



# BUREAU OF ENERGY EFFICIENCY

Ministry of Power, Government of India

## Star Rating Scheme For Commercial Buildings

&

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

### User Manual

for



Bureau of Energy Efficiency

4th Floor, Sewa Bhawan

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



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## 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.

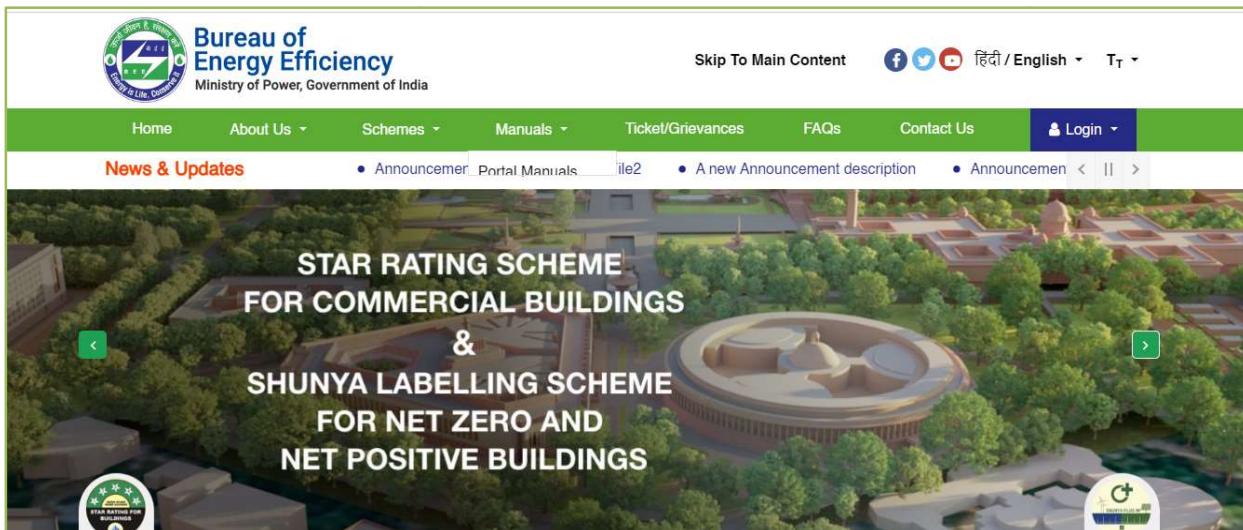


Figure 1: Landing Page



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### 3. New Building Owner Registration Process

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

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



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.

**BUILDING OWNER REGISTRATION**

**Registration**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Designation \_\_\_\_\_

Mobile No. \_\_\_\_\_ Landline No. \_\_\_\_\_

Email Id \_\_\_\_\_

Id Proof (.pdf, .png, .jpeg file) \_\_\_\_\_

Captcha Code \_\_\_\_\_

I accept the [Terms](#) and [Conditions](#).

**REGISTRATION**

If you have registered so please login? [Login](#)

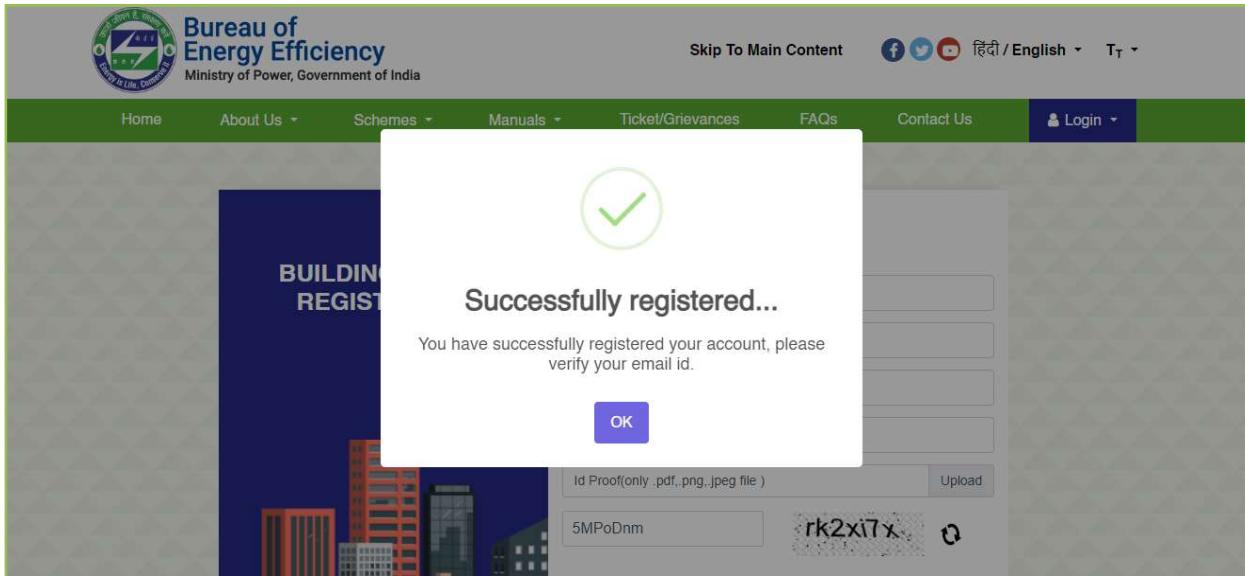


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**Figure 3: Building Owner Registration**

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.

