



BUREAU OF ENERGY EFFICIENCY

Ministry of Power, Government of India

User Manual

for

**Star Rating Scheme For
Commercial Buildings**

&

**Shunya Labelling Scheme
For Net Zero And
Net Positive Buildings**



Bureau of Energy Efficiency

4th Floor, Sewa Bhawan

R. K. Puram, New Delhi - 110066 (INDIA)



1. About this Document

The purpose of this document is to provide a comprehensive guide for designated users on how to effectively utilize the portal.

1.1 Intended Audience

This document is intended for the following list of users.

1. Building Owner (BO)
2. BEE
3. IAME/TPA
4. Plaque Fabricator

2. Landing Page

A comprehensive software solution designed to facilitate efficient and accurate labeling of data. This user manual provides detailed instructions on navigating and utilizing the landing page of the portal.

2.1 Accessing the Landing Page:

1. Open a web browser (recommended: Google Chrome, Mozilla Firefox).
2. Enter the URL i.e., <http://bee-shunyalabel.aksamity.com/> in the address bar.
3. Press Enter to load the landing page.

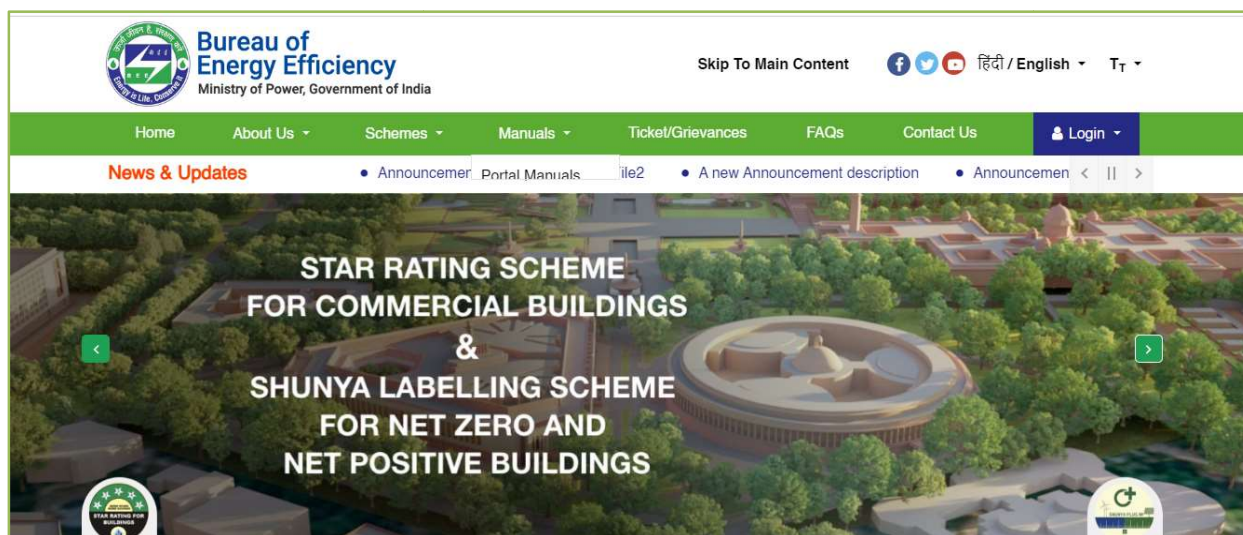


Figure 1: Landing Page

3. New Building Owner Registration Process

This section explains the registration process for a new Building Owner with the Shunya Labelling Portal. Below given are the detailed steps to perform this operation.

1. Open the portal by clicking on the link (<http://bee-shunya-label.aksamity.com/>)
2. Clicking on **Login** drop-down will display the designated user login options & click on **BO Login/Sign Up**.

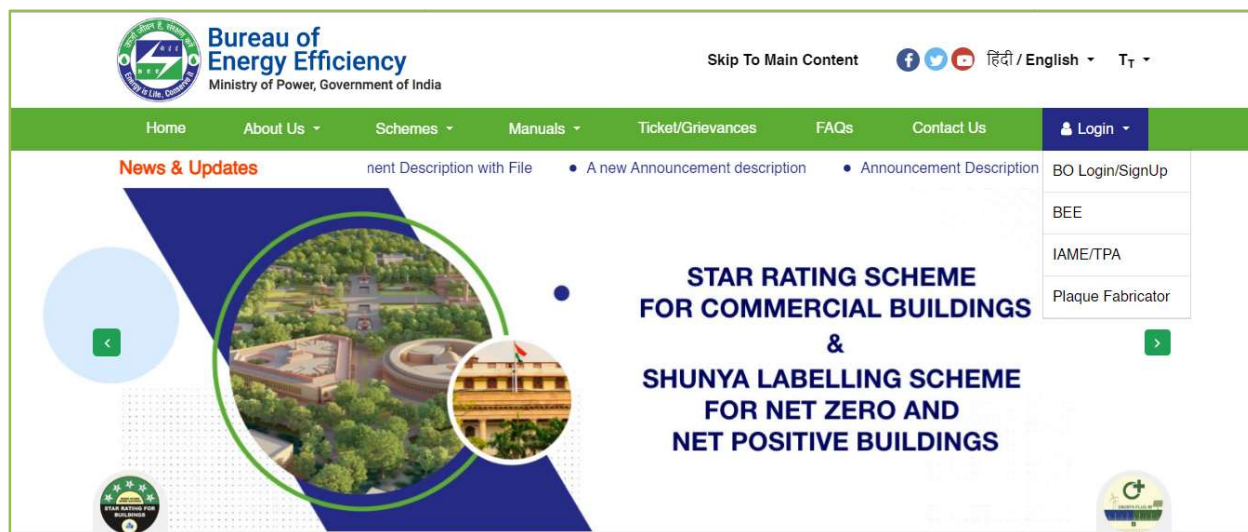


Figure 2: Login

3. The system redirects the user to login page. Click on the **Register** link to proceed for the registration.
4. Fill all the required fields along with upload the ID proof & click on **Registration** button.

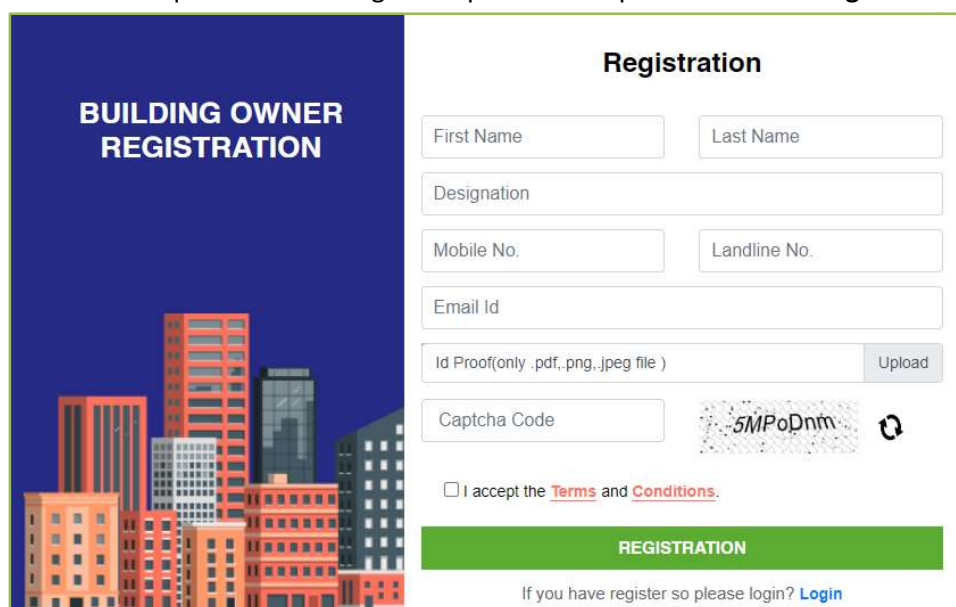


Figure 3: Building Owner Registration

5. A Successful Registration page will appears as shown in below image and system will send a verification link on registered email ID.

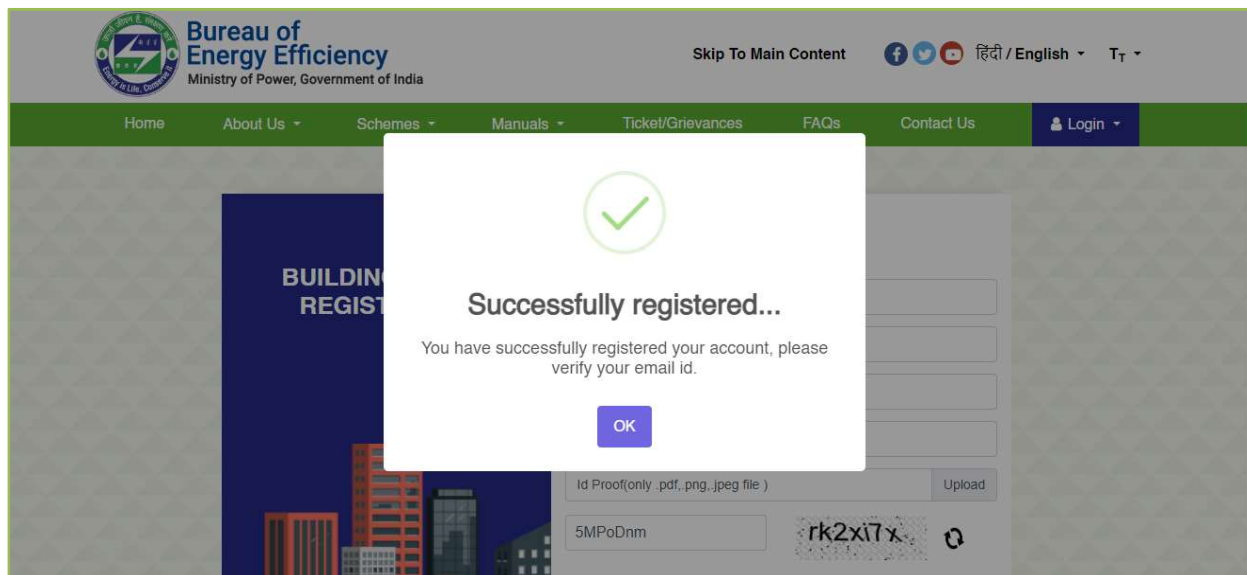


Figure 4: Registration Success Page

6. On successful verification user will get an auto-generated username & password to login into the portal.

4. Initial Login Process

This section explains the first-time log in process of designated users.

