



नवीन एवं नवीकरणीय ऊर्जा मंत्रालय

MINISTRY OF NEW AND RENEWABLE ENERGY



Operational User Manual (Step-wise Guide for Small Hydro Power Projects)

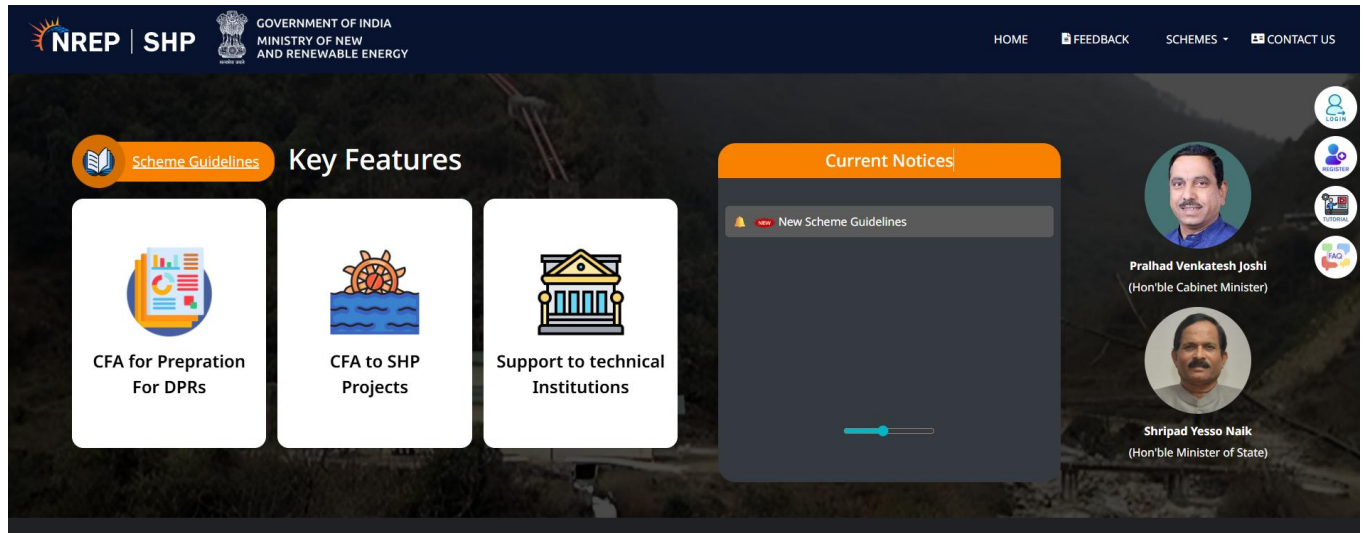
Content Managed by the Ministry of New and Renewable Energy

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Registration and Login

Open the browser and navigate to <https://nrep.mnre.gov.in/shp-home>. Once on the homepage, proceed to the registration/login page by clicking on the "Login", "Register" button.



Step 1: For registration (one time process), select user category and fill in the required details.

*Mandatory required documents for CPSU's, and State PSUs/Department is "Authorization letter"

