

Rajasthan Urja Vikas & IT Serviced Limited, RUVITL

User Manual for Bill Verification System

June 2026

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1. Introduction

Rajasthan Urja Vikas and IT Services Limited (RUVITL) is responsible for managing procurement and sale of electricity and ensure availability of electricity for Distribution Companies in the State of Rajasthan on short term, medium term and long-term basis.

Currently, energy and associated bills received from various inter-state and intra-state generating companies are manually verified and processed by RUVITL before being shared with the respective Discoms. The bill settlement process, including compilation and verification of billing data from multiple generating companies, is largely manual, resulting in considerable time and effort in bill processing and reconciliation.

In the process, Rajasthan Urja Vikas and IT Services Limited (RUVITL) has implemented an online Bill Management and Payment Prioritization System to streamline the submission, verification, and processing of monthly bills received from various generating companies. The system aims to replace the existing manual bill submission process with a secure, transparent, and efficient digital platform.

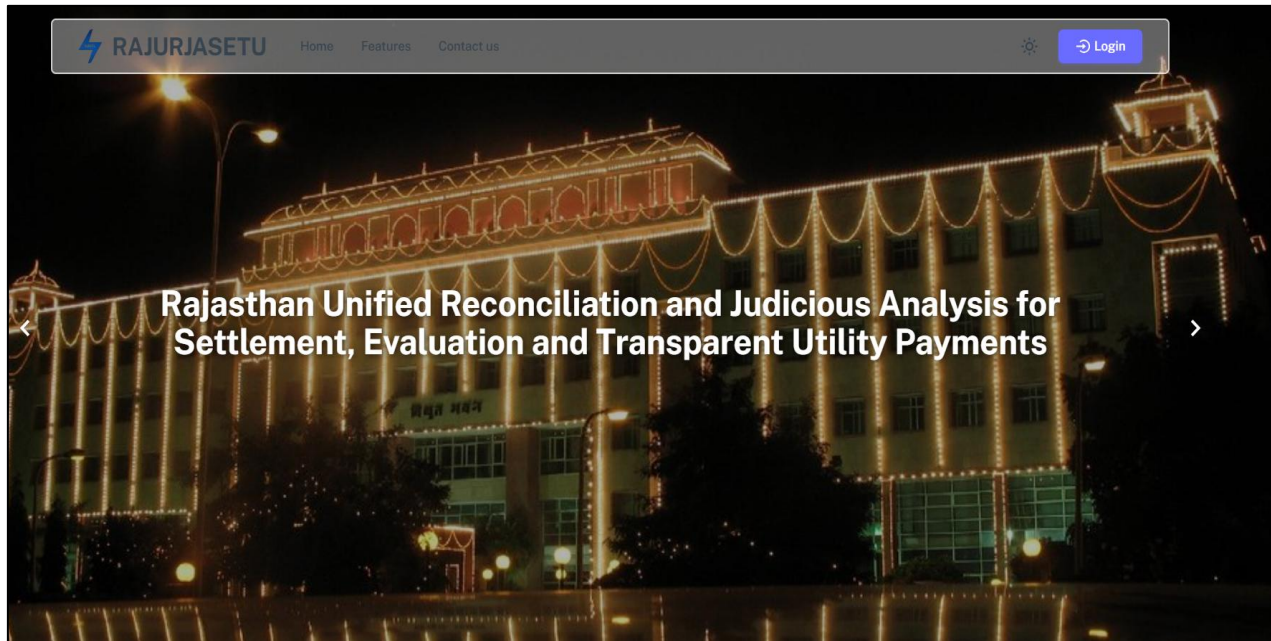
Through this portal, authorized representatives of generating companies can submit monthly energy and associated bills, upload supporting documents, track the status of submitted bills, and respond to observations or queries raised during the verification process. The system facilitates timely exchange of information between generating companies and RUVITL, thereby reducing manual effort, improving data accuracy, and enabling faster bill processing.

This User Manual has been prepared to assist generating companies in understanding and using the portal for monthly bill submission. It provides step-by-step guidance on accessing the system, submitting bills, uploading supporting documents, monitoring bill status, and managing bill-related communications with RUVITL.

Users are advised to carefully follow the instructions provided in this manual to ensure smooth and timely submission of bills through the portal.

