

## Works Portal Web Application

1. Enter following URL in web browser to access application  
<http://maintenance.mahadiscom.in/MaintenancePortal/>
2. RAPDRP User Credentials will be used for login to application
3. Applicant (Unemployed Engineer) will be able to submit application for Registration through link provided on MSEDCL website.
4. Division In-charge will be able to verify application submitted by applicant.
5. Circle In-charge will be able to approve application verified by Division In-charge.
6. Applicant will be able to make payment of Registration Fee through link provided on MSEDCL website. Applicant will be able to track status of application through link provided on MSEDCL website.
7. Circle In-charge will be able to issue Certificate of Registration as Contractor to applicant

### **1. Submission of Application for Registration**

Applicant (Unemployed Engineer) will be able to submit application for Registration.

(Applicants already registered with MSEDCL need not register online again. They can follow up with concerned Circle office.)

Open MSEDCL website in browser

Click on Suppliers Portal tab

Click on Registration of Unemployed Electrical Engineers link.



Or Enter following URL in web browser to access application

Open <https://maintenance.mahadiscom.in/RegistrationForm/>

Fill in all required details in following screen.

**How to fill the form**

- Candidate should have passed his Diploma/ Degree within 10 years of registration.
- Candidate must have valid Electrical Contractor License and Electrical Supervisory License.
- Candidate must have registered with Employment Exchange.
- Candidate should keep the scan copies of following original essential documents: 1) Passport size photo 2) Signature of applicant 3) PAN card 4) AADHAR card 5) Domicile certificate 6) Diploma marksheet and certificate 7) Degree marksheet and certificate 8) Employment Exchange Registration Certificate 9) Electrical Contractors License Certificate 10) Electrical Supervisory License Certificate 11) Unemployed Affidavit as per performa 6

**अर्जदाराचा तपशील (Details of Applicant) Email-id and Mobile number will be used for future communication**

अर्जदाराचे नाव (अक्षर अक्षराने ओळखण्यायोग्ये) Name of Applicant (As per the proof of Identity): *	नाव (First Name)	यकिसचे नाव (Middle Name)	आखनाम (Surname)
स्थळ (Location)	जिल्हा (District): *	मंडळ (Circle): *	विभाग (Division): *
जन्मदिनांक (Date of Birth): *	जन्माचे ठिकाण (Place of Birth):	लिंग (Gender): *	
आधार कार्ड (Aadhaar Card No.): *	व्यक्तिगत पैन कार्ड (Personal PAN Card): *	ई मेलसाठी पत्ता (Email ID): *	मोबाईल क्र. (Mobile No): *

**अर्जदाराचा तात्पुरता रहिवाशी पत्ता व ठिकाण (Present Address)**

पत्ता (Address): *	राज्य (State): *	MAHARASHTRA
जिल्हा (District): *	तालुका (Taluka): *	
गाव (Village Name): *	पिन कोड (PIN Code): *	

- Download Circular before filling in application form
- Fill in Applicant Details
- Fill in correct District, Circle & Division details for which application is to be made
- Fill in Present Address & Permanent Address details
- Fill in Educational Qualification details
- Fill in Organization Details
- Fill in Bank Details
- Upload Essential Documents one by one. Then click on Upload button
- Upload Other Documents one by one. Then click on Upload button
- Select Declaration note

Click on Submit button

SMS & email notification will be sent to applicant & concerned MSEDCL authority.

## 2. Verification of Application for Registration

Division In-charge will be able to verify SUBMITTED application for Registration

Click on Unemployed Engineers > Verification of Application option.

Fill in all required details in following screen.

Enter Details

Division :

Application List

Sr No	APPLICATION NUMBER	APPLICANT NAME	EMAIL ID	MOBILE NO	APPLICATION STATUS	APPROVAL CERTIFICATE
1	10000000101	Kailash Hanmantrao Deshmukh	khdeshmukh83@gmail.com	986149558	APPROVED	

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Click on Application Number link

Fill in all required details in following screen.

