

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.

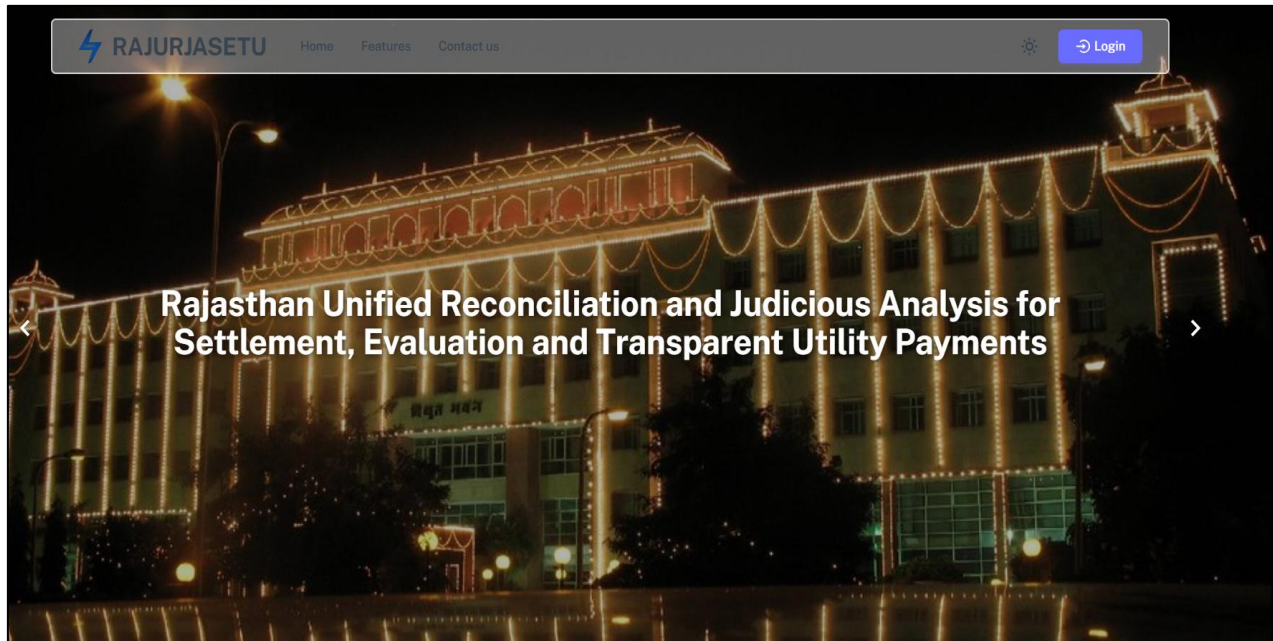
Through this portal, authorized representatives of generating companies can submit monthly energy and associated bills, upload supporting documents, track the status of submitted bills, and respond to observations or queries raised during the verification process. The system facilitates timely exchange 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. Generator Registration

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 system. 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 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". There are two tabs: "Employee" (selected) and "Generator". Below the tabs are input fields for "Username" and "Password". A CAPTCHA image with the number "60174" is displayed. Below the CAPTCHA is a "Refresh CAPTCHA" button. There is also an "Enter CAPTCHA" input field. At the bottom, there are two buttons: "Sign In" and "Login with Biometrics".

Step 3: Click on Generator and then click on “New User? Register as Generator”

←

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

RUVITL

Sign In

Employee **Generator**

Send OTP

New user? Register as Generator

Step 4: The following page shall open

RUVITL

Register

Create your Generator account

Send OTP

Already registered? [Login](#)