2. Log In to RAJURJASETU Portal

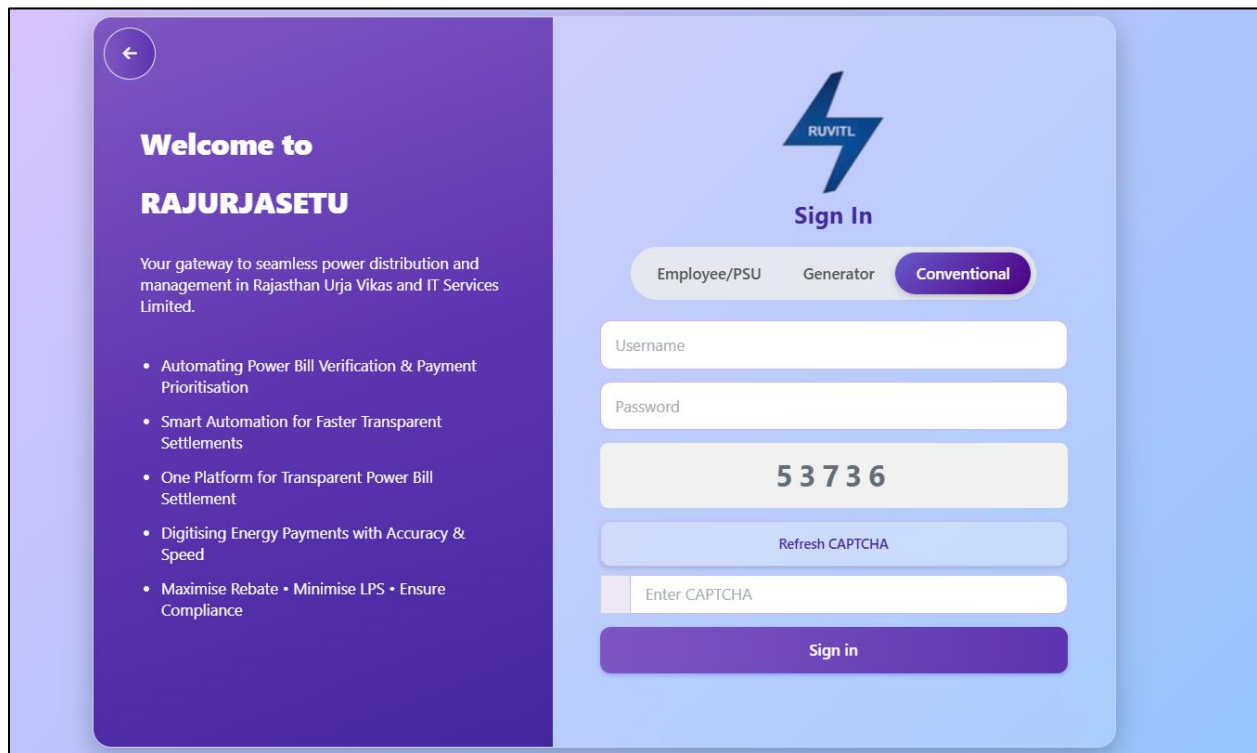
Step 1: On Entering URL: <https://rajurjasetu.rajasthan.gov.in/> user shall see the Log in screen.



Step 2: Click on the Login for redirecting the user for user authentication process. The user shall view the following page.

The screenshot shows the Sign In page of the RAJURJASETU portal. On the left, a purple sidebar contains the text "Welcome to RAJURJASETU" and a description: "Your gateway to seamless power distribution and management in Rajasthan Urja Vikas and IT Services Limited." Below this, there is a list of features: Automating Power Bill Verification & Payment Prioritisation, Smart Automation for Faster Transparent Settlements, One Platform for Transparent Power Bill Settlement, Digitising Energy Payments with Accuracy & Speed, and Maximise Rebate • Minimise LPS • Ensure Compliance. On the right, the main content area has a light blue background. It features the RUVITL logo and the text "Sign In". Below this, there are three tabs: Employee/PSU (selected), Generator, and Conventional. The login form includes fields for Username and Password, a CAPTCHA image showing the number 53736, a Refresh CAPTCHA button, a field to Enter CAPTCHA, and a Send OTP button.