Whether enlisted in the department or any other organization. If so, State the category and enclose copy of certificate. : \*  
 123456/89012  
 Class of Registration : \*

एनएसआरची जगा (Place of Business) : \*

**बँकेची माहिती (Bank Details)**

बँकेचे नाव (Bank Name) : \*  
 शाखा (Branch) : \*

बँक खाते क्रमांक (Bank Account No.) : \*  
 IFSC Code : \*

**Verification Check List(For Registration as Electrical Contractor of Class B1)**

1) a) Already registered as Electrical Contractor?	Yes	
b) If yes, Registration Certificate has been submitted?	Yes	
2) Marksheet and certificate of Diploma in Electrical Engineering has been submitted?	Yes	
3) Marksheet and certificate of Degree in Electrical Engineering has been submitted?	Yes	
4) Electrical Supervisory License certificate has been submitted?	Yes	
5) Duly signed passport size photograph has been submitted?	Yes	
6) Unemployment affidavit as per performa 6 has been submitted?	Yes	
7) Valid Domicile certificate has been submitted?		
8) Muster of essential manpower has been submitted?	Yes	
9) List of T&P has been submitted?		
10) Aadhar card/Ration card as proof of residence of Concerned District has been submitted? :	Yes	
11) Employment Exchange Registration certificate has been submitted? :	Yes	
12) PAN card has been submitted? :	Yes	
13) Electrical Contractor License certificate has been submitted?		
14) Applicant passed (Diploma/Degree) Electrical engineering within 10 years of registration are applicable to register. This eligibility has been fulfilled? :	No	

Approval/Rejection Remark :

Approve

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1. Confirm details of submitted by applicant
2. Select Yes/ No for each document after checking uploaded document
3. Select Rejection Reason

Click on Verify/ Reject button.

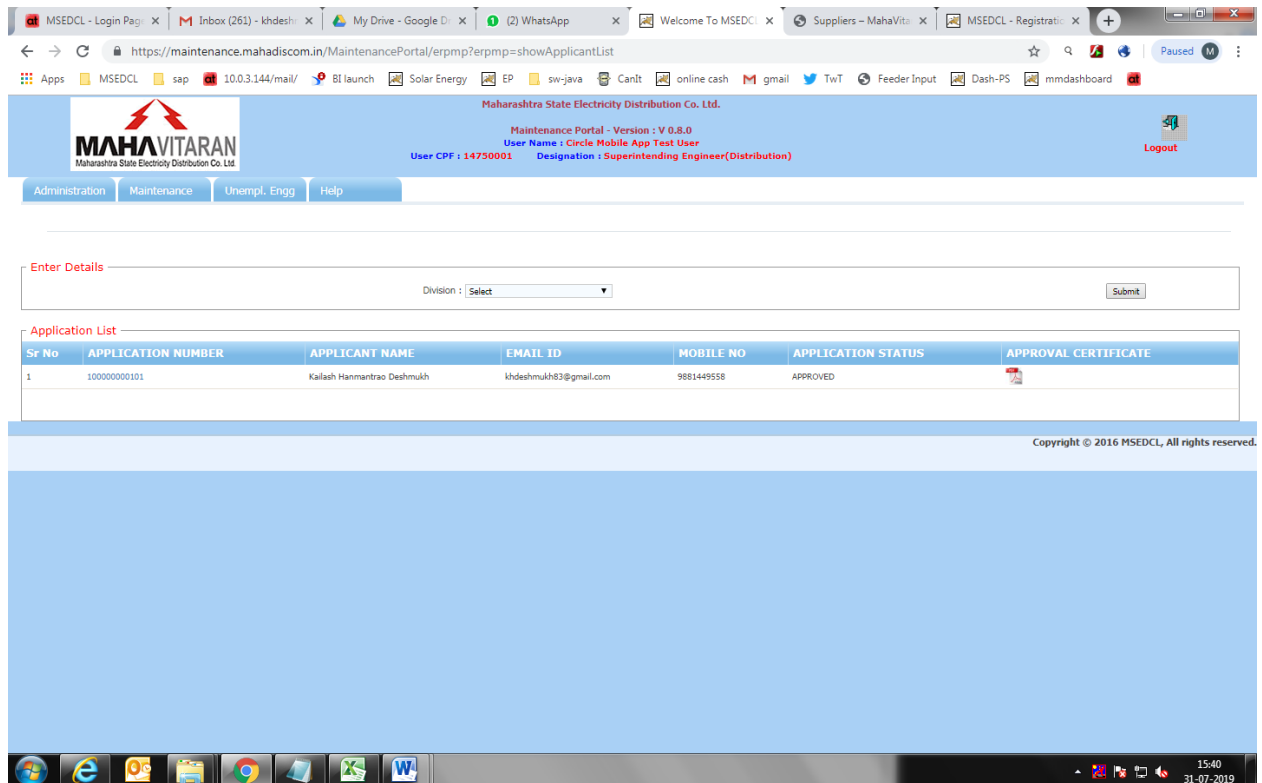
SMS & email notification will be sent to applicant & concerned MSEDCL authority.