**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.

**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.**



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## 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.

The screenshot shows the BEE Dashboard. On the left, a sidebar menu has 'Building Registration' expanded, showing 'Add New Building' and 'Registered Building List'. Below that is 'Authorize Representative'. The main dashboard area has two boxes: 'Register Building' (0) and 'Authorize Person/s' (0). Below these are buttons for 'Show 10 rows', 'Export', and a search bar. A table below shows columns: S.N., REGISTRATION No., BUILDING NAME, MANAGED BY, District, STATE, REGISTER DATE, STATUS, and ACTION. A message 'No record found.' is displayed. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'First' and 'Last' buttons. The top right of the page shows 'Notification' and 'Danish' language options.

**Figure 8: Building Owner**

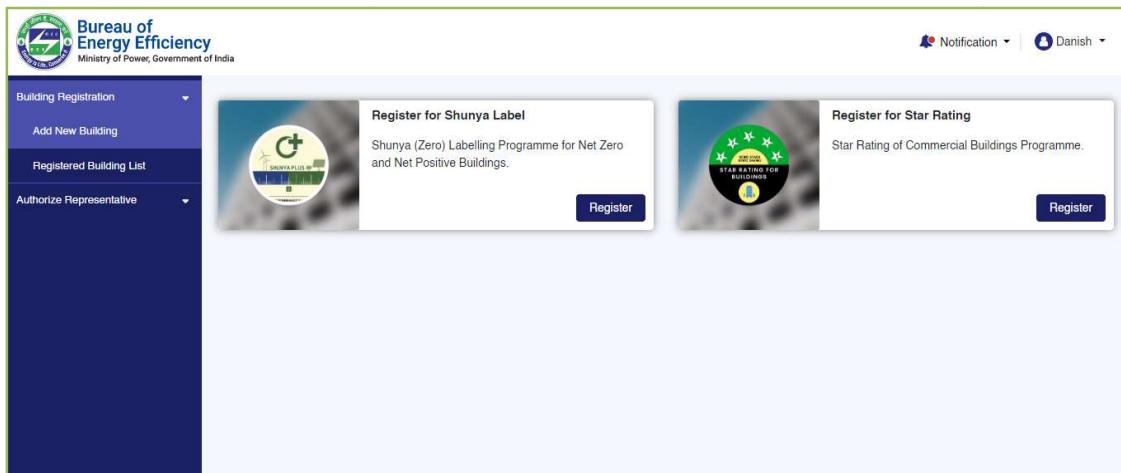
3. Left side menu of the web page will have the following options: -
  - a. Building Registration
    - i. Add New Building
      - Register for Shunya Label
      - Register for Star Rating
    - ii. Registered Building List
  - b. Authorize Representative
    - i. Add New Representative
    - ii. Representative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



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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



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### 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 the 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-

The screenshot shows the 'Building Registration 1' form. The form is a multi-step process with 8 steps. Step 1 is currently active. The form fields include Building Name, State, District, City, Building Type, 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 (From mm/yyyy To mm/yyyy), Building Age, Phone Number, Zipcode, and Address. There are also checkboxes for Govt. Building and If you don't know your Climate Zone. Buttons at the bottom include 'Save as draft' and 'Save & Continue'.

Figure 10: Add Building Registration1 Details



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

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Building Registration 2

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

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 11: Add Building Registration2 Details



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

Building Registration 1 Building Registration 2 Sub Metered Data Major Load Major Load Inventory Diesel Generator Set Building AC Plants Detail Building Detail Building Documents

ETP STP -> Effluent Treatment Plant Sewage Treatment Plant

**Sub Metered Data**

Lighting	Air Conditioning	Sterilizers Autoclaves	Medical Equipment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Computing Equipment	Geysers	Lift	ETP STP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**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.

Building Registration 1 Building Registration 2 Sub Metered Data Major Load Major Load Inventory Diesel Generator Set Building AC Plants Detail Building Detail Building Documents

**Major Load**

Name	Capacity	Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Add**

**Major Load**

Name	Capacity	Unit	Action
No record found			

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

Figure 13: Add Major Load



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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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**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



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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
-Select-			

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.