Step 3: Click on conventional. The following page shall open



The image shows a 'Sign In' page for RUVITL. On the left, a purple sidebar contains a welcome message and a list of features. On the right, a light blue panel contains the login form. The form includes a 'Sign In' header with a lightning bolt logo, three tabs ('Employee/PSU', 'Generator', 'Conventional'), input fields for 'Username' and 'Password', a CAPTCHA section with a numeric display '53736' and a 'Refresh CAPTCHA' button, and a 'Sign in' button.

Welcome to
RAJURJASETU

Your gateway to seamless power distribution and management in Rajasthan Urja Vikas and IT Services Limited.

- Automating Power Bill Verification & Payment Prioritisation
- Smart Automation for Faster Transparent Settlements
- One Platform for Transparent Power Bill Settlement
- Digitising Energy Payments with Accuracy & Speed
- Maximise Rebate • Minimise LPS • Ensure Compliance

Sign In

Employee/PSU Generator **Conventional**

Username

Password

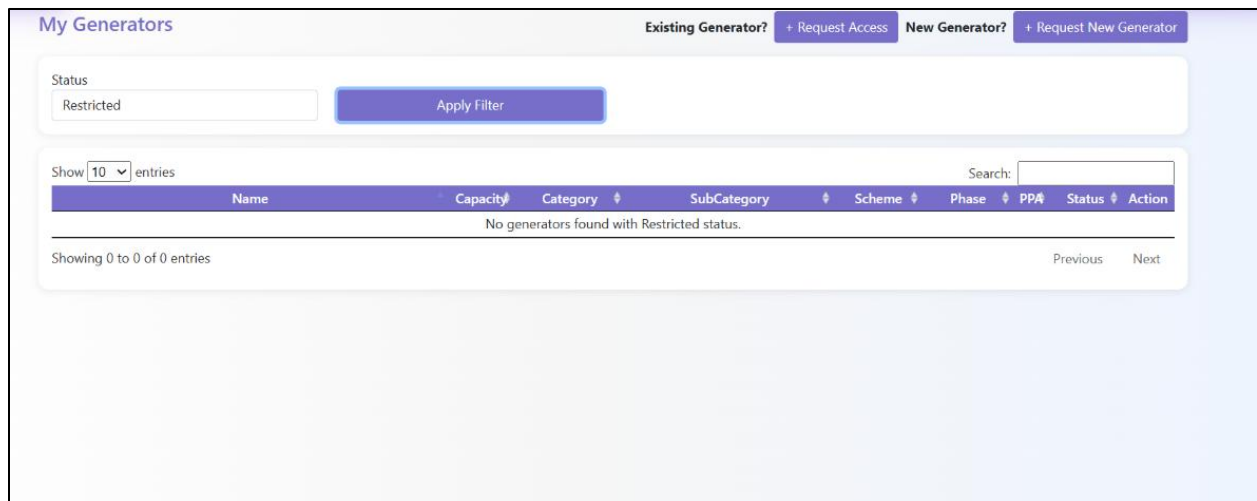
53736

Refresh CAPTCHA

Enter CAPTCHA

Sign in

Step 4: Enter username, Password & captcha and click on sign In. Upon successful log in the user shall be directed to the landing page as shown below.



The image shows the 'My Generators' landing page. It features a header with 'Existing Generator?' and 'New Generator?' links. Below is a filter section with a 'Status' dropdown set to 'Restricted' and an 'Apply Filter' button. A table header is visible with columns: Name, Capacity, Category, SubCategory, Scheme, Phase, PPA, Status, and Action. A message states 'No generators found with Restricted status.' and 'Showing 0 to 0 of 0 entries'.

My Generators

Existing Generator? + Request Access New Generator? + Request New Generator

Status
Restricted Apply Filter

Show 10 entries Search:

Name	Capacity	Category	SubCategory	Scheme	Phase	PPA	Status	Action
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No generators found with Restricted status.