1. Open portal by clicking the link (<http://bee-shunyalabel.aksamity.com/>).
(Landing page of the website appears).
2. Clicking on Login drop-down will display the designated user login option & click on desired user login type.
3. Enter the User ID/Registered Email ID and Password which is received via email and enter the Captcha. Then click on Login button as shown in below image.
4. The system will redirect the user on the respective dashboard.

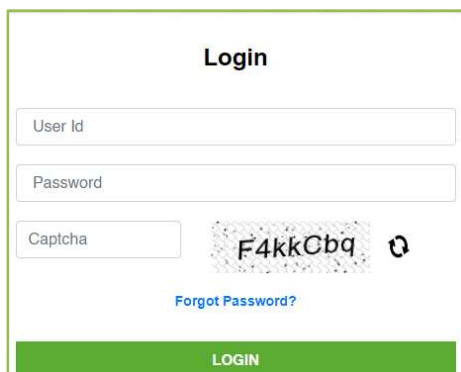


Figure 5: Login Page

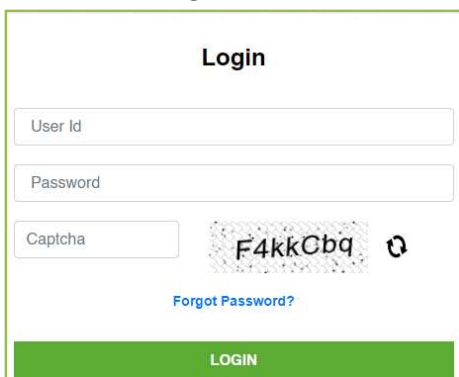
5. Forgot Password?

This section explains the step-by-step procedure for designated users to reset their login password.

NOTE: Forgot password feature can be used in case if the user remembers the login ID.

Below given are the detailed steps to perform this operation from the web portal.

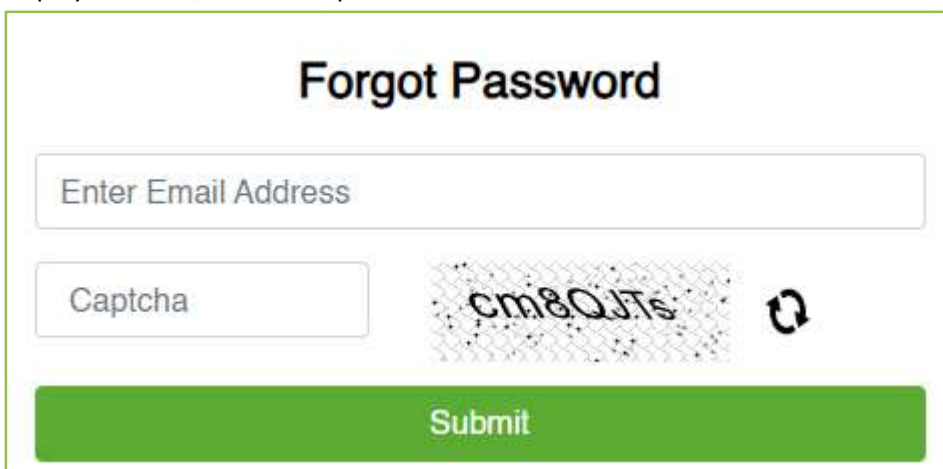
1. Open portal by clicking the link (<http://bee-shunyalabel.aksamity.com/>).
(Landing page of the website appears).
2. Clicking on Login drop-down will display the designated user login options & click on desired user login type.
3. Click on the Forgot Password link which is available on the login page as shown in below image.



The screenshot shows a 'Login' form with three input fields: 'User Id', 'Password', and 'Captcha'. The 'Captcha' field contains the text 'F4kkCbq' and a refresh icon. Below the 'Captcha' field is a blue link labeled 'Forgot Password?'. At the bottom of the form is a green button labeled 'LOGIN'.

Figure 6: Forgot Password

4. The **Forgot Password** window appears in the system. Enter the **Email Address** and **Captcha** displayed below, into the captcha textbox and then click on **Submit** button.



The screenshot shows a 'Forgot Password' form with two input fields: 'Enter Email Address' and 'Captcha'. The 'Captcha' field contains the text 'cm8QJT's' and a refresh icon. At the bottom of the form is a green button labeled 'Submit'.

Figure 7: Forgot Password Field

5. After successful change the password, system will send the new password to the registered email id and success message will appear.

NOTE: If user enters wrong email address, system will show an Invalid message.

6. Building Owner

This section explains what all activities may perform by Building owners.

1. Log in to the portal by using login credentials (Refer to section 4 for the login steps).
2. After successful login a **Dashboard/Registered Building List** page will appear as shown in below image.

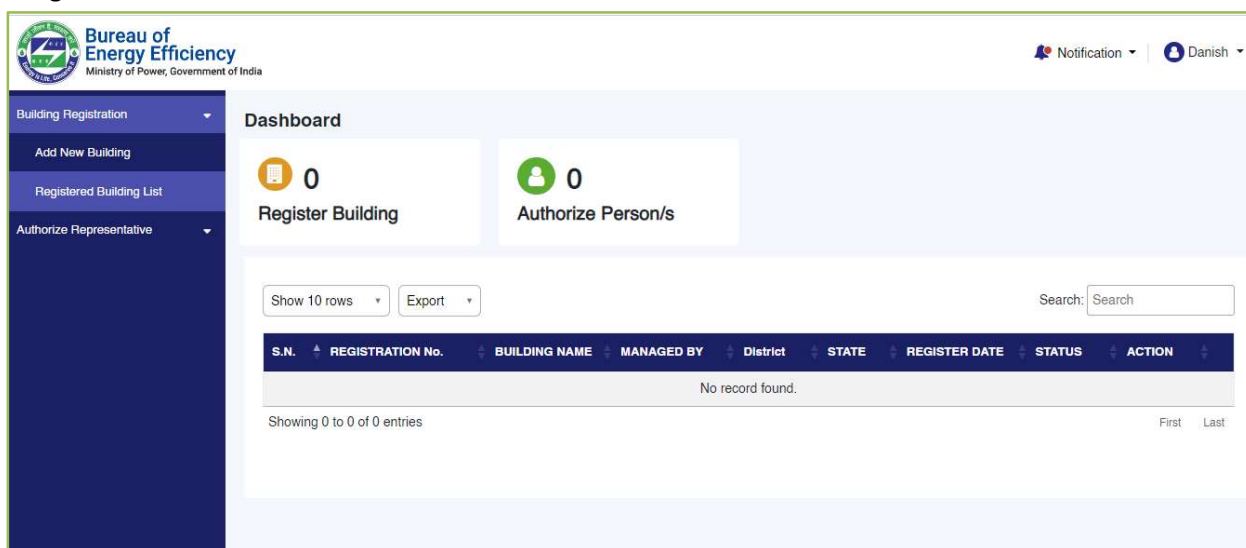


Figure 8: Building Owner

3. Left side menu of the web page will have the following options: -
 - a. Building Registration
 - i. Add New Building
 - Register for Shunya Label
 - Register for Star Rating
 - ii. Registered Building List
 - b. Authorize Representative
 - i. Add New Representative
 - ii. Representative List