### 3. Approval of Application for Registration


Circle In-charge will be able to approve VERIFIED Application for Registration

Click on Unemployed Engineers> Approval of Application option.

Fill in all required details in following screen.



The screenshot shows the MSEDCL Maintenance Portal interface. The header includes the MAHAVITARAN logo and user details: User Name: Circle Mobile App Test User, Designation: Superintending Engineer(Distribution). The main content area features a 'Enter Details' section with a 'Division' dropdown menu and a 'Submit' button. Below this is an 'Application List' table with the following data:

Sr No	APPLICATION NUMBER	APPLICANT NAME	EMAIL ID	MOBILE NO	APPLICATION STATUS	APPROVAL CERTIFICATE
1	10000000101	Kalash Hanmantrao Deshmukh	khdeshmukh83@gmail.com	9881449558	APPROVED	

1. Select Division
2. Click on Search button

Click on Application Number link

Fill in all required details in following screen.

Whether enlisted in the department or any other organization. If so, State the category and endorse copy of certificate. : \*

Class of Registration :

व्यवसायाची जागा (Place of Business) :

**बँकेची माहिती (Bank Details)**

बँकेचे नाव (Bank Name) : \* शाखा (Branch) : \*

बँक खाते क्रमांक (Bank Account No.) : \* IFSC Code : \*

**Verification Check List(For Registration as Electrical Contractor of Class B1)**

1) a) Already registered as Electrical Contractor?	Yes		
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7) Valid Domicile certificate has been submitted?			
8) Muster of essential manpower has been submitted?	Yes		
9) List of T&P has been submitted?			
10) Aadhar card/Ration card as proof of residence of Concerned District has been submitted? :	Yes		
11) Employment Exchange Registration certificate has been submitted? :	Yes		
12) PAN card has been submitted? :	Yes		
13) Electrical Contractor License certificate has been submitted?			
14) Applicant passed (Diploma/Degree)Electrical engineering within 10 years of registration are applicable to register. This eligibility has been fulfilled? :	No		

Approval/Rejection Remark :

Approval/Rejection Remark :

Approve

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31-07-2019

1. Confirm details of submitted by applicant
2. Select / Confirm Yes/ No for each document after checking uploaded document
3. Select Rejection Reason

Click on Approve/ Reject button

SMS & email notification will be sent to applicant & concerned MSEDCL authority.