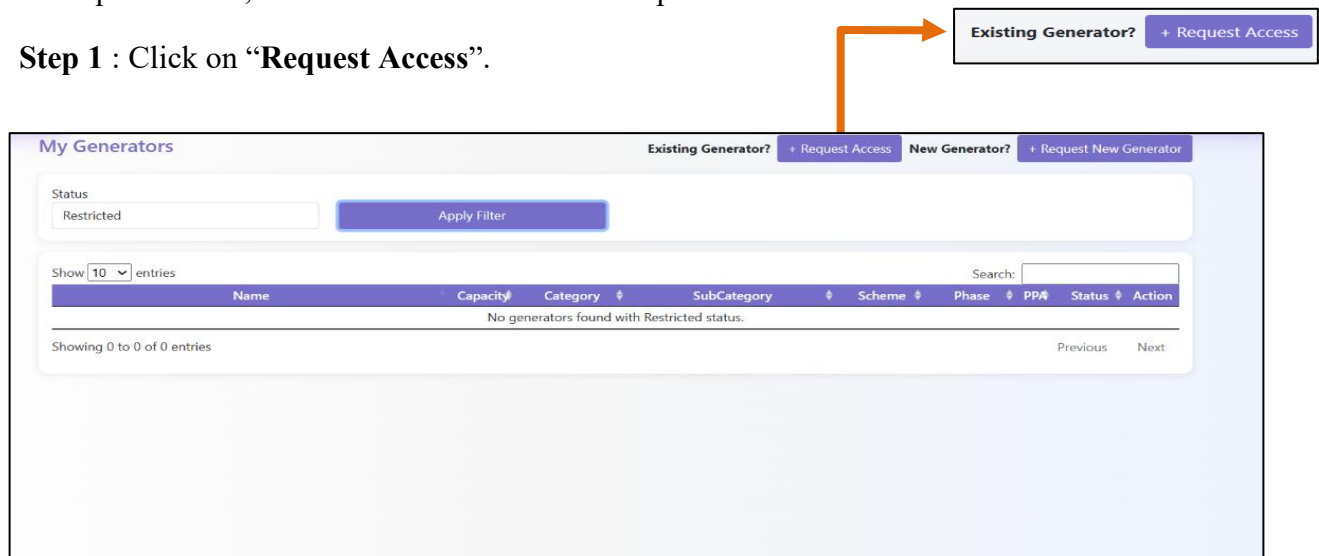
Showing 0 to 0 of 0 entries Previous Next

3. Generator Access (Existing Generators)

The user must obtain access to the respective generator account details before performing any billing-related activities in the system. To request access, the user is required to submit an access request to RUVITL through the prescribed process. The request will be reviewed and approved by the authorized RUVITL officials. The same shall be notified through their registered Mail ID. Upon successful approval, the user will be granted access to the approved list of generators mapped with their user account. The user can now log in to the portal, view the generator details, and submit monthly bills along with the required supporting documents for verification and processing by RUVITL.

To request access, the user needs to follow the steps outlined below.

Step 1 : Click on “Request Access”.



Step 2: The following page will open.

The 'Request Access' modal is displayed over the 'My Generators' page. It contains the following fields and sections:

- Category:** Select Category (dropdown)
- Subcategory:** Select Subcategory (dropdown)
- Generator:** Select Generator (dropdown)
- PPA Document:** Choose Files (button) | No file chosen
- Commissioning Report:** Choose Files (button) | No file chosen
- Supporting Document:** Choose Files (button) | No file chosen
- Last Bill:** Choose Files (button) | No file chosen
- Authorization Letter:** Choose Files (button) | No file chosen

At the bottom, there is a note: 'Upload supporting documents to justify your access request.' and two buttons: 'Cancel' and 'Submit'.

Step 3: User shall fill the following details as mentioned in the above screenshot.

Generator Details

- Category – Select the generator category from the dropdown list.
- Subcategory – Select the applicable generator subcategory.
- Generator – Choose the generator for which access is being requested.[PPA Details](#)

Mandatory Document upload

User shall upload the following mandatory documents.

- Last generated Monthly Bill: (File shall be in PDF format and size shall be < 5 MB)
- PPA Document: (File shall be in PDF format and size shall be < 50 MB)
- Commissioning Report: (File shall be in PDF format and size shall be < 5 MB)
- Authorization Letter: (File shall be in PDF format and size shall be < 5 MB)
- Supporting Document (Optional): (File shall be in PDF format and size shall be < 5 MB)

To upload documents user shall follow the following process:

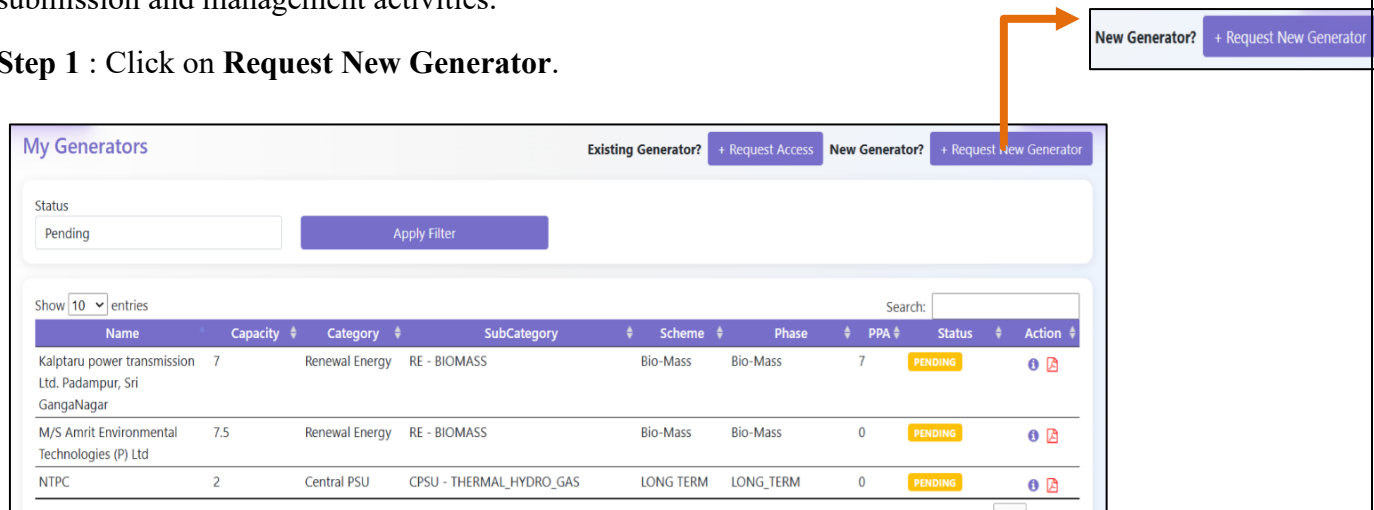
1. Click the **Choose File** button corresponding to the document type.
2. Browse and select the required file from your local system.
3. The selected file will be uploaded to the server and the name will be displayed beside the choose file button, confirming that the document has been attached successfully.
4. Repeat the process for all mandatory supporting documents and click on Save.

Note: The Request Access and Request New Generator Access is not Mandatory for conventional Generators

4. New Generator Request

The Request New Generator page enables users to register a new generator in the system and request access for bill submission and other related activities. The request is submitted to RUVITL for review and approval. Upon approval, the generator is added to the user's account, allowing bill submission and management activities.