4. On click of **Add New Building** a page gets appear taking a consent for a type of registration.

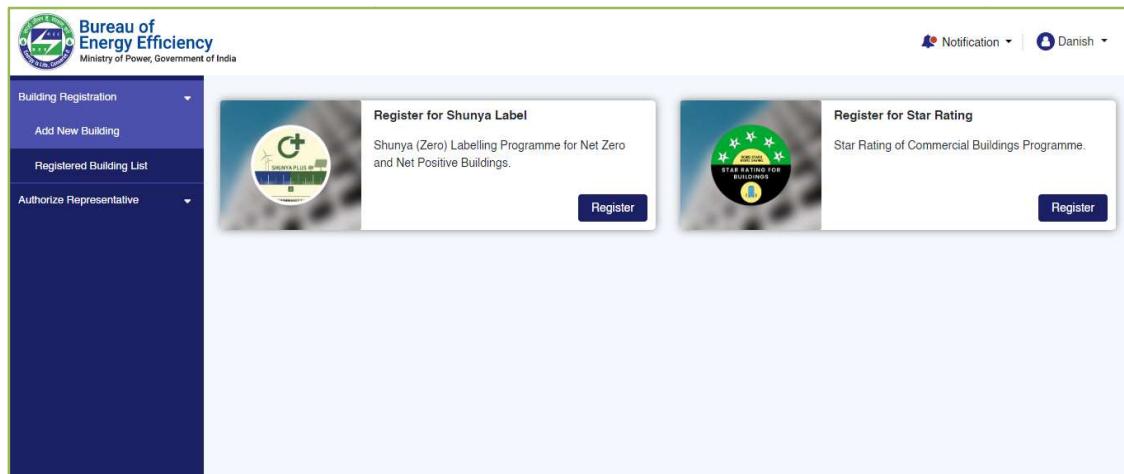


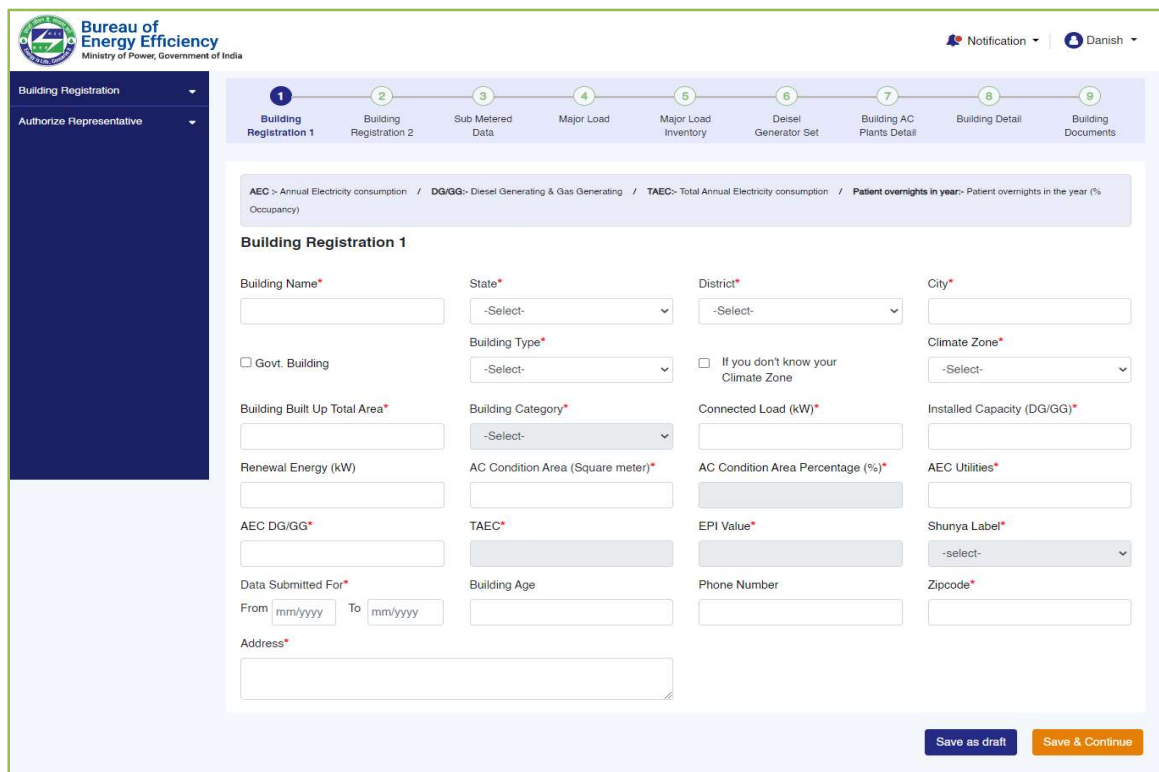
Figure 9: Add New Building

- There are two types of building registration
 - Registration for Shunya Label
 - Registration for Star Label

7. Register for Shunya Label

7.1. On click 'Register' button user get the multi-step form of Shunya Building registration where user can fill all the details of building. To fill this form there are few steps to submit the building details: -

Step 1: - In 'Building registration 1' form, user need to fill the basic details of building and system will calculate the EPI and Shunya labeling etc. as shown in below image-



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Building Registration

1 Building Registration 1 | 2 Building Registration 2 | 3 Sub Metered Data | 4 Major Load | 5 Major Load Inventory | 6 Diesel Generator Set | 7 Building AC Plants Detail | 8 Building Detail | 9 Building Documents

AEC :- Annual Electricity consumption / DG/GG:- Diesel Generating & Gas Generating / TAEC:- Total Annual Electricity consumption / Patient overights in year:- Patient overights in the year (% Occupancy)

Building Registration 1

Building Name* | State* | District* | City*

☐ Govt. Building | Building Type* | ☐ If you don't know your Climate Zone | Climate Zone*

Building Built Up Total Area* | Building Category* | Connected Load (kW)* | Installed Capacity (DG/GG)*

Renewal Energy (kW) | AC Condition Area (Square meter)* | AC Condition Area Percentage (%)* | AEC Utilities*

AEC DG/GG* | TAEC* | EPI Value* | Shunya Label*

Data Submitted For* | Building Age | Phone Number | Zipcode*

From mm/yyyy To mm/yyyy

Address*

Save as draft | Save & Continue

Figure 10: Add Building Registration1 Details



Step 2: - In 'Building registration 2' form, user needs to provide the other details of building.

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Building Registration
Authorize Representative

Building Registration 2

AEOC > Annual Cost of Electricity from Grid / DG/GG > Diesel Generating & Gas Generating / TAEC > Total Annual Electricity consumption / HSD > High Speed Diesel

AEOC from Grid	AEOC Generated DG/GG	TAEC Cost	No. Of Employees
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Avg No. Of Person Office Hours	Installed Lighting Load	Total AC Load (TR)	Window AC (TR)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Split AC (TR)	Centralized AC (TR)	Packaged AC (TR)	HSD Oil Fuel (Liter)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
HSD Gas Fuel	Other Fuel Capacity	Other Fuel Unit (Kg/Liter)	Water Requirement (liter/Day)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hot Water (liter/Day)	Medical Equipment Load (kW)		
<input type="text"/>	<input type="text"/>		

[Previous](#) [Save as draft](#) [Save & Continue](#)

Figure 11: Add Building Registration2 Details



Step 3: - In 'Sub Metered Data' form, user need to provide the details of Lighting, Air Conditioning, Medical Equipment's, etc.

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Building Registration | Authorize Representative

1 Building Registration 1 | 2 Building Registration 2 | 3 Sub Metered Data | 4 Major Load | 5 Major Load Inventory | 6 Diesel Generator Set | 7 Building AC Plants Detail | 8 Building Detail | 9 Building Documents

ETP STP > Effluent Treatment Plant Sewage Treatment Plant

Sub Metered Data

Lighting Air Conditioning Sterilizers Autoclaves Medical Equipment

Computing Equipment Geysers Lift ETP STP

Add

Sub Metered Data Added

Lighting	Air Conditioning	Sterilizers Autoclaves	Medical Equipment	Computing Equipment	Geysers	Lift	ETP STP	Action
No record found								

Previous **Save as draft** **Save & Continue**

Figure 12: Add Sub Metered Data

Step 4: -In 'Major Load' form, user need to provide the details of Load.

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Building Registration | Authorize Representative

1 Building Registration 1 | 2 Building Registration 2 | 3 Sub Metered Data | 4 Major Load | 5 Major Load Inventory | 6 Diesel Generator Set | 7 Building AC Plants Detail | 8 Building Detail | 9 Building Documents

Major Load

Name Capacity Unit

Add

Major Load

Name	Capacity	Unit	Action
No record found			

Previous **Save as draft** **Save & Continue**

Figure 13: Add Major Load



Step 5: -In 'Major Load inventory' form, user need to provide the inventory details of major load.

Major Load Inventory

Category Type of Fittings No of Fittings Total Load

Major Load Inventory Added

Category	Type of Fittings	No of Fittings	Total Load	Action
No record found				

[Previous](#) [Save as draft](#) [Save & Continue](#)

Figure 14: AddMajor Load inventory

Step 6: - In 'Diesel Generator Set' form, user need to provide the equipped diesel generator sets details.

Diesel Generator Set

DG Set Rating (kVA) Total Units Generated (kWh) Diesel Consumption (Litres) No. of hours used

Avg load Percentage Loading Cost of diesel (Rs./Ltr)

Diesel Generator Set Added

DG Set Rating	Total Units Generated	Diesel Consumption	No. of hours used	Avg load	Percentage Loading	Cost of diesel	Action
No record found							

[Previous](#) [Save as draft](#) [Save & Continue](#)

Figure 15: AddDiesel Generator Set



Step 7: - In 'Building AC Plants Detail' form, user need to provide the building AC Plants details.

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Building Registration | Authorize Representative

1 Building Registration 1 | 2 Building Registration 2 | 3 Sub Metered Data | 4 Major Load | 5 Major Load Inventory | 6 Diesel Generator Set | **7 Building AC Plants Detail** | 8 Building Detail | 9 Building Documents

Building AC Plants Detail

Item: | Nos Installed: | Individual Capacity: | Individual unit: | Total Capacity:

Add

Building AC Plants Detail Added

Item	Nos Installed	Individual Capacity	Individual unit	Total Capacity	Action
No record found					

Previous | **Save as draft** | **Save & Continue**

Figure 16: AddBuilding AC Plants Detail

Step 8: - Form will display the filled building details for review and **Applied For** option.

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Building Registration | Authorize Representative

1 Building Registration 1 | 2 Building Registration 2 | 3 Sub Metered Data | 4 Major Load | 5 Major Load Inventory | 6 Diesel Generator Set | 7 Building AC Plants Detail | **8 Building Detail** | 9 Building Documents

Building Detail

Building Type: **Office** | Building Category: **Small Office**
Climate Zone: **Composite** | Total Builtup Area: **4500**
AC Condition Area: **4200** | AC Condition Area (%): **93.33**
EPI Value: **8.62** | Shunya Label: **Shunya(0)**
Applied For:

Previous | **Save & Continue**

Figure 17: AddBuilding Detail



Step 9: - In 'Building Documents' form, user need to provide the all relevant documents of building.

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1 Building Registration 1 2 Building Registration 2 3 Sub Metered Data 4 Major Load 5 Major Load Inventory 6 Deisel Generator Set 7 Building AC Plants Detail 8 Building Detail 9 **Building Documents**

Note > You can upload combined or individual file.

Building Documents

Document Name File Upload

Browse Add

Building Documents Added

Document Name	File Upload	Action
No record found		

Previous Save as draft Submit

Figure 18: AddBuilding Documents

Final Submit: - On click of 'Submit' button, system validate the user input values and after successful validation user will gets the success message for building registration.