**Building Detail**

Building Type: <b>Office</b>	Building Category: <b>Small Office</b>
Climate Zone: <b>Composite</b>	Total Builtup Area: <b>4500</b>
AC Condition Area: <b>4200</b>	AC Condition Area ( % ): <b>93.33</b>
EPI Value: <b>8.62</b>	Shunya Label: <b>Shunya(0)</b>
Applied For: <input type="text" value="Shunya(0)"/>	

**Previous** **Save & Continue**

**Figure 17: AddBuilding Detail**



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

The screenshot shows the 'Building Documents' step of the building registration process. The top navigation bar includes the BEE logo, 'Notification', and 'Danish' language options. The left sidebar has 'Building Registration' and 'Authorize Representative' dropdowns. The main content area has a progress bar with 9 steps: 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, and 9. Building Documents. Step 9 is highlighted with a green circle and a checkmark. A note below the progress bar says 'Note: You can upload combined or individual file.' The 'Building Documents' section contains fields for 'Document Name' and 'File Upload' with a 'Browse' button and a green 'Add' button. Below this is a table titled 'Building Documents Added' with a single row showing 'No record found'. At the bottom are 'Previous' and 'Submit' buttons, with 'Save as draft' in the middle.

**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.

The screenshot shows a success message box in the center of the page. The message says 'Success' with a green checkmark icon. Below it, text reads: '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'. At the bottom of the message box is a blue 'ok' button. The background shows the same building registration form as Figure 18, with the 'Building Documents' step highlighted.

**Figure 19: BO Final Submit**



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7.2. 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 Bureau of Energy Efficiency dashboard. On the left, a sidebar menu includes 'Building Registration', 'Add New Building', 'Registered Building List', and 'Authorize Representative'. The main area is titled 'Dashboard' and shows two summary boxes: 'Register Building' (1 entry) and 'Authorize Person/s' (0 entries). Below these are buttons for 'Show 10 rows', 'Export', and a search bar. A table lists the registered building details:

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	Complete	Verify

Showing 1 to 1 of 1 entries. The status bar at the bottom right shows 'First 1 Last'.

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.

The screenshot shows the Bureau of Energy Efficiency dashboard with a modal pop-up in the foreground. The modal displays building details: 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, and Shunya Label: Shunya(0). It also has a 'Remarks:' text area and an 'Action\*' dropdown menu with options: 'Select', 'Select', 'Change Required', and 'Approve'. The background shows the registered building list with one entry. The status bar at the bottom right shows 'First 1 Last'.

Figure 21: BO Verify Modal Pop-up



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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: -

- Online
- 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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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 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.

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

**Cancel** **Submit**

NAME	BY	DATE	ACTION
1 2023053130458	Amity Office	Danish Ansari North Delhi..	DELHI 05/31/2023 Approved
2 2023053030457	Amity Tower	Danish Ansari New Delhi	DELHI 05/30/2023 Submitted  View History

Showing 1 to 2 of 2 entries

Figure 24: Payment details



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

Building Registration

Dashboard

1 Register Building

0 Authorize Person/s

Search: Search

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	Approved	Final Submit

Showing 1 to 1 of 1 entries

First 1 Last

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.

Final Submit

Remarks:\*

Final submit by BC

Document Upload\*

457\_App.pdf

Success

Your application has been submitted successfully with registration number - 2023053030457

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

OK

Figure 26: BO Final Submit



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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.

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	<a href="#">View History</a>

Figure 27: BO Dashboard with View History button



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## 8. Register for Star Rating

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BEE have the four types of building

- Office
- BPO
- Hospital
- Shopping mall

### 8.1. Office

- a. In office type building user need to fill the all details (ref. Figure 28).
- b. In office type building user can add the tower details on click of Tower Floor checkbox(ref. Figure29).
- c. After the Tower Details, user needs 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 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*
<input type="text"/>	<input type="text"/> -Select-	<input type="text"/> -Select-	<input type="text"/>
Building Type*	Climate Zone*		
<input type="checkbox"/> Govt. Building	<input type="text"/> Office	<input type="checkbox"/> If you don't know your Climate Zone	<input type="text"/> -Select-
<input type="checkbox"/> Tower Floor	Building Built Up Total Area*	Building Category*	Connected Load (kW)*
<input type="text"/>	<input type="text"/>	<input type="text"/> -Select-	<input type="text"/>
Installed Capacity (DG/GG)*	Renewal Energy (kW)	AC Condition Area (Square meter)*	AC Condition Area Percentage (%)*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AEC Utilities*	AEC DG/GG*	TAEC*	EPI Value* Star Label*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* 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*	Data Submitted For*	Building Age
<input type="text"/>	<input type="text"/>	From <input type="text"/> mm/yyyy To <input type="text"/> mm/yyyy	<input type="text"/>
Address*			
<input type="text"/>			
<input type="button" value="Save as draft"/>		<input type="button" value="Save &amp; Continue"/>	

Figure 28: Office Type Building Registration details



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**Tower Details**

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

**Building Type\***

Govt. Building       If you don't know your 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\***

**OK**

Figure 29: Tower Details

**Floor Details**

Floor Area	Floor AC Area	Working Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Working Days in a week**

**Floor AC percentage Area**

**Add**   **Clear**

**Floor Details**

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

**AEC Utilities\***

**AEC DG/GG\***

**TAEC\***

**Close**

Figure 30: Floor Details



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### 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).