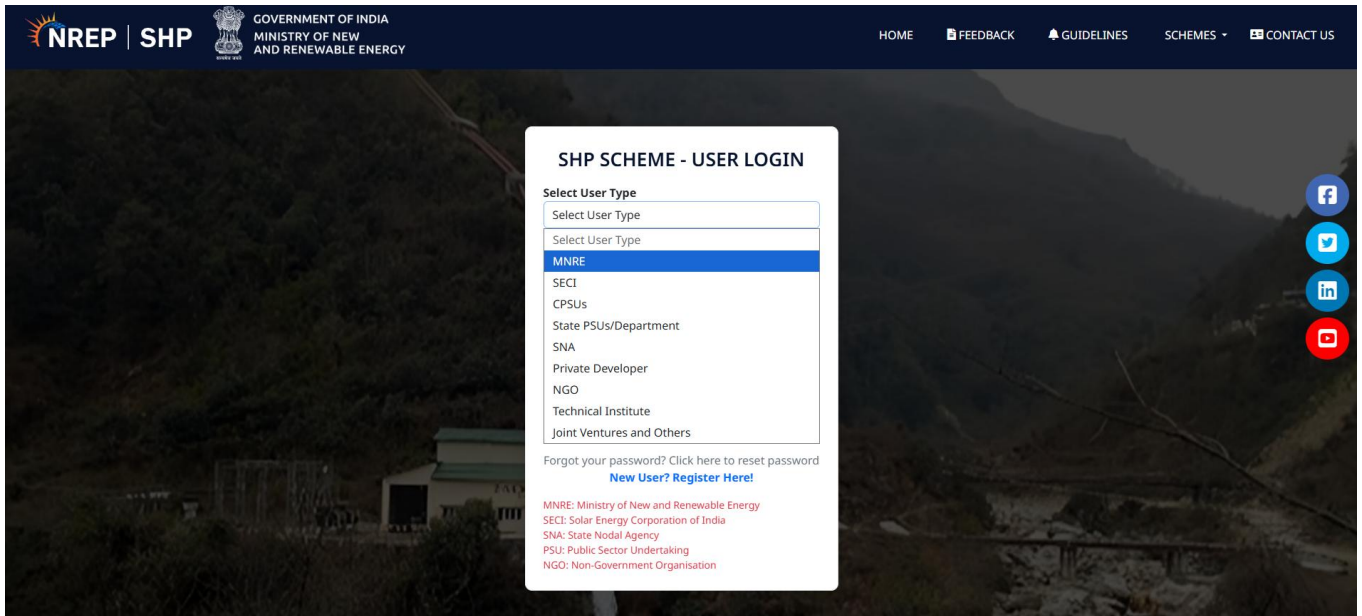
*Mandatory required documents for Private Developers, and NGOs are "Authorization letter", "Allotment Letter"

*Mandatory required documents for Joint Ventures & Others are "Authorization letter", "Allotment Letter", and "Joint Venture cum Shareholding Agreement"

After filling the details click on generate OTP, then enter the OTP received on email and submit the registration form.

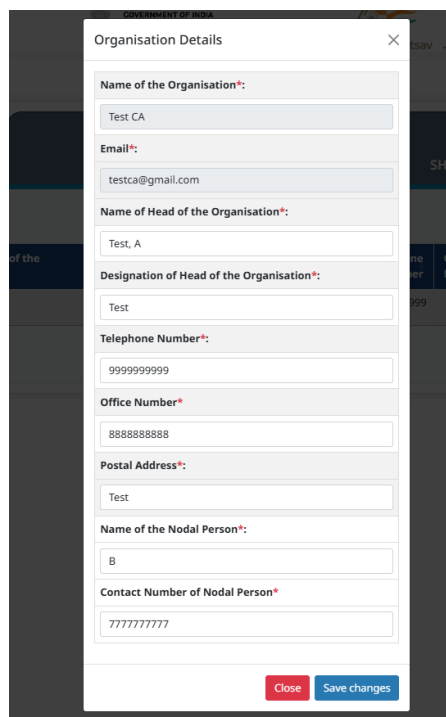
Note: Login credentials will be shared via email after approval of account by SECI.

Step 2: Select User Type and Enter the received login credentials. If a registered user forgets their password, kindly use Forget Password Option. Once new password is received on email, the user can use it to login and change the password on first login, without changing the password no further action can be performed.



Step 3: After successful login, the user redirects to the respective homepage. By clicking on tabs, the user can view Organization details, DPR details, Project details, and CFA details respectively.

Initially for the first time, the user must fill the remaining mandatory organization details before proceeding further. **Note: All fields marked with “ * ” are mandatory.**



New Project Application

Step 1: To apply for new SHP Project, click on “Apply for new SHP Project” in the sidebar, and fill project details as per the application form.

Scheme for financial support to set up new SHP Project from 1MW upto 25MW capacity

Project Details

Estimated Cost

Enclosures

Statutory Clearance

Project Name*:

Enter Project Name

Capacity (in MW)*:

Enter Capacity (in MW)

Number of Turbines*:

Enter Number of Turbines

Total Rated Capacity of Turbines (MW)*:

Enter Capacity of Turbine (MW)

Number of Generators*:

Enter Number of Generators

Total Rated Capacity of Generators (MW)*:

Total Rated Capacity of Generators (MW)

Name of river/stream/dam/canal/other*:

Enter Name of river/stream/dam/canal

State*:

--Select State--

District*:

--Select State First--

Has Work Started*:

☐ Yes ☐ No

Expected Date of Start of Construction*:

mm/dd/yyyy

SNA*:

--Select State First--

Mode of Allotment *:

--Select Mode of Allotment--

Basis of Bidding *:

--Select Basis of Bidding--

Location (Excel File)*:

Choose file

No file chosen

[Download Sample Format](#)

Save as Draft

Step 2: Enter the estimated cost details and means of financing for the project.