Click on PDF icon under Approval Certificate to download Approval Letter

#### 4. Payment of Registration Fee of Application for Registration

Click on Track Application Status link

Enter Application Resignation ID

Click on Search button

Click on Proceed to Payment button

अर्जाची सद्यस्थिती (Current Status)

: **APPROVED**

भरणा करावयाची रक्कम(Amount to be Paid)

Registration Fee : Rs. 17,700 (15,000 +  
GST(18%) 2,700 )

: **17700.0**

**Proceed to Payment**

Click on Pay Now button

Amount to be Paid : **17700.0**

Conditions for Online Payment:

1. International cards are blocked for paying MSEDCL charges.
2. Please note that a convenience fee i.e. Gateway charges levied by Master/Visa/others will be applicable for credit card exceeding Rs. 500. Gateway charges are waived Off for Net Banking , Debit card , UPI, Digital Wallet & Cash Card payments.
3. To avoid fraudulent transaction, it is recommended not to reveal details of your card to anybody; make payment yourself without going through any channels/agents.
4. Do not open multiple payment windows simultaneously. For multiple consumer numbers, make payments one at a time.

I agree to the above conditions for Online Payment.

**Pay Now**

**Cancel**

Select Payment Mode

Click on Submit button

You have selected to pay **Rs. 17700.0** to MSEDCL as **Registration Fee**

Please note that a convenience fee will be applicable for credit card payments exceeding Rs. 500  
No extra charges for Net banking, Debit card, UPI, Digital Wallet & cash card transactions.

Please click on the appropriate payment mode that you wish to pay with:

Internet Banking	Please select your bank and click on "Submit": <input type="text"/> Select one...
Credit Cards	
Debit Cards	
Digital Wallets	
Cash Cards	
UPI	

**Submit**

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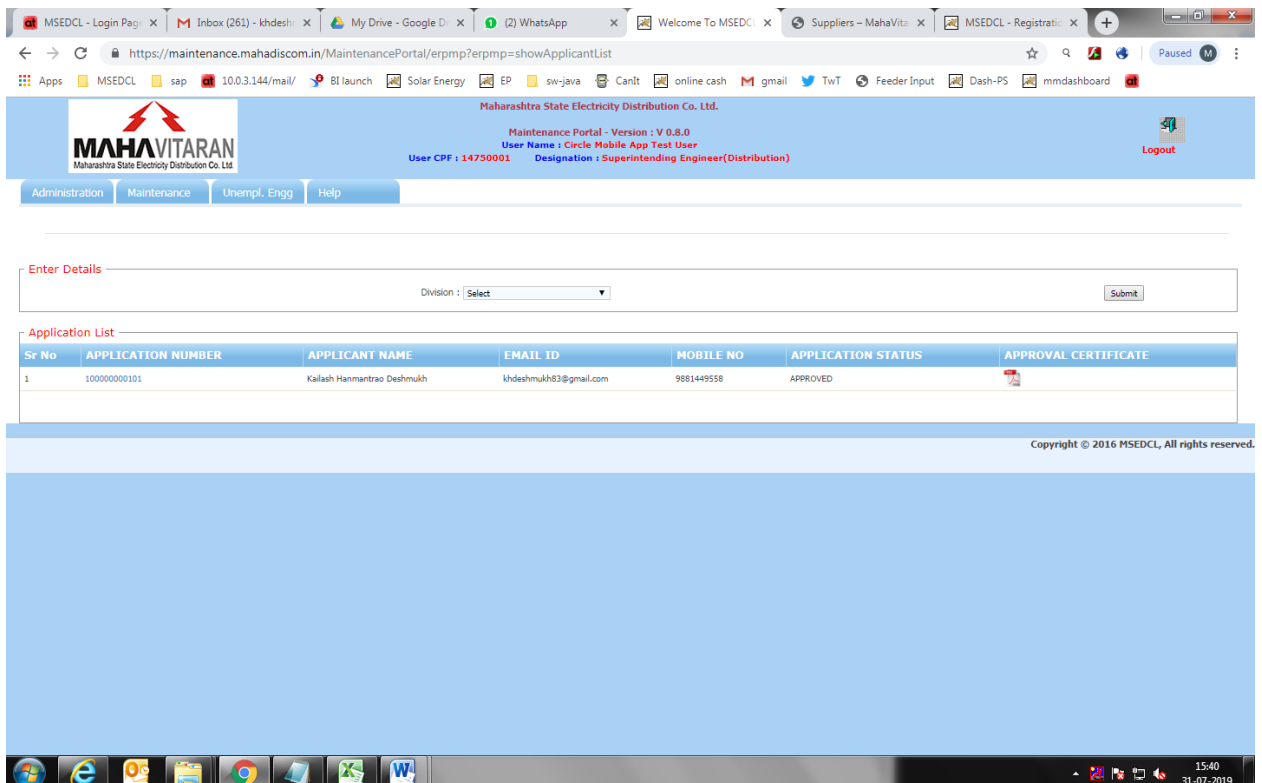
Notification through email & SMS will be sent to Applicant & through email to Superintending Engineer of Circle.