The screenshot shows the 'Building Registration' section of the BEE website. The top navigation bar includes the BEE logo, 'Bureau of Energy Efficiency', 'Ministry of Power, Government of India', and links for 'Notification' and 'Danish'. A progress bar at the top indicates the user is on step 1 of 9. The main form is titled 'Building Registration 1' and contains the following fields:

- Building Name\* (input field)
- State\* (dropdown menu)
- District\* (dropdown menu)
- City\* (input field)
- Building Type\* (dropdown menu): BPO
- If you don't know your Climate Zone (checkbox)
- Climate Zone\* (dropdown menu)
- Building Built Up Total Area\* (input field)
- Building Category\* (dropdown menu): BPO
- Connected Load (kW)\* (input field)
- Installed Capacity (DG/GG)\* (input field)
- Renewal Energy (kW) (input field)
- AC Condition Area (Square meter)\* (input field)
- AC Condition Area Percentage (%)\* (input field)
- AEC Utilities\* (input field)
- AEC DG/GG\* (input field)
- TAEC\* (input field)
- EPI Value\* (input field)
- Working Hours\* (input field)
- Working Days\* (input field)
- AAhEPI\* (input field: 0)
- Star Label\* (input field)
- Building Age (input field)
- Phone Number (input field)
- Zipcode\* (input field)
- Address\* (input field)
- Data Submitted For\* (checkbox): From [mm/yyyy] To [mm/yyyy]

At the bottom right are 'Save as draft' and 'Save & Continue' buttons.

Figure 31: BPO Building RegistrationForm



### 8.3. Hospital

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



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[Notification](#) [Language](#)

Building Registration
Authorize Representative

1 2 3 4 5 6 7 8 9

Building Registration 1 Building Registration 2 Sub Metered Data Major Load Major Load Inventory Diesel Generator Set Building AC Plants Detail Building Detail 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*
<input type="text"/>	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> -Select-	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> -Select-	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/>
<input type="checkbox"/> Govt. Building	Building Type*	Hospital Type*	Total No. of Patient beds*
<input type="text"/>	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> Hospital	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> -Select-	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/>
Avg No. of out Patient daily	Patient overnights in year	<input type="checkbox"/> If you don't know your Climate Zone	Climate Zone*
<input type="text"/>	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/>	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/>	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/>
Building Built Up Total Area*	Building Category*	Connected Load (kW)*	Installed Capacity (DG/GG)*
<input type="text"/>	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> Hospital	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/>	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/>
Renewal Energy (kW)	AC Condition Area (Square meter)*	AC Condition Area Percentage (%)*	AEC Utilities*
<input type="text"/>	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/>	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/>	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/>
AEC DG/GG*	TAEC*	* As per annual energy consumption details EPI value and corresponding Star rating are	
<input type="text"/>	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/>		
EPI Value*	Benchmark EPI	Measured EPI Ratio	Rank
<input type="text"/>	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/>	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/>	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/>
Star Label*	* However you may apply/change lower level on building details section		
<input type="text"/>			
Building Age	Phone Number	Zipcode*	Data Submitted For*
<input type="text"/>	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/>	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/>	From <input style="width: 50px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> mm/yyyy To <input style="width: 50px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> mm/yyyy
Address*			
<input style="height: 50px; border: 1px solid #ccc; padding: 2px;" type="text"/>			

Save as draft
Save & Continue

**Figure 32: Hospital Building Registration1 Details**



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### 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.