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1 Building Registration 1 2 Building Registration 2 3 Sub Metered Data 4 Major Load 5 Major Load Inventory 6 Deisel Generator Set 7 Building AC Plants Detail 8 Building Detail 9 **Building Documents**

Document Name

Building Document

Document Name	File Upload	Action
ID		

Previous Save as draft Submit

Success

Details submitted successfully. Please download pdf of the submitted application, take a print and upload scan of the print duly sealed and signed by the Authorised Representative

ok

Figure 19: BO Final Submit



7.2. Once user completed all steps for building registration, then he/she will redirect on the registered building listing page for further action.

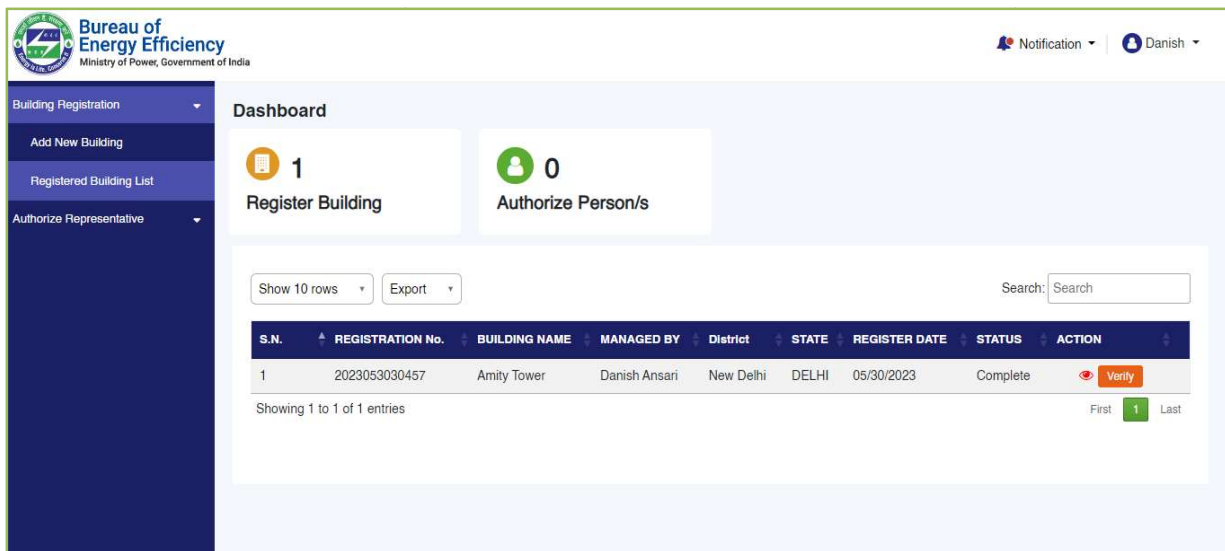


Figure 20: Registered Building List

7.3. On Click on 'Verify' button, user will get the popup where he/she needs to perform action for further process.

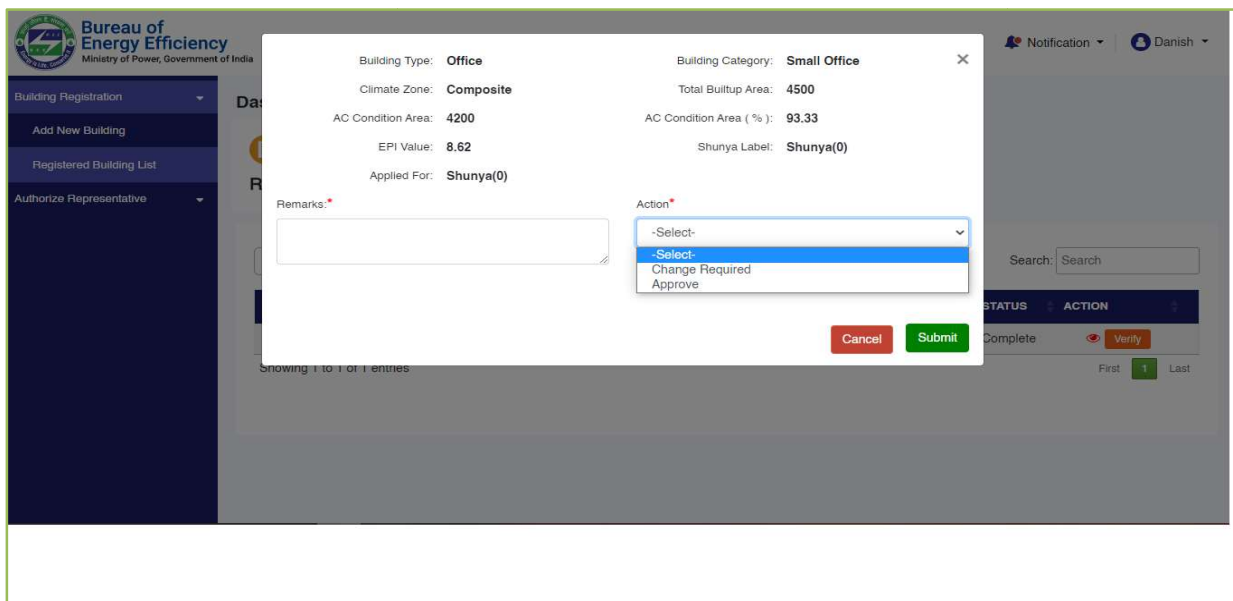


Figure 21: BO Verify Modal Pop-up



7.4. Once building approved by the BO (building owner) user and if registered building is not the government building user need to pay the registration fee.

- There are two types of payment mode: -
 - I. Online
 - II. Offline

7.4.1 Online

If user selected payment mode is 'Online' and click on next button and it will redirect to the payment preview page. As shown in below (refer - **Figure 23: Payment Preview**)

S.N.	REGISTRATION No.	BUILDING NAME	MANAGED BY	District	STATE	REGISTER DATE	STATUS	ACTION
1	2023071710178	PymtCheck	Danish Rizwan	Anantapur	ANDHRA PRA.	07/17/2023	Approved	Pay

Figure 22: Payment Method

- Once details have been verified by user the need to click on "Checkout" button it will redirect to the online payment gateway.
 - On Payment Gateway page, user will choose the payment method and complete the transaction.
 - Once successfully completed the transaction it will be redirected on the user dashboard and show the success message.



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Payment Preview

Amount : 50000

Billing Name : PymtCheck

Billing Address : CE-00

Billing City : Anantapur

Billing State : ANDHRA PRADESH

Billing Zip : 789654

Billing Country : India

Billing Tel : 110235

Billing Email : danish@yopmail.com

CheckOut

Figure 23: Payment Preview

7.4.2 Offline

- If user selected the 'Offline' payment mode and click on next button after that it will open the offline Payment details popup and user need to provide the payment details. As shown in below image.

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Payment Details

Transaction/DD No.* :

Issuing Bank* :

Issuing Branch* :

Issue Date* :

Amount* : 50000

Document :

Cancel **Submit**

NAME	BY	DATE	ACTION					
1	2023053130458	Amity Office	Danish Ansari	North Delhi...	DELHI	05/31/2023	Approved	<input type="button" value="Pay"/>
2	2023053030457	Amity Tower	Danish Ansari	New Delhi	DELHI	05/30/2023	Submitted	<input type="button" value="View History"/>

Showing 1 to 2 of 2 entries

First **1** Last

Figure 24: Payment details



7.5. Once payment has completed successfully, system generate the PDF file of building complete details and PDF download link will available.

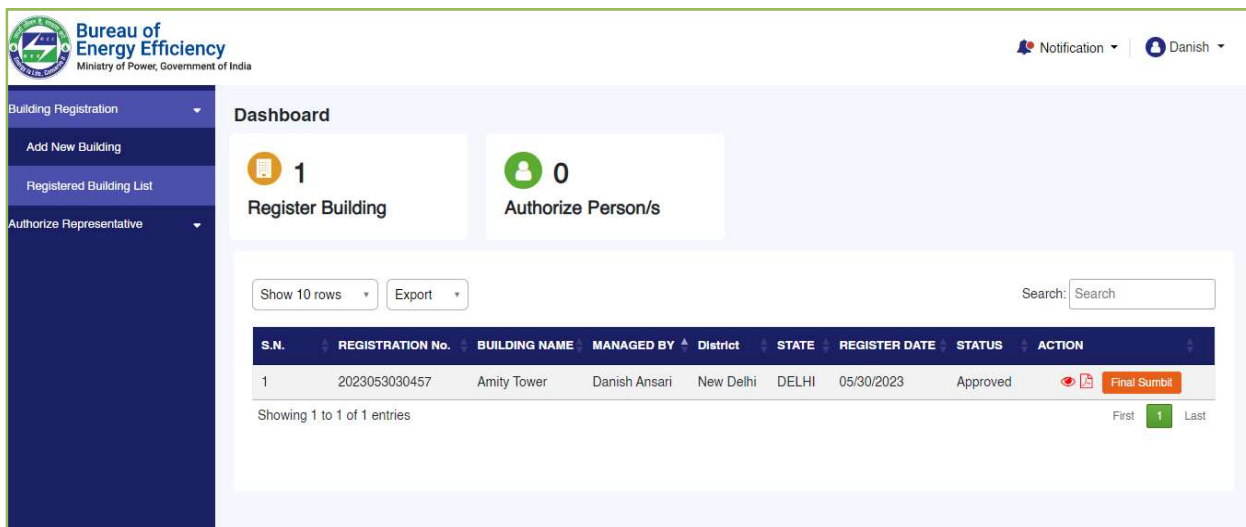


Figure 25: Registered Building List with PDF icon

7.6. After download the building details PDF file, user need to finally submit (Final Submit button) building details for Department process.

- After submit the final form, success message display with registration number.

