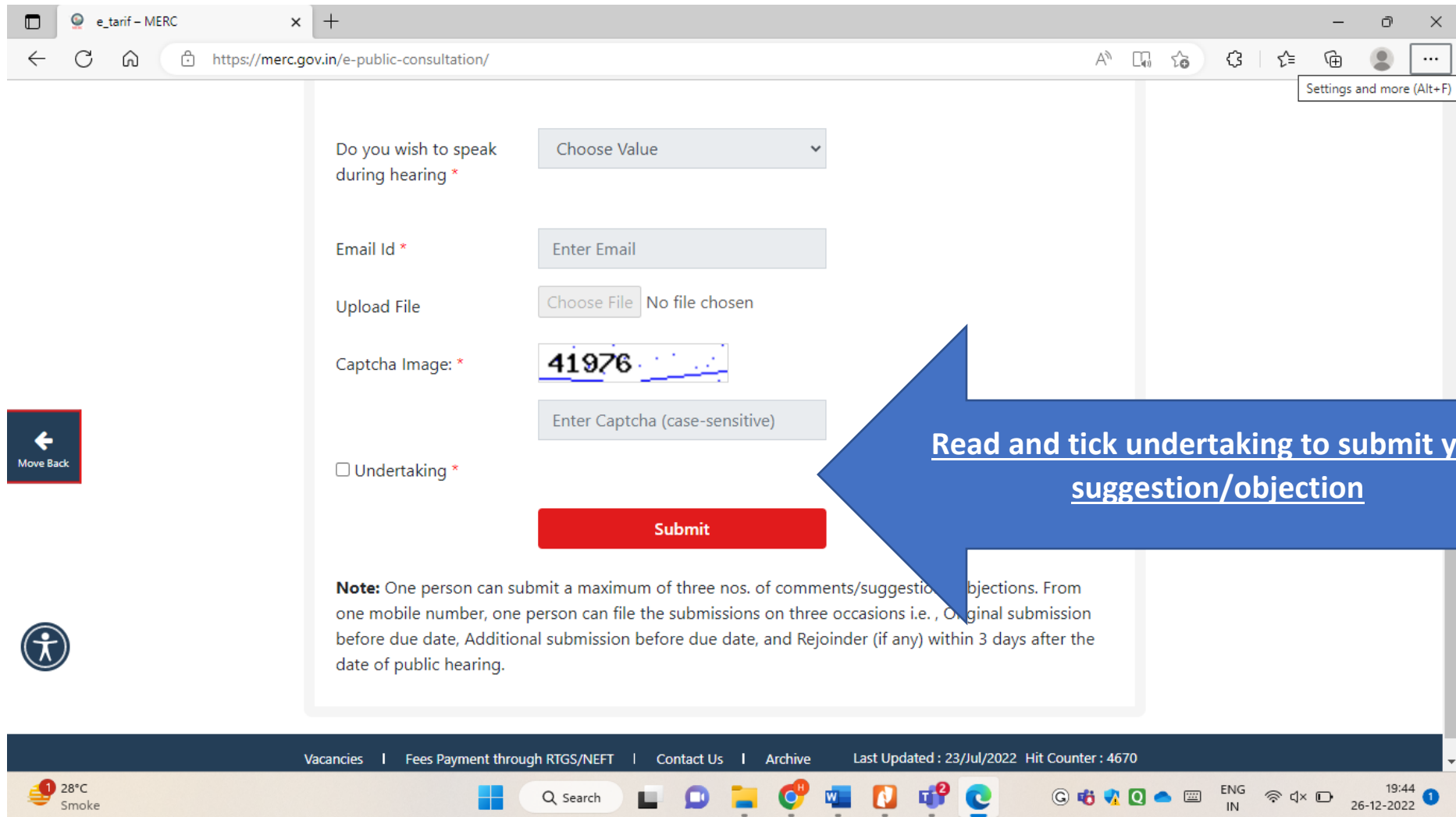
**Note:** One person can submit a maximum of three nos. of comments/suggestions/objections. From one mobile number, one person can file the submissions on three occasions i.e. , Original submission before due date, Additional submission before due date, and Rejoinder (if any) within 3 days after the date of public hearing.

Vacancies | Fees Payment through RTGS/NEFT | Contact Us | Archive | Last Updated : 23/Jul/2022 | Hit Counter : 4670

28°C Smoke | Search | ENG IN | 19:44 26-12-2022



## 7. Tick the Undertaking after reading it carefully and click on submit button



The screenshot shows a web browser window with the URL <https://merc.gov.in/e-public-consultation/>. The form contains the following fields and elements:

- Do you wish to speak during hearing \* (Dropdown menu: Choose Value)
- Email Id \* (Text input: Enter Email)
- Upload File (Text input: Choose File, No file chosen)
- Captcha Image: \* (Image: 41976)
- Enter Captcha (case-sensitive) (Text input)
- Undertaking \*
- Submit (Red button)

A blue arrow points to the Undertaking checkbox with the text: Read and tick undertaking to submit your suggestion/objection

**Note:** One person can submit a maximum of three nos. of comments/suggestions/objections. From one mobile number, one person can file the submissions on three occasions i.e., Original submission before due date, Additional submission before due date, and Rejoinder (if any) within 3 days after the date of public hearing.

At the bottom of the page, there is a footer with navigation links: Vacancies | Fees Payment through RTGS/NEFT | Contact Us | Archive | Last Updated : 23/Jul/2022 | Hit Counter : 4670. The Windows taskbar shows the date 26-12-2022 and time 19:44.

**8. After successful submission, you will receive the pop-up on the screen ( as shown below), which can be saved for future reference:**

The screenshot displays a web browser window with the URL `dev.kreatetechnologies.com/merc/e-public-consultation/`. The page title is "E-Public Consultation". A navigation bar at the top includes "Regulation", "Tariff Petition" (highlighted in red), "Suo-moto Order", and "Licence Petition". Below this, there are buttons for "Instruction Manual" and "Timelines for Suggestion/Objections". A prominent red message states: "Your submission is received successfully. Your reference no. is TARIFF15 !". To the right of this message, a blue arrow points to a blue box containing the text "Pop-up for Successful submission". The form below the message contains fields for "Mobile No. \*", "Enter OTP \*", "Select Case No. \*", "Name of Party/Individual \*", and "Address for Communication \*", along with a "Genrate OTP" button. A "Move Back" button is visible on the left side of the page. The Windows taskbar at the bottom shows the date as 25-12-2022 and the time as 22:59.



**Kindly Note:**

**One person can submit a maximum of three nos. of comments/suggestions/objections. From one mobile number, one person can file the submissions on three occasions i.e. (i) Original submission before due date, (ii) Additional submission before due date, and (iii) Rejoinder (if any) within 3 days after the date of public hearing.**

**Copy of Submission shall be in the format of PDF or IMAGE.**

**In Case of any difficulty while submitting suggestion/objection, a concerned stakeholder can contact MERC Office on Mobile No. 89280 71522 or email id: [suggestions@merc.gov.in](mailto:suggestions@merc.gov.in) between 10.00 AM to 5.00 PM on all working days.**