Scheme for financial support to set up new SHP Project from 1MW upto 25MW capacity

Project Details

Estimated Cost

Enclosures

Statutory Clearance

Estimated cost of the project (Rs. in lakhs)

Civil Works*:

Enter Cost

Electro Mechanical (E&M) Works*:

Enter Cost

Transmission and Distribution (T&D) Works*:

Enter Cost

Other:

Enter Cost

Total Estimated cost of the project (Rs. in lakhs): 0

Means of financing (Rs. in lakhs)

Equity*:

Enter Equity

Loans:

Enter Loans Details

Other Sources:

Enter Other sources Details

Total Means of financing (Rs. in lakhs): 0

Save as Draft

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Step 3: Upload the enclosures in PDF as mentioned in the application form.

Scheme for financial support to set up new SHP Project from 1MW upto 25MW capacity

Project Details	Estimated Cost	Enclosures	Statutory Clearance
Enclosures			
Detailed Project Report*:	Choose file No file chosen	Is this DPR relevant*:	☐ Yes ☐ No
Allotment Letter from State Government*:	Choose file No file chosen	Undertaking as per Annexure V*:	Choose file No file chosen
Supporting Document showing Mode of Allotment*:	Choose file No file chosen	Undertaking By State Government Department as per Annexure II:	Choose file No file chosen
Documents related to financial tie-up with Bank:	Choose file No file chosen	Any Other Document:	Choose file No file chosen
Save as Draft			

Step 4: Upload the copy of statutory clearances in PDF as mentioned in the application form.

Scheme for financial support to set up new SHP Project from 1MW upto 25MW capacity

Project Details	Estimated Cost	Enclosures	Statutory Clearance
Copy of Statutory clearances and approvals (If not applicable, please upload supporting document/undertaking)			
Type of Clearance	Whether Applicable	Document (pdf only)	
Forest clearance*:	☐ Yes ☐ No	Choose file	No file chosen
Techno Economic Clearance*:	☐ Yes ☐ No	Choose file	No file chosen
NOC from PCB*:	☐ Yes ☐ No	Choose file	No file chosen
NOC from Fisheries Deptt.:	☐ Yes ☐ No	Choose file	No file chosen
Approval for Connectivity*:	☐ Yes ☐ No	Choose file	No file chosen
NOC from Local Body/Gram Panchayat*:	☐ Yes ☐ No	Choose file	No file chosen
Wild Life Clearance*:	☐ Yes ☐ No	Choose file	No file chosen
NOC from Irrigation Deptt.:	☐ Yes ☐ No	Choose file	No file chosen
Any Other:	☐ Yes ☐ No	Choose file	No file chosen
Save as Draft			

Claim for CFA

User can claim for 50% or Final CFA for sanctioned SHP projects, click on “Apply for Claim for CFA” in the sidebar, and submit the application form.

Claim for 50% CFA

Scheme for financial support to set up new SHP Project from 1MW upto 25MW capacity

Claim for 50% CFA

Claim for Final CFA

Project*:
--Select Project--

Upload Documentary proof of the date of start of construction*:
Choose file No file chosen

Start of Construction Date*:
mm/dd/yyyy

Upload scanned copy of Power Purchase Agreement*:
Choose file No file chosen

Power Purchase Agreement Date*:
mm/dd/yyyy

Upload Details Physical Progress (50% or more)*:
Choose file No file chosen

Financial Progress (50% or more)*:
☐ Yes ☐ No

Upload scanned copy of Statement of Expenditure*:
Choose file No file chosen

Upload Mandate Form*:
Choose file No file chosen

Upload Photographs of the project

Photograph 1.*:
Choose file No file chosen

Photograph 2.*:
Choose file No file chosen

Photograph 3.*:
Choose file No file chosen

Photograph 4.*:
Choose file No file chosen

Photograph 5.*:
Choose file No file chosen

Save as Draft

Submit

Claim for Final CFA

1. To claim final CFA, project must be commissioned.
2. If Achievement of minimum 80% of monthly generation at least for a month is “Yes” then upload supporting document, otherwise upload supporting documents and enter remarks.