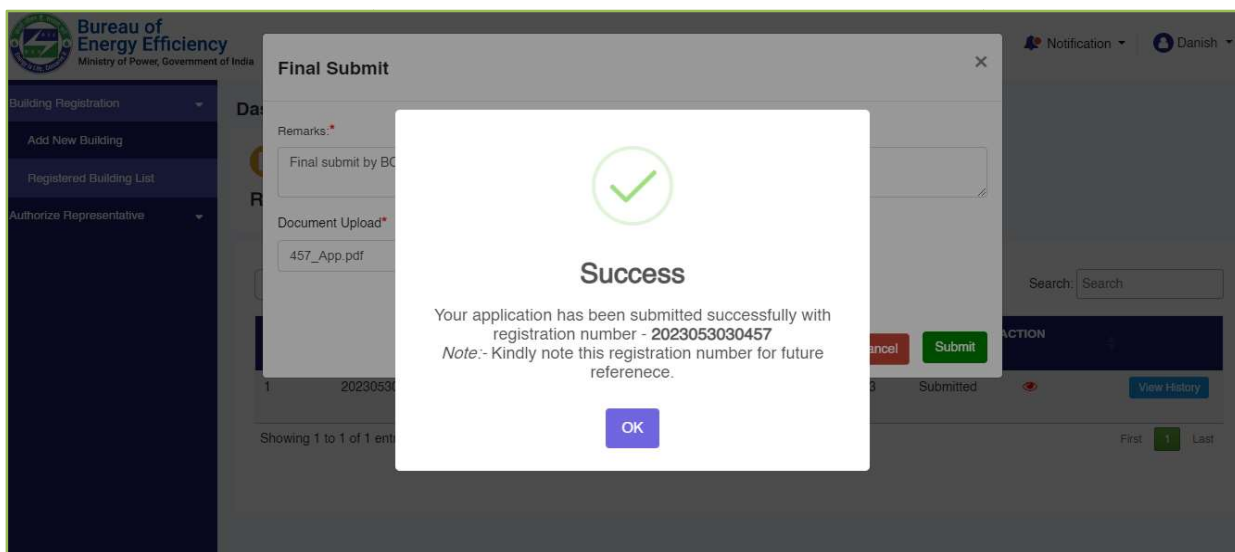


Figure 26: BO Final Submit



7.7. After final submission user will be redirected on the BO dashboard. After final submission of building details user can't update it. User only view the history of building status from 'View History' button.

The screenshot shows the Bureau of Energy Efficiency (BEE) dashboard. The header includes the BEE logo, the text 'Bureau of Energy Efficiency', 'Ministry of Power, Government of India', a notification bell, and the user name 'Danish'. The left sidebar has a menu with 'Building Registration' (expanded), 'Add New Building', 'Registered Building List', and 'Authorize Representative'. The main content area is titled 'Dashboard' and features two summary cards: 'Register Building' with a count of 1 and 'Authorize Person/s' with a count of 0. Below these cards is a table of registered buildings. The table has columns for S.N., REGISTRATION No., BUILDING NAME, MANAGED BY, District, STATE, REGISTER DATE, STATUS, and ACTION. One entry is shown: S.N. 1, REGISTRATION No. 2023053030457, BUILDING NAME Amity Tower, MANAGED BY Danish Ansari, District New Delhi, STATE DELHI, REGISTER DATE 05/30/2023, STATUS Submitted, and ACTION View History. Below the table, it says 'Showing 1 to 1 of 1 entries' and 'First 1 Last'.

S.N.	REGISTRATION No.	BUILDING NAME	MANAGED BY	District	STATE	REGISTER DATE	STATUS	ACTION
1	2023053030457	Amity Tower	Danish Ansari	New Delhi	DELHI	05/30/2023	Submitted	View History

Figure 27: BO Dashboard with View History button



8. Register for Star Rating


BEE have the four types of building

- Office
- BPO
- Hospital
- Shopping mall

8.1. Office

- In office type building user need to fill the all details (*ref. Figure 28*).
- In office type building user can add the tower details on click of Tower Floor checkbox(*ref. Figure29*).
- After the Tower Details,userneeds to beadding the tower details with floor wise (*ref. Figure 30*).



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Building Registration

Authorize Representative

1 Building Registration 1

2 Building Registration 2

3 Sub Metered Data

4 Major Load

5 Major Load Inventory

6 Deisel Generator Set

7 Building AC Plants Detail

8 Building Detail

9 Building Documents

AEC > Annual Electricity consumption / DG/GG> Diesel Generating & Gas Generating / TAEC> Total Annual Electricity consumption / Patient overnights in year> Patient overnights in the year (% Occupancy)

Building Registration 1

Building Name*

State*

District*

City*

☐ Govt. Building

Building Type*

☐ If you don't know your Climate Zone

Climate Zone*

☐ Tower Floor

Building Built Up Total Area*

Building Category*

Connected Load (kW)*

Installed Capacity (DG/GG)*

Renewal Energy (kW)

AC Condition Area (Square meter)*

AC Condition Area Percentage (%)*

AEC Utilities*

AEC DG/GG*

TAEC*

EPI Value*

Star Label*

* As per annual energy consumption details EPI value and corresponding Star rating are

* However you may apply/change lower level on building details section

Phone Number

Zipcode*

Address*

Data Submitted For*

Building Age

From mm/yyyy

To mm/yyyy

Save as draft

Save & Continue

Figure 28: Office Type Building Registration details

{ 20 }



Tower Details

Tower Name	Total No. of Floor
<input type="text"/>	<input type="text"/>

Buttons: Add Floor, Add, OK

Background Form Fields:

- Building Type: Office
- Building Built Up Total Area:
- Building Category: -Select-
- Climate Zone: -Select-
- Connected Load (kW):
- AC Condition Area (Square meter):
- AC Condition Area Percentage (%):
- AEC Utilities:
- AEC DG/GG:
- TAEC:

Figure 29: Tower Details

Floor Details

Floor Area: Floor AC Area: Working Hours:

Working Days in a week: Floor AC percentage Area:

Buttons: Add, Clear

Floor Details Table:

Floor No.	Floor Area	Floor AC Area	Working Hours	Working Days	Floor AC percentage Area	Action
No record found						

Buttons: Close

Background Form Fields:

- Building Type: Office
- Building Built Up Total Area:
- Building Category: -Select-
- Climate Zone: -Select-
- Connected Load (kW):
- AC Condition Area (Square meter):
- AC Condition Area Percentage (%):
- AEC Utilities:
- AEC DG/GG:
- TAEC:

Figure 30: Floor Details



8.2. BPO

- On BPO type building, user need to fill all buildingrelevant details like ‘Working hours, working day’s etc.
- In BPO type buildings, system will calculate the “AAhEPI” and “Star Label” etc.as show on the below form (*ref. Figure 31*).

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1 Building Registration 1 | 2 Building Registration 2 | 3 Sub Metered Data | 4 Major Load | 5 Major Load Inventory | 6 Diesel Generator Set | 7 Building AC Plants Detail | 8 Building Detail | 9 Building Documents

AEC > Annual Electricity consumption / DG/GG> Diesel Generating & Gas Generating / TAEC> Total Annual Electricity consumption / Patient overights in year> Patient overights in the year (% Occupancy)

Building Registration 1

Building Name* | State* | District* | City*

☐ Govt. Building | Building Type* | ☐ If you don't know your Climate Zone | Climate Zone*

Building Built Up Total Area* | Building Category* | Connected Load (kW)* | Installed Capacity (DG/GG)*

Renewal Energy (kW) | AC Condition Area (Square meter)* | AC Condition Area Percentage (%)* | AEC Utilities*

AEC DG/GG* | TAEC* | * As per annual energy consumption details EPI value and corresponding Star rating are

EPI Value* | Working Hours* | Working Days* | AAhEPI*

Star Label* | * However you may apply/change lower level on building details section | Data Submitted For*

Building Age | Phone Number | Zipcode*

Address*

From mm/yyyy To mm/yyyy


Save as draft | Save & Continue



Figure 31: BPO Building RegistrationForm





8.3. Hospital

- In Hospital building type, user needs to fill the all details of Hospital building type and then he/she can register the building.
- In Hospital building type, system will calculate the Benchmark EPI, Measured EPI Ratio, Rank etc. as show on below form.

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Building Registration 

Authorize Representative 

1 Building Registration 1

2 Building Registration 2

3 Sub Metered Data

4 Major Load

5 Major Load Inventory

6 Deisel Generator Set

7 Building AC Plants Detail

8 Building Detail

9 Building Documents

AEC > Annual Electricity consumption / DG/GG > Diesel Generating & Gas Generating / TAEC > Total Annual Electricity consumption / Patient overnights in year > Patient overnights in the year (% Occupancy)

Building Registration 1

Building Name*

State*

District*

City*

☐ Govt. Building

Building Type*

Hospital Type*

Total No. of Patient beds*

Avg No. of out Patient daily

Patient overnights in year

☐ If you don't know your Climate Zone

Climate Zone*

Building Built Up Total Area*

Building Category*

Connected Load (kW)*

Installed Capacity (DG/GG)*

Renewal Energy (kW)

AC Condition Area (Square meter)*

AC Condition Area Percentage (%)*

AEC Utilities*

AEC DG/GG*

TAEC*

* As per annual energy consumption details EPI value and corresponding Star rating are

EPI Value*

Benchmark EPI

Measured EPI Ratio

Rank

Star Label*

* However you may apply/change lower level on building details section

Data Submitted For*

Building Age

Phone Number

Zipcode*

Address*

Save as draft

Save & Continue

Figure 32: Hospital Building Registration1 Details



8.4. Shopping Malls

- In shopping malls building type, user need to fill the all the details of malls and then he/she can register the building.