Step 5: Fill the following details and click on **Send OTP**

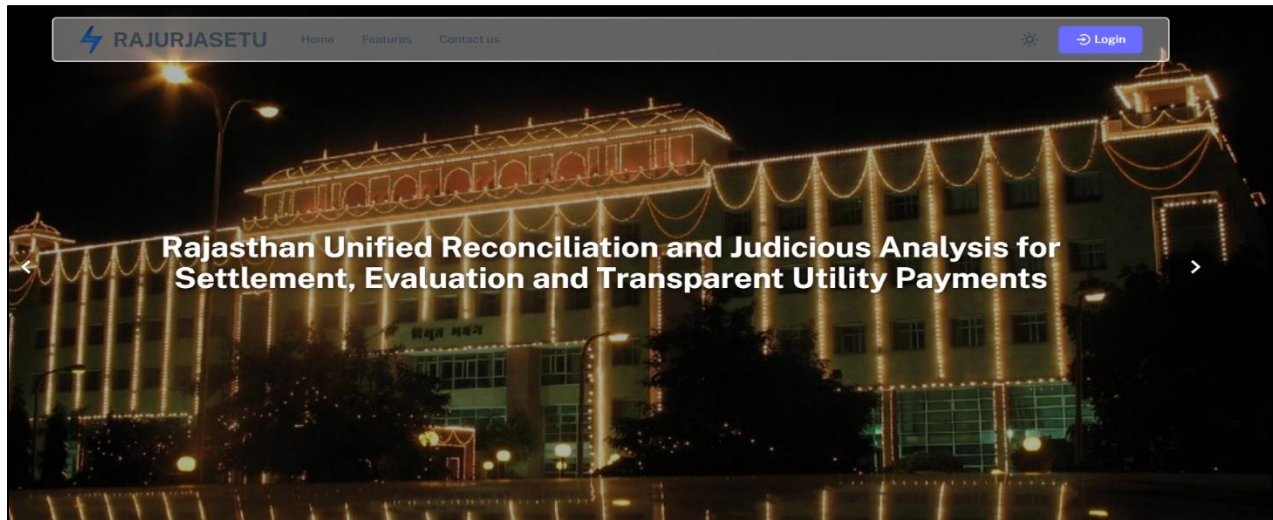
- User Name
- Phone Number
- Mail ID

Step 6: An OTP will be sent to the registered mobile number and email ID. Enter the OTP

Step 7: Upon entering on the OTP, the user will be registered in the system.

3. Generator Sign in (After Completion of Registration Process)

Step 1: On Entering URL: <https://rajurjasetu.rajasthan.gov.in/> user can see the below displayed



screen.

Step 2: Click on the Login button on the top right for directing the user to Log in screen as shown below.

Step 3: Click on Generator. The following screen will be displayed.

The image displays two screenshots of the RUVITL Sign In interface for Generator users. Both screens feature a purple sidebar on the left with the text 'Welcome to RAJURJASETU' and a list of service benefits. The main area on the right is light blue and contains the RUVITL logo, a 'Sign In' heading, and two tabs: 'Employee' and 'Generator' (which is selected).
The top screenshot shows a 'Registered Email Address' input field, a 'Send OTP' button, and a link for 'New user? Register as Generator'.
The bottom screenshot shows the interface after clicking 'Send OTP'. It includes 'Username' and 'Password' input fields, a CAPTCHA display showing the number '60174', a 'Refresh CAPTCHA' button, an 'Enter CAPTCHA' input field, and two buttons: 'Sign In' and 'Login with Biometrics'.

Step 4: Enter the registered mail ID or Mobile No and click on ‘Send OTP’.

- The user shall receive an OTP on the registered mail ID.
- Enter the received OTP in the system. User Shall be directed to the landing page as shown below.

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
No generators found with Restricted status.								

Showing 0 to 0 of 0 entries

Previous Next

4. 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”.

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
No generators found with Restricted status.								

Showing 0 to 0 of 0 entries

Previous Next

Step 2: The following page will open.

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.