Scheme for financial support to set up new SHP Project from 1MW upto 25MW capacity

Claim for 50% CFA

Claim for Final CFA

Is Project Commissioned*:
☒ Yes ☐ No

Project*:
--Select Project--

Physical Verification/Inspection report*:
Choose file No file chosen

Upload scanned copy of Power Purchase Agreement*:
Choose file No file chosen

Power Purchase Agreement Date*:
mm/dd/yyyy

Upload Commercial Operation Certificate*:
Choose file No file chosen

Commercial Operation Date(COD)*:
mm/dd/yyyy

Upload Audited Statement of Expenditure*:
Choose file No file chosen

Audited Statement of Expenditure Date*:
mm/dd/yyyy

Achievement of minimum 80% of monthly generation at least for a month*:
☐ Yes ☐ No

Upload Mandate Form*:
Choose file No file chosen

Upload Photographs of the project

Photograph 1.*:
Choose file No file chosen

Photograph 2.*:
Choose file No file chosen

Photograph 3.*:
Choose file No file chosen

Photograph 4.*:
Choose file No file chosen

Photograph 5.*:
Choose file No file chosen

Save as Draft

Submit

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Application for New DPR (Only for PSUs, and State PSUs/Department)

Step 1: To apply for new DPR click on “Apply for new DPR” in the sidebar.

Application Form to Avail Financial Support for Preparation of DPR

Project Details			
Name of Project/Site*:	Enter Project Name	Capacity (in MW)*:	Enter Project Capacity
State*:	--Select State--	District*:	--Select State First--
Latitude (in XX.XXXXXX format)*:	Enter Project Latitude	Longitude (in YY.YYYYYY format)*:	Enter Project Longitude
Estimated Cost for Preparation of DPR (in Lakhs)*:	Enter Cost	Duration (in months)*:	0
Pre-feasibility Report (PDF only)*:	Choose file No file chosen	Scanned Copy of forwarding letter (PDF only)*:	Choose file No file chosen
Letter from SNA mentioning the DPR have not been prepared earlier for same site*:	Choose file No file chosen		
☐ I hereby confirm that DPR for this site has not been prepared earlier.			
Save as Draft Submit			

Step 2: After DPR submission and initial sanction. The user/developer can apply for balance CFA for DPR at “Final CFA Claim.”

Organisation Details

Preparation of DPR

SHP Project Application

Claim for CFA

10 entries per page

Search:

S.No	State	Name of Project Site	Project Capacity(MW)	Eligible CFA (in Lakhs)	Status	Action
1	DELHI	New Test DPR	18	11.5	Saved as Draft	View Edit View Logs
2	DELHI	Test	17	11	Final CFA Released	View View Logs
3	DELHI	Test DPR	11	0	Final CFA Released	View View Logs
4	UTTARAKHAND	Test	10	10	Sanctioned by MNRE and 50% CFA released	View Final CFA Claim View Logs

Showing 1 to 4 of 4 entries

1

Step 3: To claim final CFA following mentioned documents are to be submitted.

Balance CFA Claim

Is DPR Complete ?