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Building Registration

Authorize Representative

1 Building Registration 1 | 2 Building Registration 2 | 3 Sub Metered Data | 4 Major Load | 5 Major Load Inventory | 6 Diesel Generator Set | 7 Building AC Plants Detail | 8 Building Detail | 9 Building Documents

AEC > Annual Electricity consumption / DG/GG > Diesel Generating & Gas Generating / TAEC > Total Annual Electricity consumption / Patient overnights in year- Patient overnights in the year (%) Occupancy)

Building Registration 1

Building Name* | State* | District* | City*

☐ Govt. Building | Building Type* | ☐ If you don't know your Climate Zone | Climate Zone*

Building Built Up Total Area* | Building Category* | Connected Load (kW)* | Installed Capacity (DG/GG)*

Renewal Energy (kW) | AC Condition Area (Square meter)* | AC Condition Area Percentage (%)* | AEC Utilities*

AEC DG/GG* | TAEC* | * As per annual energy consumption details EPI value and corresponding Star rating are

EPI Value* | Star Label* | * However you may apply/change lower level on building details section

Data Submitted For* | Building Age | Phone Number | Zipcode*

From mm/yyyy To mm/yyyy

Address*

Save as draft | Save & Continue

Figure 33: shopping malls Building Registration1 Details



8.5. Further Process of building registration for Star Label

There are few steps for building registration: -

Step 1: -Click on 'Save & Continue' button, details of first form will be saved.

Step 2: - In 'Building registration 2' form, user needs to provide the other details of building.

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Building Registration
Authorize Representative

1 Building Registration 1
2 Building Registration 2
3 Sub Metered Data
4 Major Load
5 Major Load Inventory
6 Diesel Generator Set
7 Building AC Plants Detail
8 Building Detail
9 Building Documents

AEOC > Annual Cost of Electricity from Grid / DG/GG> Diesel Generating & Gas Generating / TAEC> Total Annual Electricity consumption / HSD > High Speed Diesel

Building Registration 2

AEOC from Grid
AEOC Generated DG/GG
TAEC Cost
No. Of Employees

Avg No. Of Person Office Hours
Installed Lighting Load
Total AC Load (TR)
Window AC (TR)

Split AC (TR)
Centralized AC (TR)
Packaged AC (TR)
HSD Oil Fuel (Liter)

HSD Gas Fuel
Other Fuel Capacity
Other Fuel Unit (Kg/Liter)
Water Requirement (liter/Day)

Hot Water (liter/Day)
Medical Equipment Load (kW)

Previous Save as draft Save & Continue

Figure 34: Hospital Building Registration2 Details



Step 3: -In 'Sub Metered Data' form, user need to provide the details of Lighting, Air Conditioning, Medical Equipment's, etc.

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1 Building Registration 1 2 Building Registration 2 3 Sub Metered Data 4 Major Load 5 Major Load Inventory 6 Deisel Generator Set 7 Building AC Plants Detail 8 Building Detail 9 Building Documents

ETP STP > Effluent Treatment Plant Sewage Treatment Plant

Sub Metered Data

Lighting Air Conditioning Sterilizers Autoclaves Medical Equipment

Computing Equipment Geysers Lift ETP STP

Add

Sub Metered Data Added

Lighting	Air Conditionaig	Sterilizers Autoclaves	Medical Equipment	Computing Equipment	Geysers	Lift	ETP STP	Action
No record found								

Previous Save as draft Save & Continue

Figure 35: Add Sub Metered Data Details

Step 4: -In 'Major Load' form, user need to provide the details of Load.

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1 Building Registration 1 2 Building Registration 2 3 Sub Metered Data 4 Major Load 5 Major Load Inventory 6 Deisel Generator Set 7 Building AC Plants Detail 8 Building Detail 9 Building Documents

Major Load

Name Capacity Unit

- Select - Add

Major Load

Name	Capacity	Unit	Action
No record found			

Previous Save as draft Save & Continue

Figure 36: Add Major Load Details



Step 5: -In 'Major Load inventory' form, user need to provide the inventory details of major load.

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Building Registration | Authorize Representative

1 Building Registration 1 | 2 Building Registration 2 | 3 Sub Metered Data | 4 Major Load | 5 **Major Load Inventory** | 6 Diesel Generator Set | 7 Building AC Plants Detail | 8 Building Detail | 9 Building Documents

Major Load Inventory

Category: Type of Fittings: No of Fittings: Total Load:

Add

Major Load Inventory Added

Catagory	Type of Fittings	No of Fittings	Total Load	Action
No record found				

Previous **Save as draft** **Save & Continue**

Figure 37: Add Major Load Inventory Details

Step 6: - In 'Diesel Generator Set' form, user need to provide the equipped diesel generator sets details.

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Building Registration | Authorize Representative

1 Building Registration 1 | 2 Building Registration 2 | 3 Sub Metered Data | 4 Major Load | 5 Major Load Inventory | 6 **Diesel Generator Set** | 7 Building AC Plants Detail | 8 Building Detail | 9 Building Documents

Diesel Generator Set

DG Set Rating (kVA): Total Units Generated (kWh): Diesel Consumption (Litres): No. of hours used:

Avg load: Percentage Loading: Cost of diesel (Rs./Ltr):

Add

Diesel Generator Set Added

DG Set Rating	Total Units Generated	Diesel Consumption	No. of hours used	Avg load	Percentage Loading	Cost of diesel	Action
No record found							

Previous **Save as draft** **Save & Continue**

Figure 38: Add Diesel Generator Set Details



Step 7: - In 'Building AC Plants Detail' form, user need to provide the building AC Plants details.

Building AC Plants Detail

Item: Nos Installed: Individual Capacity: Individual unit:

Total Capacity:

Add

Building AC Plants Detail Added

Item	Nos Installed	Individual Capacity	Individual unit	Total Capacity	Action
No record found					

Previous **Save as draft** **Save & Continue**

Figure 39: Add Building AC Plants Detail Details

Step 8: -Form will display the filled building details for review and **Applied For** option.

Building Detail

Building Type: **Office** Building Category: **Small Office**

Climate Zone: **Composite** Total Builtup Area: **2000**

AC Condition Area: **1870** AC Condition Area (%): **93.5**

EPI Value: **2** Star Label Calculated: **5**

Applied For:

Previous **Save & Continue**

Figure 40: Add Building Detail Details



Step 9: -In 'Building Documents' form, user need to provide the all relevant documents of building.

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Building Registration
Authorize Representative

1 Building Registration 1
2 Building Registration 2
3 Sub Metered Data
4 Major Load
5 Major Load Inventory
6 Deisel Generator Set
7 Building AC Plants Detail
8 Building Detail
9 Building Documents

Note -> You can upload combined or individual file.

Building Documents

Document Name

File Upload
 Browse

Add

Building Documents Added

Document Name	File Upload	Action
No record found		

Previous Save as draft Submit

Figure 41: Add Building Documents Details

Final Submit: -On click of 'Submit' button, system validate the user input values and after successful validation user will gets the success message for building registration.

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Notification | Danish

Building Registration
Authorize Representative

1 Building Registration 1
2 Building Registration 2
3 Sub Metered Data
4 Major Load
5 Major Load Inventory
6 Deisel Generator Set
7 Building AC Plants Detail
8 Building Detail
9 Building Documents

Document Name

File Upload
 Browse

Add

Building Documents Added

Document Name	File Upload	Action
No record found		

Previous Save as draft Submit

Success

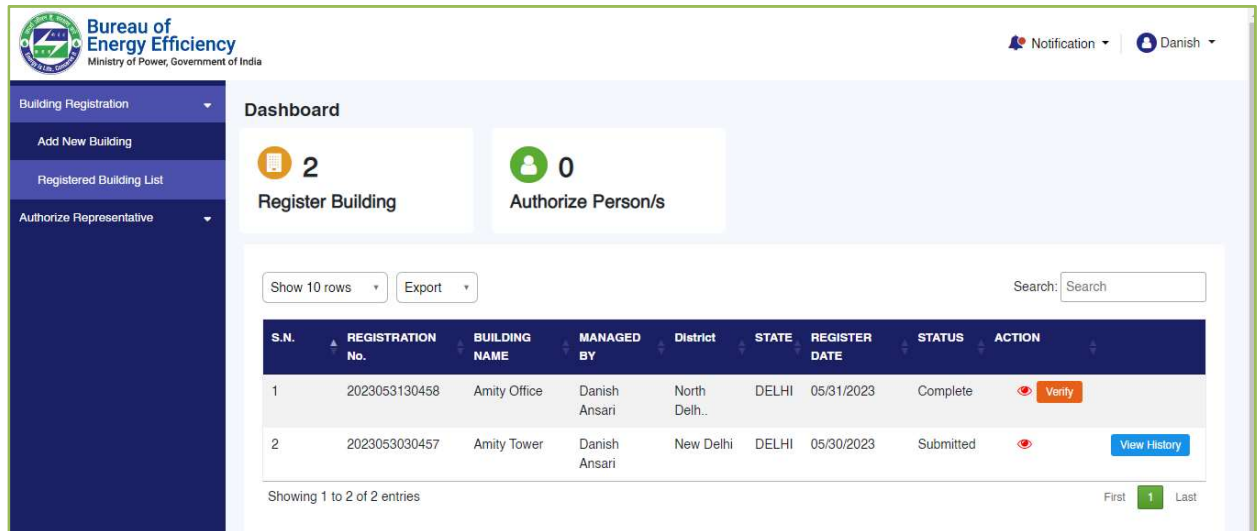
Details submitted successfully. Please download pdf of the submitted application, take a print and upload scan of the print duly sealed and signed by the Authorised Representative

OK

Figure 42: BO Submitted Successfully

9. Registered Building List

1. Once user completed all steps for building registration, then he/she will redirect on the registered building listing page for further action.



