

# Instruction Manual for Submission of Suggestions and Objections for Mumbai Discoms:

1. BEST Undertaking, 2. The Tata Power Company Limited – Distribution 3. Adani Electricity Mumbai Limited - Distribution

## 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 a large solar panel array in a field. A blue arrow points to the 'e-Public Consultation' tab in the left-hand menu, with the text 'Click here' overlaid on it. Below the banner, there is a section titled 'What's New' with several news items, including a Press Release dated 14-11-2022 and a Vacancy notice dated 10-11-2022. At the bottom of the page, there are sections for 'Hearing Calendar' and 'Consumer Advocacy'.

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

The screenshot shows 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 the commission's logo and name in both Marathi and English. A navigation menu includes links for 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 contains a sub-menu with "Regulation", "Tariff Petition", "Suo-moto Order", and "Licence Petition". Below this menu are buttons for "Instruction Manual" and "Timelines for Suggestion/Objections". A form field labeled "Mobile No. \*" is present, with a "Generate OTP" button next to it. A blue arrow points to the "Tariff Petition" button, and another blue arrow points to the "Generate OTP" button. 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 green '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-pointing arrow. At the bottom of the page, there is a system tray showing the date and time as 24-12-2022, 16:35, and the language set to ENG IN.

## 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 active), "Suo-moto Order", and "Licence Petition". Below this, there are links for "Instruction Manual" and "Timelines for Suggestion/Objections".

The main form contains the following fields:

- Mobile No. \*:
- Enter OTP \*:
- Select Case No. \*:
- Name of Party/Individual \*:
- Address for Communication \*:
- Do you wish to speak during hearing \*:
- Email Id \*:

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

At the bottom left, there is a "Move Back" button with a left arrow icon. At the bottom right, there is a person icon. The Windows taskbar at the very bottom shows the date as 24-12-2022 and the time as 16:35.

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

The screenshot shows a web browser window with the URL <https://merc.gov.in/e-public-consultation/>. The page features a navigation bar with tabs for 'Regulation', 'Tariff Petition' (selected), 'Suo-moto Order', and 'Licence Petition'. Below this, there are buttons for '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. \*: Case No. 212 of 2022 – BEST Undert (dropdown)
- Name of Party/Individual \*: Enter Name
- Address for Communication \*: Enter Address
- Do you wish to speak during hearing \*: YES (dropdown)
- Will You Join Hearing From \*:  Own Facility,  MERC Facilitation Center at Mumbai
- Enter Email \*: Enter Email
- Upload File: Choose File | No file chosen

A blue arrow points to the 'Do you wish to speak during hearing' dropdown menu, which is set to 'YES'. The text inside the arrow reads: "If you want to speak during e-hearing, then choose Yes".

On the left side of the page, there is a 'Move Back' button and a user profile icon.

The Windows taskbar at the bottom shows the date and time as 15:43 on 26-01-2023, along with system icons for temperature (29°C Smoke), search, and various application icons.

## 6. Select the option for joining the e-Public Hearing:

Browser: e-Public Consultation - MERC | URL: https://merc.gov.in/e-public-consultation/

Navigation: Regulation | **Tariff Petition** | Suo-moto Order | Licence Petition

Buttons: Instruction Manual | Timelines for Suggestion/Objections

Mobile No. \* 8928071522

Enter OTP \* 1234567

Select Case No. \* Case No. 212 of 2022 - BEST Undert

Name of Party/Individual \* Enter Name

Address for Communication \* Enter Address

Do you wish to speak during hearing \* YES

Will You Join Hearing From \*  
 Own Facility  
 MERC Facilitation Center at Mumbai

Enter Email \* Enter Email

Upload File  No file chosen

**Move Back**

**Select the option for joining the e-Public Hearing**

System Tray: 29°C Smoke | Search | Taskbar: File Explorer, Chrome, Teams, Edge, Word, Excel | System: ENG IN, 15:44, 26-01-2023

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

Instruction Manual Timelines for Suggestion/Objections

Mobile No. \* 8928071522 Generate OTP

Enter OTP \* 1234567

Select Case No. \* Case No. 212 of 2022 – BEST Undertaking

Name of Party/Individual \* Enter Name

Address for Communication \* Enter Address

Do you wish to speak during hearing \* YES

Will You Join Hearing From \*  
 Own Facility  
 MERC Facilitation Center at Mumbai

Enter Email \* Enter Email

Upload File Choose File No file chosen

Captcha Image: \* 46578

Enter Captcha (case-sensitive)

Undertaking \*

Submit

**Enter e-mail ID and Upload PDF or Image File of your suggestion/objection, if any and then enter captcha**

29°C Smoke

Search

ENG IN

15:48 26-01-2023



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

Instruction Manual Timelines for Suggestion/Objections

Mobile No. \* 8928071522

Enter OTP \* 1234567

Select Case No. \* Case No. 212 of 2022 – BEST Undertaking

Name of Party/Individual \* Enter Name

Address for Communication \* Enter Address

Do you wish to speak during hearing \* YES

Will You Join Hearing From \*  
 Own Facility  
 MERC Facilitation Center at Mumbai

Enter Email \* Enter Email

Upload File  No file chosen

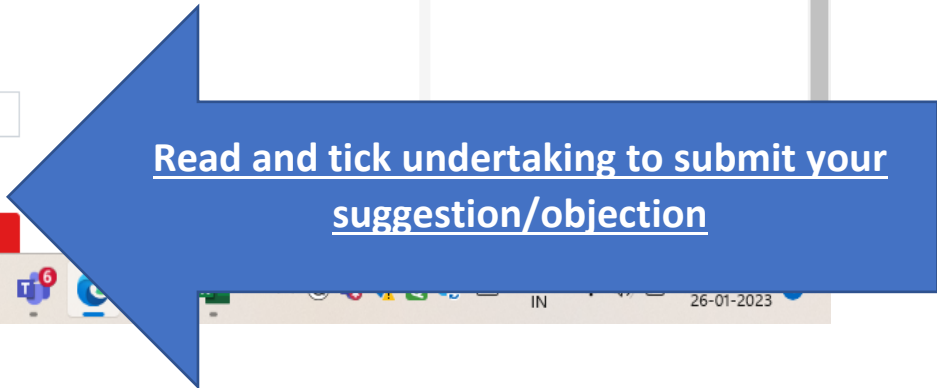
Captcha Image: \* 46578  
Enter Captcha (case-sensitive)

Undertaking \*

29°C Smoke

Search

IN 26-01-2023





**9. 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 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.**