The screenshot shows the 'Building Registration 1' page. The top navigation bar includes the BEE logo, 'Bureau of Energy Efficiency', 'Ministry of Power, Government of India', 'Notification' (with a bell icon), and a user profile for 'Danish'. A progress bar at the top right shows steps 1 through 9: Building Registration 1, Building Registration 2, Sub Metered Data, Major Load, Major Load Inventory, Diesel Generator Set, Building AC Plants Detail, Building Detail, and Building Documents. Below the progress bar is a note: '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**

Form fields include:

- Building Name\* (input field)
- State\* (dropdown: -Select-)
- District\* (dropdown: -Select-)
- City\* (input field)
- Govt. Building (checkbox:  If you don't know your Climate Zone)
- Building Type\* (dropdown: Shopping Malls)
- Climate Zone\* (dropdown: -Select-)
- Building Built Up Total Area\* (input field)
- Building Category\* (dropdown: Mall)
- Connected Load (kW)\* (input field)
- Installed Capacity (DG/GG)\* (input field)
- Renewal Energy (kW) (input field)
- AC Condition Area (Square meter)\* (input field)
- AC Condition Area Percentage (%)\* (input field)
- AEC Utilities\* (input field)
- AEC DG/GG\* (input field)
- TAEC\* (input field)
- EPI Value\* (input field)
- Star Label\* (input field)
- Data Submitted For\* (input field)
- From (input field: mm/yyyy) To (input field: mm/yyyy)
- Building Age (input field)
- Phone Number (input field)
- Zipcode\* (input field)
- Address\* (input field)

Buttons at the bottom right: 'Save as draft' (blue) and 'Save & Continue' (orange).

**Figure 33: shopping malls Building Registration1 Details**



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### 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.

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)	Centrized 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**



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

Building Registration

Authorize Representative

Notification | Danish

Building Registration 1 Building Registration 2 Sub Metered Data Major Load Major Load Inventory Diesel Generator Set Building AC Plants Detail Building Detail Building Documents

ETP STP > Effluent Treatment Plant Sewage Treatment Plant

**Sub Metered Data**

Lighting	Air Conditioning	Sterilizers Autoclaves	Medical Equipment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Computing Equipment	Geysers	Lift	ETP STP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 35: Add Sub Metered Data Details

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

Building Registration

Authorize Representative

Notification | Danish

Building Registration 1 Building Registration 2 Sub Metered Data Major Load Major Load Inventory Diesel Generator Set Building AC Plants Detail Building Detail Building Documents

**Major Load**

Name	Capacity	Unit
<input type="text"/>	<input type="text"/>	- Select -

Add

**Major Load**

Name	Capacity	Unit	Action
No record found			

Previous Save as draft Save & Continue

Figure 36: Add Major Load Details



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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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Add**

**Major Load Inventory Added**

Category	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.

**Diesel Generator Set**

DG Set Rating (kVA)	Total Units Generated (kWh)	Diesel Consumption (Litres)	No. of hours used
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**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**



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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
-Select-			

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*	<input type="button" value="5"/>		

5  
4  
3  
2  
1

Previous Save & Continue

Figure 40: Add Building Detail Details



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

The screenshot shows the 'Building Documents' step of the registration process. The left sidebar shows 'Building Registration' and 'Authorize Representative' dropdowns. The main area has a progress bar with 9 steps. Step 9 is 'Building Documents'. A note says 'You can upload combined or individual file'. A 'Building Documents' section has 'Document Name' and 'File Upload' fields. Below is a table for 'Building Documents Added' with columns 'Document Name', 'File Upload', and 'Action'. A message 'No record found' is displayed. At the bottom are 'Previous', 'Save as draft', and 'Submit' buttons.

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.

The screenshot shows a 'Success' message box. It contains a green checkmark icon, the word 'Success', and a message: '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'. At the bottom are 'OK' and 'Action' buttons. The background shows the 'Building Documents' step of the registration process.