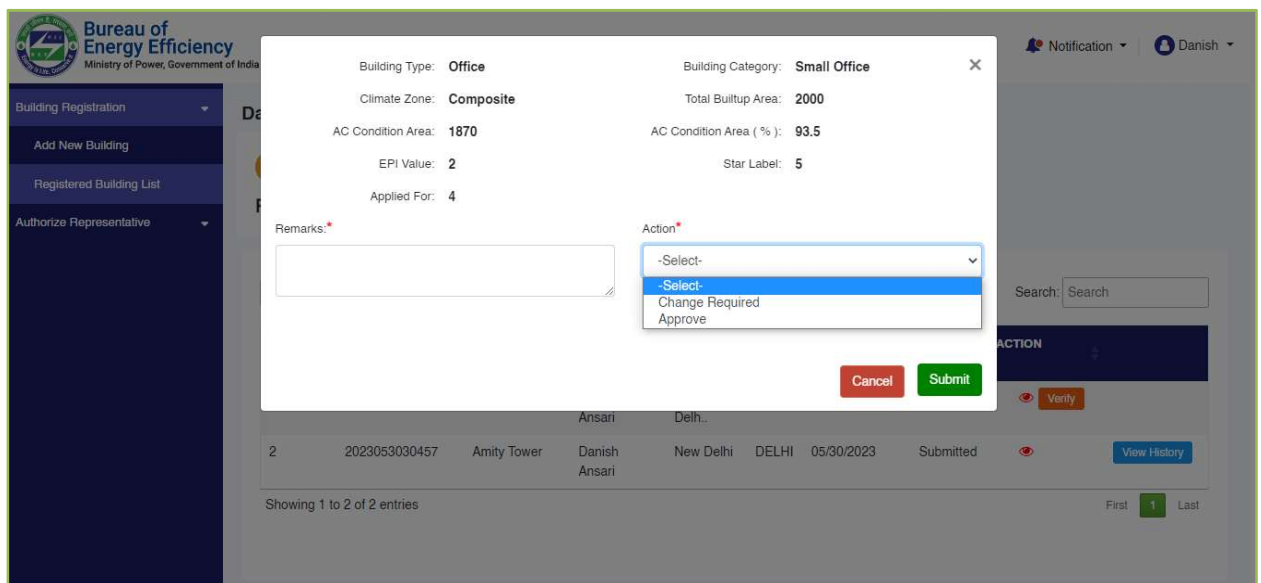
The screenshot shows the BO Dashboard with the following components:

- Header:** Bureau of Energy Efficiency, Ministry of Power, Government of India. Notification and User (Danish) dropdowns.
- Left Sidebar:** Building Registration (Add New Building, Registered Building List, Authorize Representative).
- Dashboard:**
 - Register Building: 2
 - Authorize Person/s: 0
- Table:**

S.N.	REGISTRATION No.	BUILDING NAME	MANAGED BY	District	STATE	REGISTER DATE	STATUS	ACTION
1	2023053130458	Amity Office	Danish Ansari	North Delh..	DELHI	05/31/2023	Complete	Verify
2	2023053030457	Amity Tower	Danish Ansari	New Delhi	DELHI	05/30/2023	Submitted	View History
- Footer:** Showing 1 to 2 of 2 entries. First 1 Last.

Figure 43: BO Dashboard

2. On Click on 'Verify' button, user will get the popup where he/she needs to perform action for further process.



The screenshot shows the BO Verify Building Details popup with the following details:

- Building Type:** Office
- Building Category:** Small Office
- Climate Zone:** Composite
- Total Builtup Area:** 2000
- AC Condition Area:** 1870
- AC Condition Area (%):** 93.5
- EPI Value:** 2
- Star Label:** 5
- Applied For:** 4
- Remarks:** (Text input field)
- Action:**
 - Select-
 - Select-
 - Change Required
 - Approve
- Buttons:** Cancel, Submit

Figure 44: BO Verify Building Details



2. Once approved the building by the BO and if the registered building is not government building, then user need to pay the registration fee.
 - There are two types of payment mode: -
 - i. Online
 - ii. Offline

2.1 Online

- a. If user selected the 'Online' payment mode and click on next button and it will be redirected to the payment preview page. As shown below image (**Figure 46: Payment Preview**)

The screenshot shows a 'Payment Method' dialog box with two radio buttons: 'Offline' and 'Online'. The 'Online' option is selected. Below the dialog box is a table with columns: S.N., REGISTRATION No., BUILDING NAME, MANAGED BY, District, STATE, REGISTER DATE, STATUS, and ACTION. The first row of the table shows a building named 'PymtCheck' managed by 'Danish Rizwan' in 'Anantapur' district, 'ANDHRA PRA...' state, registered on '07/17/2023', with a status of 'Approved'. An eye icon and a 'Pay' button are visible in the ACTION column for this row.

S.N.	REGISTRATION No.	BUILDING NAME	MANAGED BY	District	STATE	REGISTER DATE	STATUS	ACTION
1	2023071710178	PymtCheck	Danish Rizwan	Anantapur	ANDHRA PRA...	07/17/2023	Approved	Pay

Figure 45: Payment Method

- b. Once details have been verified by user the need to click on "Checkout" button it will redirect to the online payment gateway.
 - In Payment Gateway page, user will choose the payment method and complete the transaction.
 - Once successfully completed the transaction it will redirect to the user dashboard and show the success message.



Building Registration

Add New Building

Registered Building List

Authorize Representative

Add New Representative

Representative List

Payment Preview

Amount : 50000

Billing Name : PymtCheck

Billing Address : CE-00

Billing City : Anantapur

Billing State : ANDHRA PRADESH

Billing Zip : 789654

Billing Country : India

Billing Tel : 110235

Billing Email : danish@yopmail.com

CheckOut

Figure 46: Payment Preview

2.2 Offline

- If user selected the 'Offline' payment mode and click on next button after that it will open the offline Payment details popup and user need to provide the payment details. As shown in below image.

Bureau of Energy Efficiency

Ministry of Power, Government of India

Building Registration

Add New Building

Registered Building List

Authorize Representative

Payment Details

Transaction/DD No.*

Issuing Bank*

Issuing Branch*

Issue Date*

Amount*

Document

mm/dd/yyyy

50000

Browse

Cancel

Submit

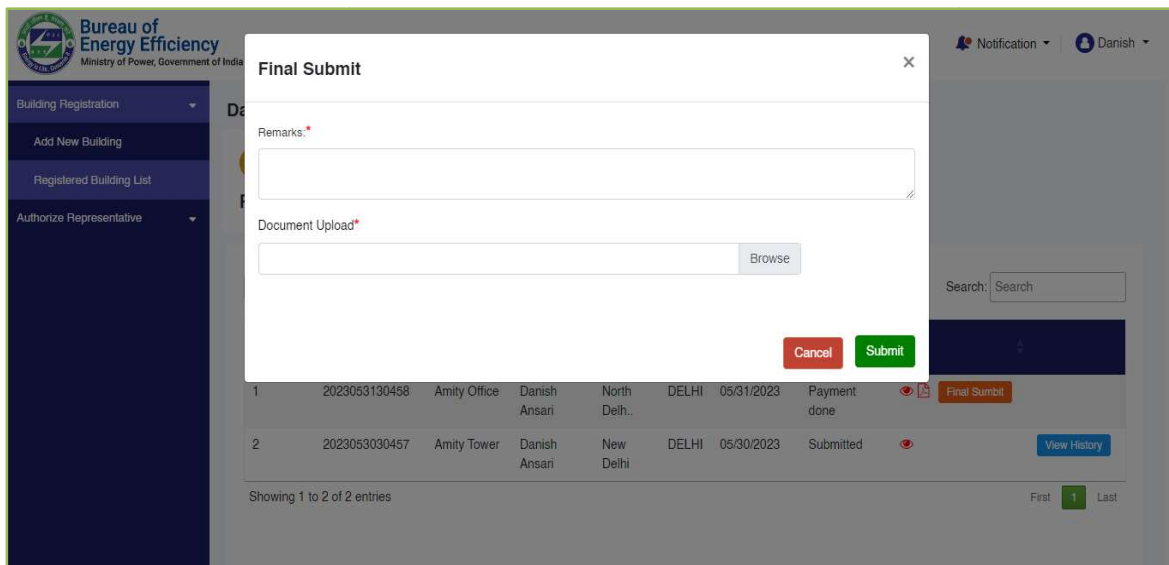
	NAME	BY	DATE	
1	2023053130458	Amity Office	Danish Ansari	North Delhi...
2	2023053030457	Amity Tower	Danish Ansari	New Delhi

Showing 1 to 2 of 2 entries

Figure 47: Building Payment

4. Once payment has completed successfully, system generate the PDF file of building complete details and PDF download link will available.

5. Once downloaded the building PDF, then click on the Final submit the form.

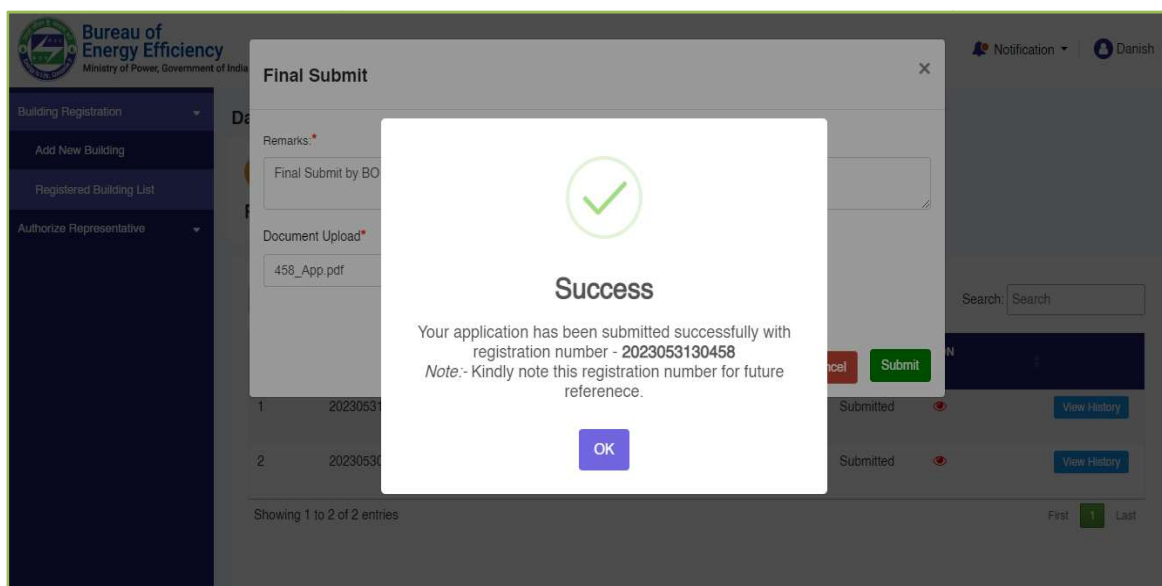


Sl. No.	Registration No.	Building Name	Owner Name	Address	City	Date	Status	Action
1	2023053130458	Amity Office	Danish Ansari	North Delh..	DELHI	05/31/2023	Payment done	Final Submit
2	2023053030457	Amity Tower	Danish Ansari	New Delhi	DELHI	05/30/2023	Submitted	View History

Showing 1 to 2 of 2 entries

Figure 48: BO Final Submit

6. Once submit the final form, success message display with registration number and building goes for further approval.



Success

Your application has been submitted successfully with registration number - 2023053130458

Note:- Kindly note this registration number for future reference.