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:

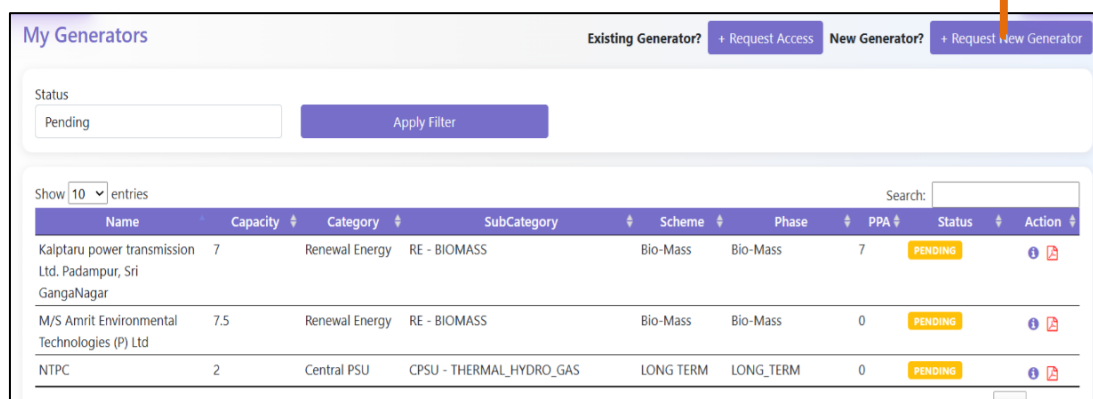
1. Click the **Choose File** button corresponding to the document type.
2. Browse and select the required file from your local system.
3. The selected file will be uploaded to the server and the name will be displayed beside the choose file button, confirming that the document has been attached successfully.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

Note: Upon clicking the Save button, the request will be submitted to the concerned RUVITL authorities for review and approval. Users can track the status of their request on the landing page. Once the request is approved by the RUVITL authorities, access to the generator will be granted.

5. 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' interface. At the top, there are two tabs: 'Existing Generator?' and 'New Generator?'. The 'New Generator?' tab is active, and a callout box points to a '+ Request New Generator' button. 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, all with a 'PENDING' status.

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 x
M/S Amrit Environmental Technologies (P) Ltd	7.5	Renewal Energy	RE - BIOMASS	Bio-Mass	Bio-Mass	0	PENDING	i x
NTPC	2	Central PSU	CPSU - THERMAL_HYDRO_GAS	LONG TERM	LONG_TERM	0	PENDING	i x

Step 2: The following screen shall open.

Request New Generator

Generator Name 	Gen Category Select Category
Gen Sub-Category Select Sub Category	Gen Scheme Select Scheme
Total Capacity 	Available Capacity
Generator Location 	Transmission SS
Discom Select Discom	District Select District
PAN No 	PPA Date dd/mm/yyyy
PPA Validity Date dd/mm/yyyy	PPA Quantum
Applicable As Policy 	Commissioning Date dd/mm/yyyy
Connection Date dd/mm/yyyy	COD Date dd/mm/yyyy
PPA Document Choose File No file chosen	Commissioning Report Choose File No file chosen
Authorization Letter Choose File No file chosen	

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.*

6. Generator Bill Submission

The Generator Bill Submission module allows authorized users to submit monthly bills for their respective generators through the portal. Users can enter bill details, upload the required supporting documents, and submit the bill for verification by RUVITL. This section of the user manual provides step-by-step instructions for creating, reviewing, and submitting generator bills, as well as tracking the status of submitted bills within the system.

Step 1: Log in to the RAJURJASETU portal through OTP authentication.

Step 2: Navigate to the Menu, select Bill, and then click on Bill Entry. The following page will be displayed..

Billing Details

Enter Invoice / Bill Details

Fill-in Information in relevant fields and submit

Select Discom * Select Generator *

Select Transaction Type * Bill Type *

Energy Month * Bill Month *

Bill Date * ☐ Select Meter Reading Type *

Energy Details Input

Reactive Energy

Export Lead Import Lead

Export Lag Import Lag

Reactive Energy (Lead) Reactive Energy (Lag)

Energy Export (E) * Energy Import (F) *

Adjustment Energy Export * Adjustment Energy Import *

Net Energy * kVARh Unit *

Other Charge (Rs.)

Bill No. Claimed By RPG

Attach PDF(s)
 Select one/multiple PDFs, then click the same button again to add more. Use Remove to delete any file before upload.
 No file selected.