Figure 42: BO Submitted Successfully

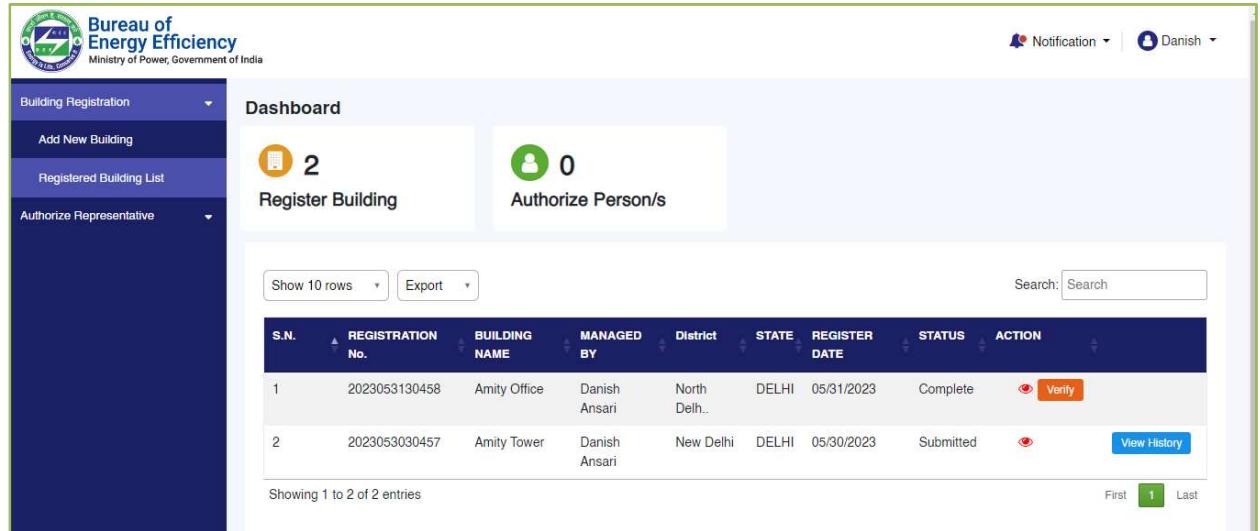


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### 9. Registered Building List

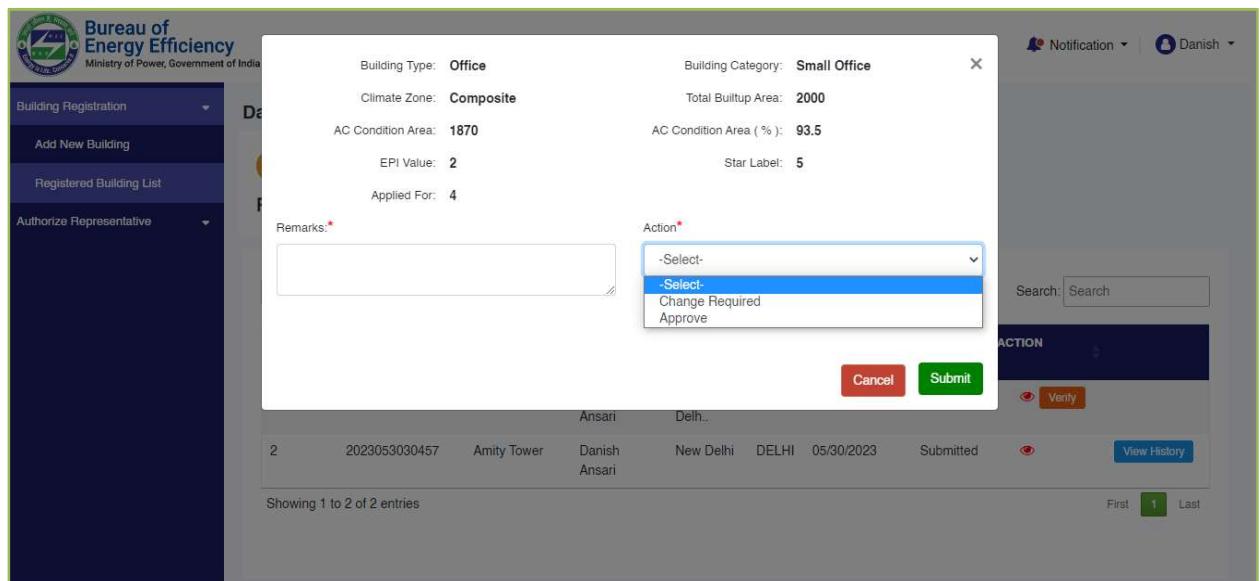
1. Once user completed all steps for building registration, then he/she will redirect on the registered building listing page for further action.



The screenshot shows the Bureau of Energy Efficiency (BEE) dashboard. On the left, a sidebar menu includes 'Building Registration', 'Add New Building', 'Registered Building List' (which is selected and highlighted in blue), and 'Authorize Representative'. The main content area is titled 'Dashboard' and shows two cards: 'Register Building' (2 entries) and 'Authorize Person/s' (0 entries). Below these are buttons for 'Show 10 rows', 'Export', and a search bar. A table lists registered buildings with columns: S.N., REGISTRATION No., BUILDING NAME, MANAGED BY, District, STATE, REGISTER DATE, STATUS, and ACTION. The table shows two entries: Amity Office and Amity Tower, both registered by Danish Ansari. The Amity Office entry is marked as 'Complete' with a 'Verify' button. The Amity Tower entry is marked as 'Submitted' with a 'View History' button. At the bottom, there are buttons for 'First', '1', and '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 a modal dialog box over the BO Dashboard. The dialog displays building 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, and Applied For: 4. Below these details is a 'Remarks:' text area and an 'Action\*' dropdown menu. The dropdown menu is open, showing options: '-Select-' (which is highlighted in blue), 'Change Required', and 'Approve'. At the bottom of the dialog are 'Cancel' and 'Submit' buttons. The background shows the same dashboard as Figure 43, with the Amity Tower entry selected and a 'Verify' button visible.

Figure 44: BO Verify Building Details



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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**)

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	

**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.



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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 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.