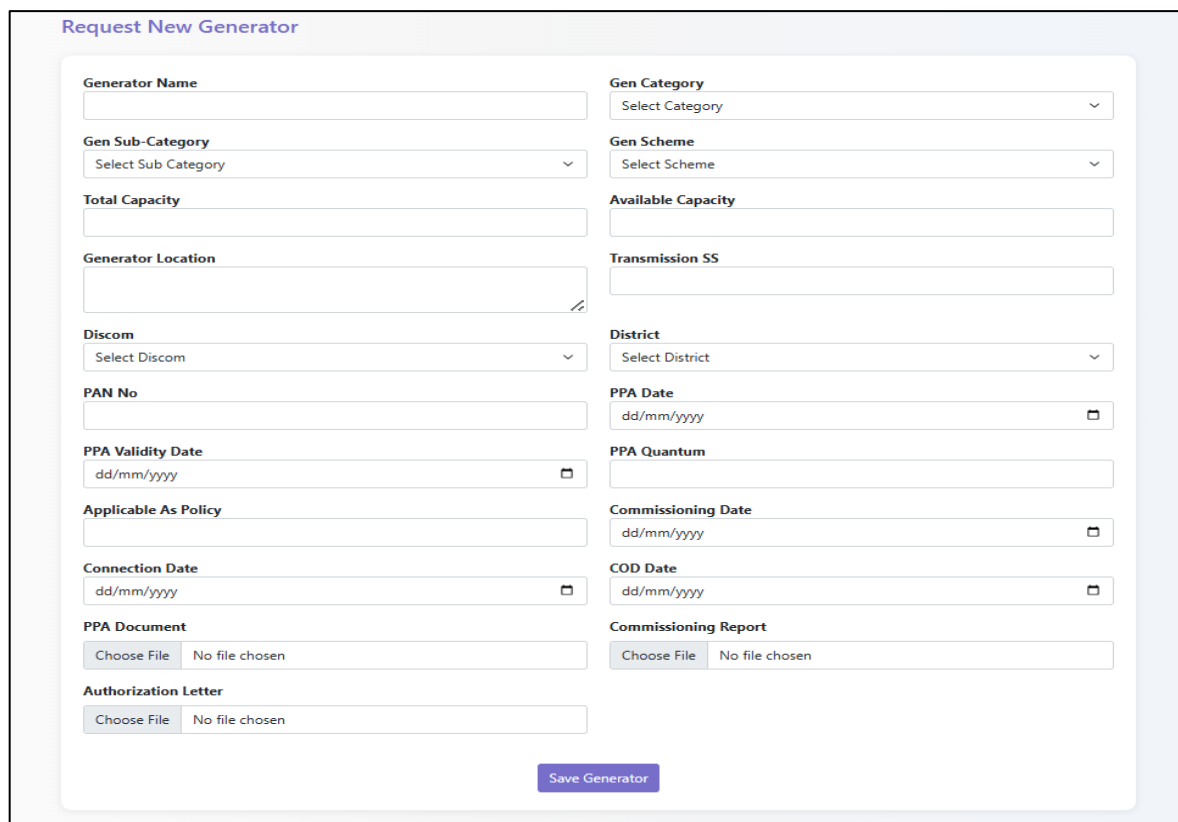
Step 1 : Click on **Request New Generator**.



The screenshot shows the 'My Generators' page. At the top, there are two tabs: 'Existing Generator?' and 'New Generator?'. The 'New Generator?' tab is active, and a button labeled '+ Request New Generator' is visible. Below the tabs, there is a search bar and a table of generators. The table has columns for Name, Capacity, Category, SubCategory, Scheme, Phase, PPA, Status, and Action. Three generators are listed: Kalptaru power transmission Ltd. Padampur, Sri GangaNagar; M/S Amrit Environmental Technologies (P) Ltd; and NTPC. All three are in 'PENDING' status. An orange arrow points from the '+ Request New Generator' button to the 'New Generator?' tab.

Name	Capacity	Category	SubCategory	Scheme	Phase	PPA	Status	Action
Kalptaru power transmission Ltd. Padampur, Sri GangaNagar	7	Renewal Energy	RE - BIOMASS	Bio-Mass	Bio-Mass	7	PENDING	i A
M/S Amrit Environmental Technologies (P) Ltd	7.5	Renewal Energy	RE - BIOMASS	Bio-Mass	Bio-Mass	0	PENDING	i A
NTPC	2	Central PSU	CPSU - THERMAL_HYDRO_GAS	LONG TERM	LONG_TERM	0	PENDING	i A

Step 2: The following screen shall open.



The screenshot shows the 'Request New Generator' form. It contains various input fields for generator details, including Name, Sub-Category, Capacity, Location, Discom, PAN No, PPA Date, PPA Validity Date, Applicable As Policy, Connection Date, PPA Document, Authorization Letter, Gen Category, Gen Scheme, Available Capacity, Transmission SS, District, PPA Date, PPA Quantum, Commissioning Date, COD Date, Commissioning Report, and a 'Save Generator' button.

Generator Name	Gen Category
	Select Category

Gen Sub-Category	Gen Scheme
Select Sub Category	Select Scheme

Total Capacity	Available Capacity

Generator Location	Transmission SS

Discom	District
Select Discom	Select District

PAN No	PPA Date
	dd/mm/yyyy

PPA Validity Date	PPA Quantum
dd/mm/yyyy	

Applicable As Policy	Commissioning Date
	dd/mm/yyyy

Connection Date	COD Date
dd/mm/yyyy	dd/mm/yyyy

PPA Document	Commissioning Report
Choose File No file chosen	Choose File No file chosen

Authorization Letter
Choose File No file chosen

Save Generator

Step 3: User shall fill the following details as mentioned the above image.