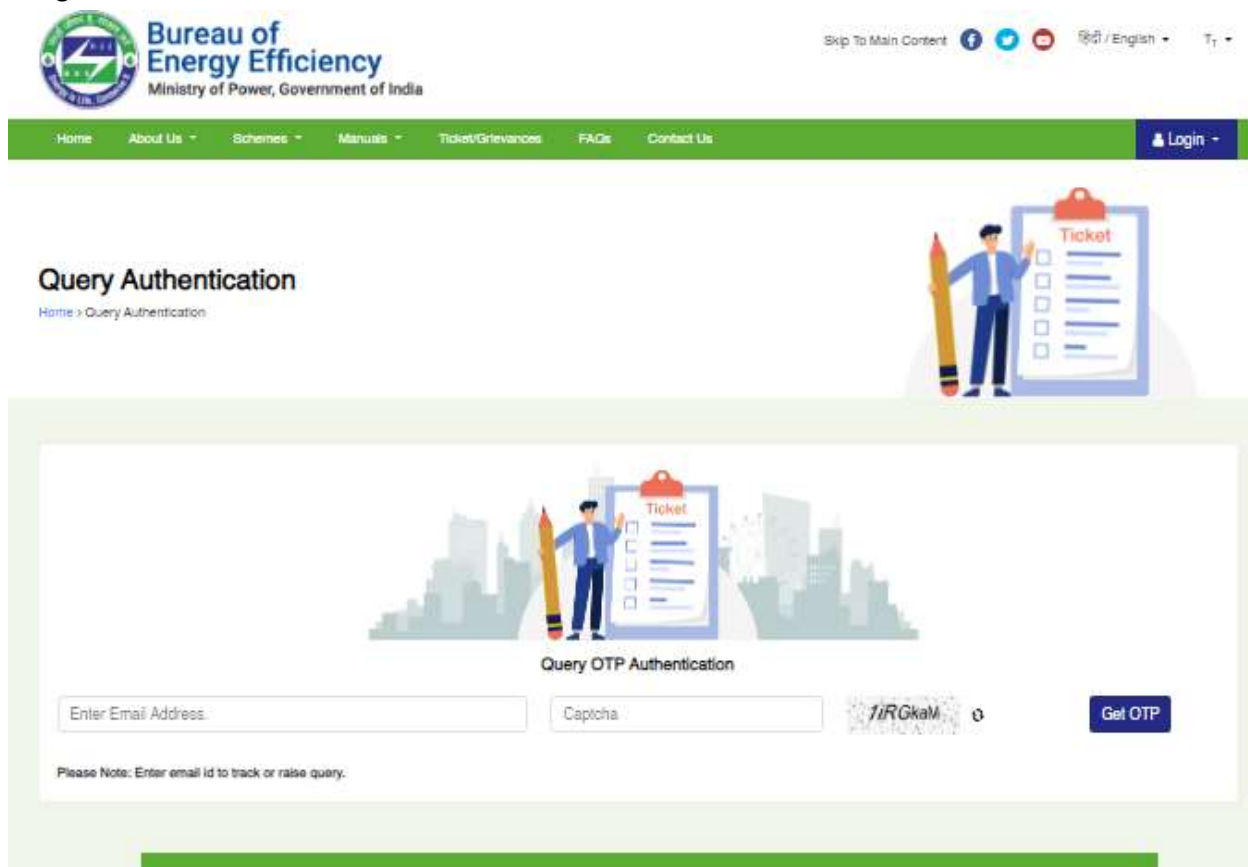
[OK](#)

Figure 49: BO Final Submitted Successfully

10. Ticket/Grievances

User can create the Ticket from the 'Ticket/Grievances' page.

1. User need to enter the email address and Captcha and click on 'Get OTP' and after that user will get the OTP on their Email ID.



Bureau of Energy Efficiency
Ministry of Power, Government of India

Skip To Main Content

Home About Us Schemes Manuals Ticket/Grievances FAQs Contact Us

Login

Query Authentication

Home > Query Authentication

Ticket

Query OTP Authentication

Enter Email Address

Captcha

7iRGkaM

Get OTP

Please Note: Enter email id to track or raise query.

Figure 50: Ticket Get OTP



2. After that user needs to enter OTP and Captcha and verify OTP.

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Validate Query OTP

[Home](#) > [Query](#) Validate Query OTP

Validate Query OTP

Enter Your OTP: Captcha: zVj1KYA

[Re-Send OTP In - 44 Sec.](#)

Figure 51: Ticket Verify OTP



3. After verified the Email id user can create the ticket, in below form user need to provide the details and click on 'Submit' button to create the ticket.

Figure 52: Submit for ticket

4. After successfully create the Ticket user can see the success message with tracking number. User also gets the ticket number on their email.

Figure 53: Ticket Created



5. After that user also track the ticket on click the 'Click here' button on popup.

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Track Query

Home > Track Query [Raise Query](#)

Track Ticket

Enter Query Acknowledgement Number [Submit](#)

Figure 54: Track Ticket

- User needs to enter their track number and click on 'Submit' button.
- In this page user can check the ticket status.

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Ticket Status

Home > Ticket Status

Query Acknowledgement No.	Category	Status
6022048	General Query	Under Process
Description	Created Date	Created By
This is the testing ticket	02/06/2023	Danish
Attachment		
NA		

Figure 55: Ticket Status

11. Subscribe to Newsletter

1. To subscribe the newsletter user need to enter their email id on home page section.



The screenshot displays the BEE website's home page. At the top, a green navigation bar contains links: Home, About Us, Schemes, Manuals, Ticket/Grievances, FAQs, Contact Us, and a Login button. Below this, two main sections are visible: 'Star Rating For Buildings' and 'Shunya Labeling For Buildings'. Each section features a pie chart. The 'Star Rating' chart shows 84.2% for Office (orange), 15.1% for BPO (blue), and 15.1% for Hospital (red). The 'Shunya Labeling' chart shows 84.6% for Net Zero Buildings (blue), 15.4% for Net Positive Building (red), and 15.4% for Net Zero Buildings (blue). Below these charts, a green banner with a white envelope icon and the text 'Subscribe to our Newsletter' is prominently displayed. To the right of this banner is a white input field labeled 'Email Address' and a blue 'Subscribe' button. The footer area is dark blue and includes a 'Navigation' menu (Home, About Us, Schemes, Manuals), a 'Contact Us' section with the address '4th Floor, Sewa Bhawan, Rama Krishna Puram, New Delhi, Delhi 110066', and a 'Tweets from @beeindigital' widget showing a tweet from the Bureau of Energy Efficiency.

Figure 56: Subscribe to newsletter



2. After subscribe the newsletter user will get the 'Thank You' page.

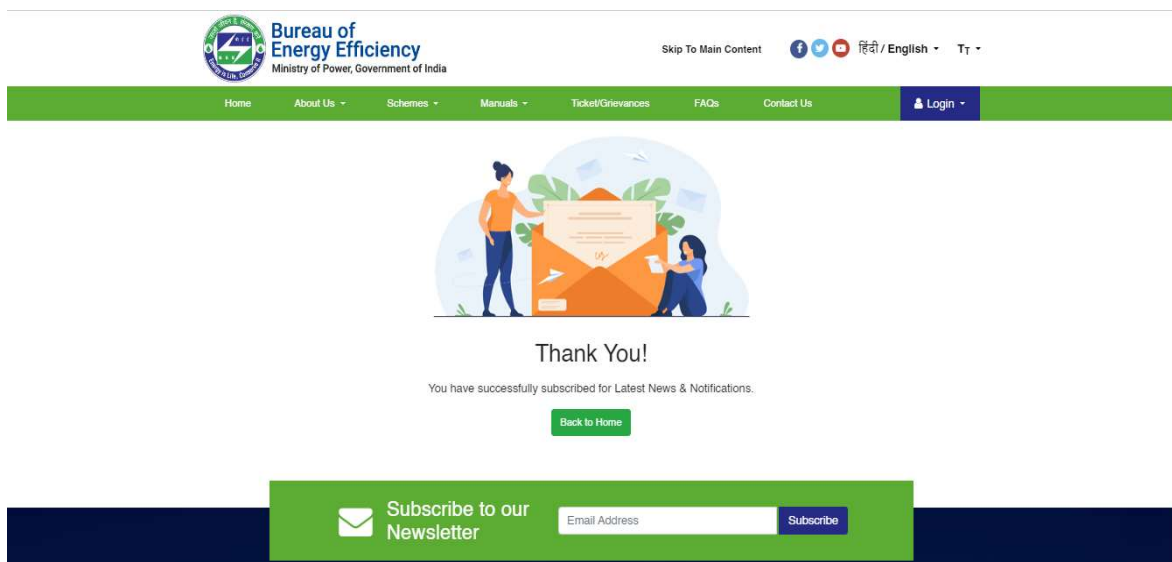


Figure 57: Subscribe the Newsletter Thank You Page