**Payment Details**

Transaction/DD No.*	Issuing Bank*	Issuing Branch*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Issue Date*	Amount*	Document
<input type="text"/> mm/dd/yyyy	50000	<input type="text"/> <input type="button" value="Browse"/>

**Cancel** **Submit**

NAME	BY	DATE	ACTION
1 2023053130458	Amity Office	Danish Ansari North Delh.. DELHI 05/31/2023 Approved	
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

Figure 47: Building Payment



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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.

1	2023053130458	Amity Office	Danish Ansari	North Delhi..	DELHI	05/31/2023	Payment done	
2	2023053030457	Amity Tower	Danish Ansari	New Delhi	DELHI	05/30/2023	Submitted	

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



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## 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.

Skip To Main Content [Facebook](#) [Twitter](#) [YouTube](#) [Hindi / English](#) [T1](#)

Home About Us Schemes Manuals Ticket/Grievances FAQs Contact Us Login

### Query Authentication

Home > Query Authentication

Query OTP Authentication

Enter Email Address.  Captcha.  7iRGkaM 0 [Get OTP](#)

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

Figure 50: Ticket Get OTP



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

Skip To Main Content [Facebook](#) [Twitter](#) [YouTube](#) [Hindi / English](#) [T1](#)

Home About Us Schemes Manuals Ticket/Grievances FAQs Contact Us [Login](#)

### Validate Query OTP

Home > Query Validate Query OTP

Validate Query OTP

Enter Your OTP:

Captcha: [0](#)

[Verify OTP](#)

Re-Send OTP In - 44 Sec.

Figure 51: Ticket Verify OTP



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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.

The screenshot shows the 'Create Ticket' page of the BEE website. At the top, there is a navigation bar with links for Home, About Us, Schemes, Manuals, Ticket/Grievances, FAQs, Contact Us, and a Login button. The main content area is titled 'Create Ticket' and shows a form with the following fields:

- Category Name\*: A dropdown menu labeled '--Select Query Category --'.
- User Name\*: An input field.
- User Email\*: An input field containing 'ticket01@yopmail.com'.
- User Mobile\*: An input field.
- Query \*: A text area with a character limit of 5000.
- Attachment: A section with an 'Attachment' input field and an 'Upload' button.

At the bottom right of the form are 'Cancel' and 'Submit' buttons. The 'Submit' button is green.

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.

The screenshot shows the 'Create Ticket' page with a success message box overlaid. The message box contains the following text:

Thank You!  
Your Query has been created **successfully**.  
Your Query tracking number is - **6022048**  
[Click Here](#) to track your query.

At the bottom right of the message box is a 'Close' button. The background of the page shows the 'Create Ticket' form with its fields and buttons.