Generator Details

- Generator Name – Enter the name of the generating station/company.
- Gen Category – Select the generator category from the dropdown list.
- Gen Sub-Category – Select the applicable sub-category.
- Gen Scheme – Select the relevant scheme.
- Total Capacity – Enter the total installed capacity of the generator.
- Available Capacity – Enter the available generation capacity.
- Generator Location – Enter the complete location/address of the generator.
- Transmission SS – Enter the associated transmission substation details.

Administrative Details

- Discom – Select the associated Distribution Company.
- District – Select the district where the generator is located.
- PAN No – Enter the PAN number of the generating company.

PPA Details

- PPA Date – Select the effective date of the PPA.
- PPA Validity Date – Select the validity/end date of the PPA.
- PPA Quantum – Enter the contracted quantum/capacity under the PPA.
- Applicable As Policy – Enter the applicable policy or regulatory provision.

Project Milestones Dates

- Commissioning Date – Date on which the project was commissioned.
- Connection Date – Date of grid connectivity.
- COD Date – Commercial Operation Date (COD) of the project.

Mandatory Document upload

User shall upload the following mandatory document.

- PPA Document: (File shall be in PDF format and size shall be < 50 MB)
- Commissioning Report (File shall be in PDF format and size shall be < 5 MB)
- Authorization Letter (File shall be in PDF format and size shall be < 5 MB)

To upload documents, user shall follow the following:

1. Click the Choose File button corresponding to the document type.
2. Browse and select the required file from your local system.
3. Once selected, the file name will be displayed next to the Choose File button, confirming that the document has been attached successfully.
4. Repeat the process for all mandatory supporting documents.

Note: Upon clicking the **Save** button, the request will be submitted to the relevant RUVITL authorities for review and approval of the New Generator. Users can track the status of their request on the landing page. Once the request is approved by the RUVITL authorities, the generator will be added to the system and access will be given to the Generator User.

5. Generator Bill Submission

The Conventional Bill Entry functionality allows authorized generator users to submit conventional generator bills along with the applicable billing period, commercial details, and supporting bill document for verification by RUVITL.

Step 1: Go to the Menu and click on Create Bill.

Step 2: From the dropdown menu, click on Conventional Bill Entry. The Generator Invoice / Bill Details page will be displayed.

The screenshot shows a web application interface for submitting a generator bill. At the top, there is a navigation bar with a user profile icon and the name 'Amit Kumar'. Below the navigation bar, a dropdown menu is open, showing 'Bill Status' and 'Conventional Bill Entry'. The main form is titled 'Generator Invoice / Bill Details' and is divided into three sections: 'Basic Details', 'Bill Details', and 'Commercial Details'. In the 'Basic Details' section, there are two dropdown menus: 'Discom *' with the placeholder 'Select Discom' and 'Generator *' with the placeholder 'Select Generator'. The 'Bill Details' section contains four date pickers: 'Bill Type *' with a dropdown menu, 'Invoice Date *' with the placeholder 'dd/mm/yyyy', 'Bill From *' with the placeholder 'dd/mm/yyyy', and 'Bill To *' with the placeholder 'dd/mm/yyyy'. The 'Commercial Details' section contains three fields: 'Bill No *' with the placeholder 'ABC1234', 'Total Charges *' with the placeholder 'Total Charges', and a 'Bill *' section with a 'Choose Files' button and the text 'No file chosen'. A 'Submit' button is located at the bottom of the form.

Step 3: Enter/select the following details:

Basic Details

- Discom – Select the applicable Distribution Company.
- Generator – Select the generator for which the bill is being submitted.

Bill Details

- Bill Type – Select the applicable bill type from the dropdown list.
- Invoice Date – Select the invoice/bill generation date.
- Bill From – Select the starting date of the billing period.
- Bill To – Select the ending date of the billing period.

Commercial Details

- Bill No. – Enter the bill/invoice reference number.
- Total Charges – Enter the total amount/charges claimed in the bill.
- Bill – Click on Choose Files and upload the applicable bill document.

Step 4: Review all the entered information and ensure that the correct bill document has been uploaded.

Step 5: Click on Submit to submit the Conventional Bill Entry in the system for further processing/verification by RUVITL.

Note: Fields marked with an asterisk (*) are mandatory and must be completed before submission.