Step 3: Enter the following details

Enter Invoice / Bill Details section:

- Select Discom – Select the applicable Distribution Company from the dropdown list.
- Select Generator – Select the generator for which the bill is being submitted.
- Select Transaction Type – Select the applicable transaction type, such as Debit/Credit.
- Bill Type – Select the applicable bill type.
- Energy Month – Select the month for which the energy has been supplied.
- Bill Month – Select the applicable billing month.
- Bill Date – Enter/select the bill generation date.
- Select Meter Reading Type – Select the applicable meter reading type

Enter Reactive Energy Details

Enter the applicable reactive energy readings:

- Export Lead – Enter the export lead reading.
- Import Lead – Enter the import lead reading.
- Export Lag – Enter the export lag reading.
- Import Lag – Enter the import lag reading.
- Reactive Energy (Lead) – The applicable reactive energy lead value is populated/calculated based on the entered readings.
- Reactive Energy (Lag) – The applicable reactive energy lag value is populated/calculated based on the entered readings.

Enter Energy Details

Enter the following energy information:

- Energy Export (E) – Enter the total energy exported by the generator.
- Energy Import (F) – Enter the total energy imported.
- Adjustment Energy Export – Enter the applicable export energy adjustment, if any. Enter 0 where no adjustment is applicable.
- Adjustment Energy Import – Enter the applicable import energy adjustment, if any. Enter 0 where no adjustment is applicable.
- Net Energy – The system calculates/populates the net energy based on the entered energy values and applicable MF.
- kVARh Unit – The applicable reactive energy unit is displayed.
- Other Charge (Rs.) – Enter any additional charges applicable to the bill. Enter 0 where no additional charge is applicable.

Enter Bill & Claim Details

- Bill No. – Enter the bill/invoice reference number.
- Claimed By RPG – Enter the amount claimed by the RPG, wherever applicable.

Step 4: Upload Supporting Documents

Click on Choose Files under Attach PDF(s) and select the applicable supporting PDF document(s).

Multiple PDF files can be attached. After selecting one file, click the same file selection option again to add additional documents. An uploaded file can also be removed before final submission.

Step 5: Save the Bill

After entering all the applicable details and attaching the required documents, review the information and select the appropriate option:

- Save – Click Save to save/submit the entered bill details for further processing.
- Save as Draft – Click Save as Draft if the bill is incomplete and needs to be completed or reviewed later.

Note: Fields marked with an asterisk (*) are mandatory. Users should verify the generator, billing period, meter readings, energy values, bill details, and upload supporting documents before saving the bill.

JMR Entry

Upon selection of the Meter reading type the user need to select the any one of the following

- Main Meter
- Check Meter
- Main and Check meter
- Stand By Meter
- Meter Roll Over

Upon selection of any one of the above-mentioned categories the JMR section will be populated. The user shall need to fill the final reading for both active and reactive energy.

Enter Invoice / Bill Details

Fill-in information in relevant fields and submit

Select Discom * Select Generator *

Select Transaction Type * Bill Type *

Energy Month * Bill Month *

Bill Date * Select Meter Reading Type *

Energy Details Input

Final Reading (EXP) B Initial Reading (EXP) A

Final Reading (IMP) D Initial Reading (IMP) C

MF **If any changes are made to the MF, kindly upload the supporting document. Missing supporting documents may result in the bill being rejected.

Reactive Energy

Reactive Energy (Lead) Reactive Energy (Lag)

Energy Export (E) * Energy Import (F) *

Adjustment Energy Export * Adjustment Energy Import *

Net Energy * kVARh Unit *

Other Charge (Rs.) *

Bill No. Claimed By RPG

Save

The user can modify the MF value by clicking the Edit icon corresponding to the MD field. Similarly, to change the MF value, the user must click the Edit icon and upload the relevant JMR Report along with supporting documents as justification for the modification. The request for MF change can be submitted only after the required documents have been uploaded successfully.