**5. Creation of Certificate of Registration as Contractor**

Circle In-charge will be able to create Certificate of Registration as Contractor

Click on Unemployed Engineers > Creation of Registration Certificate option.

Fill in all required details in following screen.



1. Select Division
2. Click on Search button

Click on PDF icon under Registration Certificate to download Certificate of Registration as Contractor

SMS & email notification will be sent to applicant & concerned MSEDCL authority.

## **6. Creation of Reports**

Employee will create report

Click on Reports > Unemployed Engineers > Count of Status wise Applications Report option.  
Report will be downloaded in excel file format.

Employee will be able to create report

Click on Reports > Unemployed Engineers option.

Fill in all required details in following screen.

1. Select Region
2. Select Zone
3. Select Circle
4. Select Division
5. Select Subdivision
6. Select From Date
7. Select To Date
8. Select Report Type <Abstract/ List>  
Click on Create Report button

## **7. Documents**

**7.1. Click on Application Guidelines link on Login screen**

**7.2. Click on User Manual for Unemployed Engineers link on Login screen**

**7.3. Guideline Documents**

Click on Help > Guideline Documents > Application Guidelines

Click on Help > Guideline Documents > Unemployed Engineers option

Execution of R&M works and utilisation of funds

**7.4. Tender Documents (SBD)**

Click on Help > Tender Documents (SBD) > Unemployed Engineers option

Standard Bid Tender Document, Draft copy of LoI for Empanelment & Contract Agreement.

**7.5. Process Flow**

Click on Help > Process Flow > Unemployed Engineers option

**7.6. User Manual**

Click on Help > User Manual > Unemployed Engineers option

## **8. Abbreviations**

**8.1. MSEDCL = Maharashtra State Electricity Distribution Company Limited**

**8.2. LoE = Letter of Intent for Empanelment**

**8.3. LoA = Letter of Award**



- 8.4. MO = Maintenance Order**
- 8.5. PO = Purchase Order**
- 8.6. WO = Work Order**
- 8.7. FO = Framework Order**
- 8.8. SES = Service Entry Sheet**
- 8.9. PT = Partial Trunking**
- 8.10. FT = Full Turnkey**
- 8.11. JMC = Joint Measurement Certificate**
- 8.12. EMD = Earnest Money Deposit**
- 8.13. PSD = Performance Security Deposit**
- 8.14. GST = Goods & Service Tax**
- 8.15. PM = Preventive Maintenance**
- 8.16. BM = Breakdown Maintenance**
- 8.17. DDF = Dedicated Distribution Facility**
- 8.18. NDDF = Non-Dedicated Distribution Facility**
- 8.19. SS = Substation**
- 8.20. DTC = Distribution Transformer Centre**
- 8.21. DT = Distribution Transformer**
- 8.22. PT = Distribution Transformer**
- 8.23. HT = High Tension**
- 8.24. LT = Low Tension**
- 8.25. UEE = Unemployed Electrical Engineer**

## **9. Application Support**

For any Suggestions/ Queries/ Problems, please contact Works Portal support team on email ID [maintenance\\_support@mahadiscom.in](mailto:maintenance_support@mahadiscom.in)

Please read **Application Guidelines, Process Flow & User Manuals** before contacting Works Portal support team.