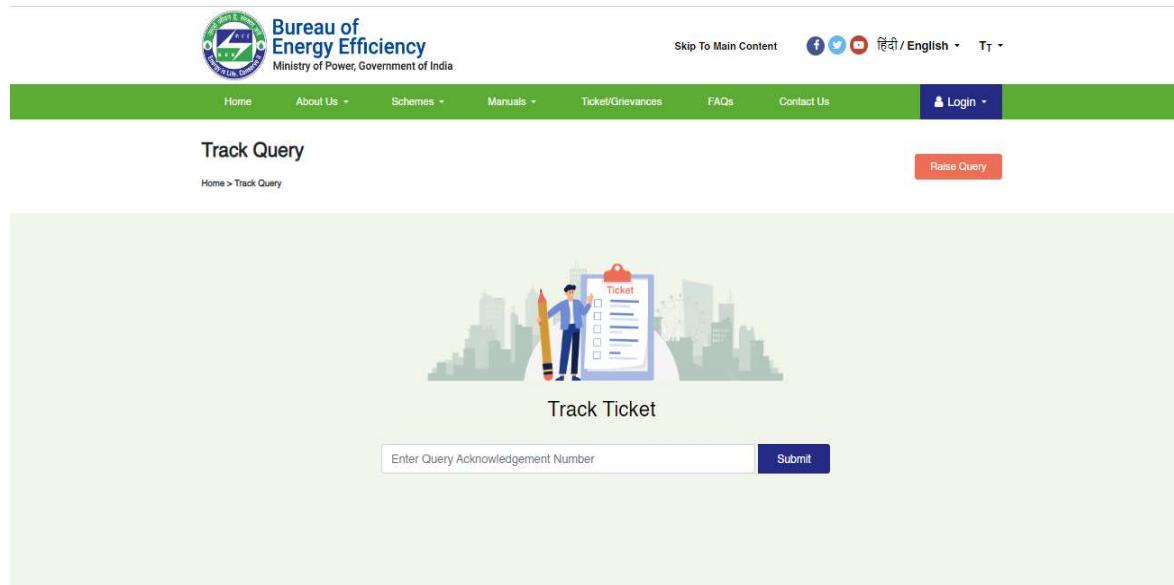
Figure 53: Ticket Created



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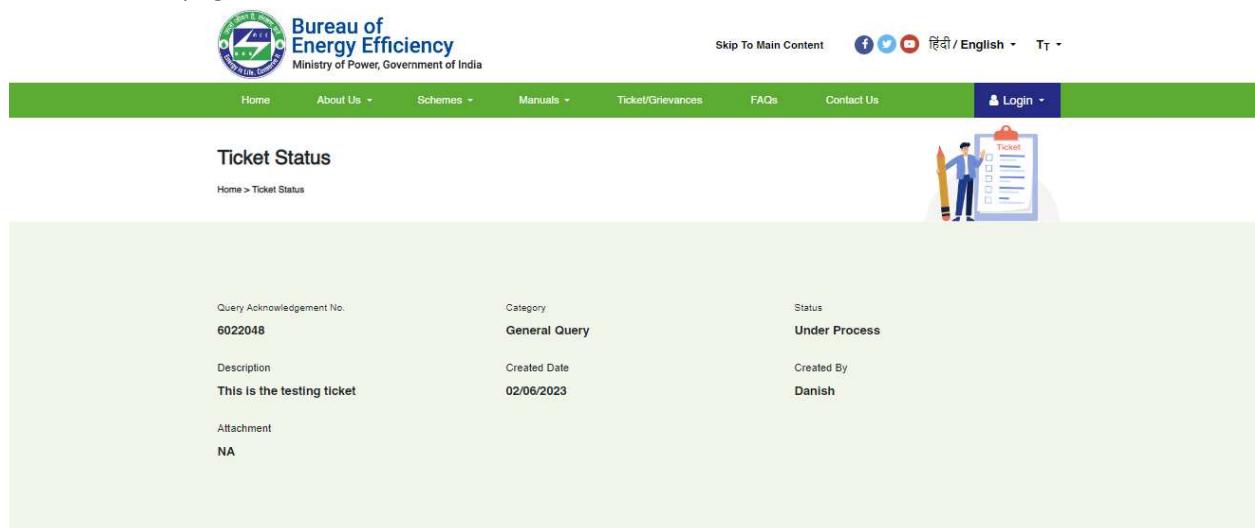
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5. After that user also track the ticket on click the 'Click here' button on popup.



**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



**Figure 55: Ticket Status**



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### 11. Subscribe to Newsletter

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



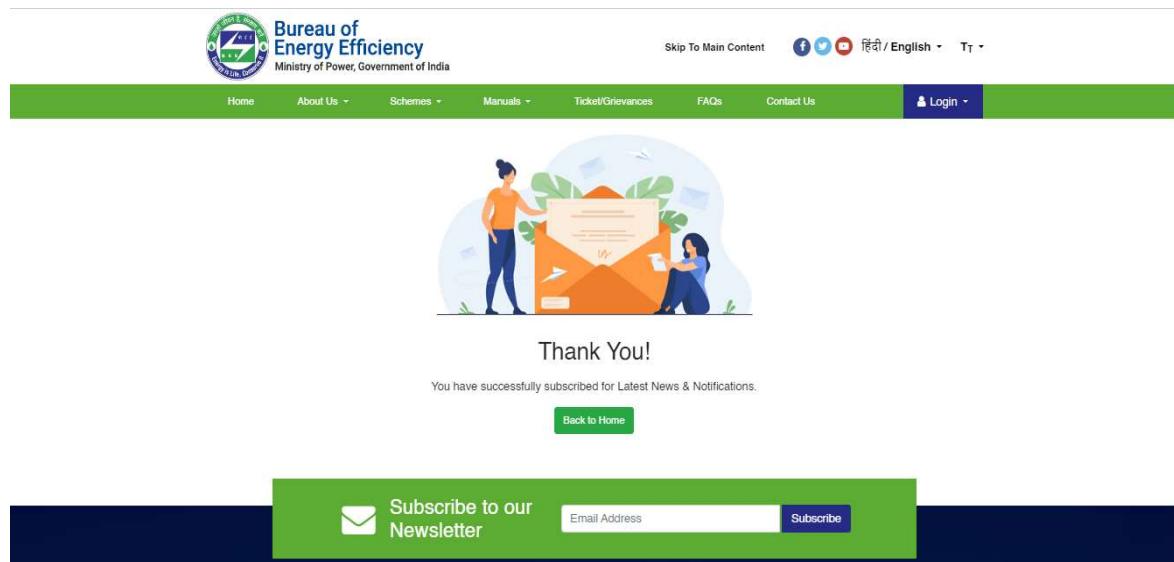
Figure 56: Subscribe to newsletter



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



**Figure 57: Subscribe the Newsletter Thank You Page**