Enter Complete Dpr
 No file chosen

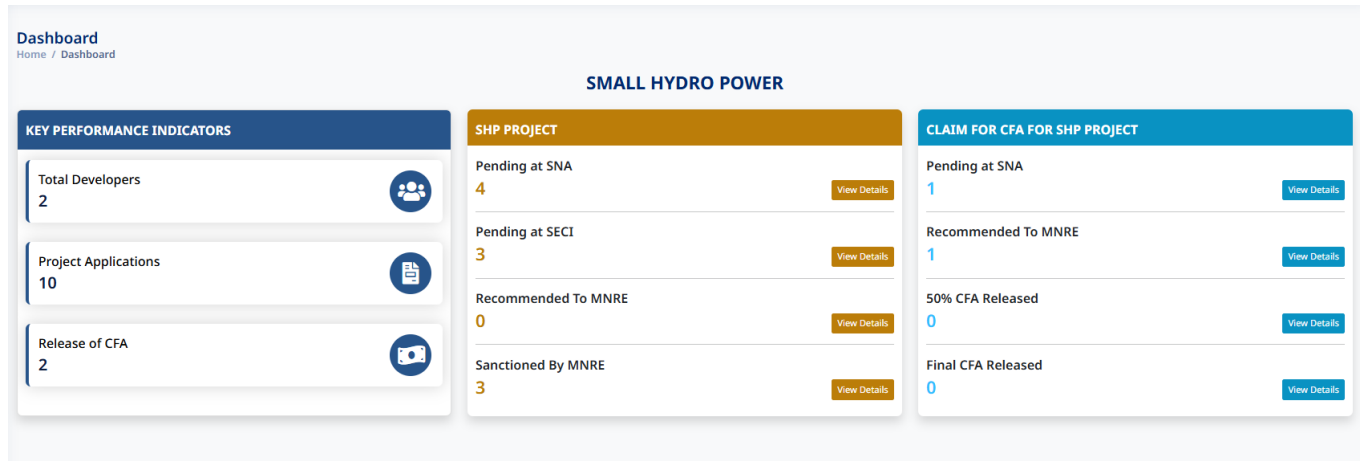
Recommendation Letter from Organisation Head
 No file chosen

UC
 No file chosen

Audited Statement of Expenditure
 No file chosen

SNA's Role

After successful login, the user will be redirected to dashboard. Main role of SNA is to verify project applications and CFA Claim and will perform actions - “Forward to SECI” or “Send back to developer for corrections”. Applications submitted by the developers will be visible in the respective SNA's account.



To verify project applications, click on “Verify SHP project application” from sidebar, and select the project application to verify. The user will be able to view the application preview.

Application for New SHP Project

Project Details		Developer: Test CA	
Project Name	Gov Summary	Capacity (in MW)	5
Number of Turbines	5	Total Rated Capacity of Turbines (MW)	5
Number of Generators	5	Total Rated Capacity of Generators (MW)	5
Name of river/stream/dam/canal	Yamuna	State	DELHI
District	EAST	Has Work Started	Yes
Actual Date of Start of Construction	20-05-2026	Mode of Allotment	Nomination Basis
Basis of Bidding	Tariff Based Competitive bidding (TBCB)		
Estimated cost of the project (Rs. in lakhs)			
Civil Works	100	Electro Mechanical (E&M) Works	100
Transmission and Distribution (T&D) Works	100	Other	100
Total Estimated cost of the project (Rs. in lakhs)	400		
Means of Financing (Rs. in lakhs)			
Equity	100	Loans	100
Other Sources	200		
Total Means of financing (Rs. in lakhs)	400		
Enclosures			
Documentary Proof of Date of Start of Construction	View File Verify	Undertaking as per Annexure V	View File
Allotment Letter from State Government	View File Verify	Documents related to financial tie-up with Bank	View File
Supporting Document showing Mode of Allotment	View File Verify	Is this DPR relevant?	Yes
Detailed Project Report	View File	Any Other Document	View File
Undertaking By State Government Department as per Annexure II	View File		
Copy of Statutory clearances, as applicable			
Forest clearance	View File	Techno Economical Clearance	View File
NOC from PCB	View File	NOC from Fisheries Deptt.	View File
Approval for Connectivity	View File	NOC from Local Body/Gram Panchayat	View File
Wild Life Clearance	View File	NOC from Irrigation Deptt.	View File
Any Other	View File		
☐ The project details submitted by the developer have been duly checked with reference to the Detailed Project Report (DPR) and supporting documents, and are found to be in conformity with DPR and supporting documents.			
Status			
SNA Status	Pending	SNA Remark	Update
SECI Status	Pending	SECI Remark	

[Send Back for Correction](#)

Step 1: Click on the “Verify” button to verify the documents and the click on the check box and then click on “Forward to SECI” if all details are correct otherwise “Send back to developer for correction”.

Note: Without verifying the documents, the option “Forward to SECI” will not be visible.

Application for New SHP Project

Project Details		Developer: Test CA	
Project Name	Gov Summary	Capacity (in MW)	5
Number of Turbines	5	Total Rated Capacity of Turbines (MW)	5
Number of Generators	5	Total Rated Capacity of Generators (MW)	5
Name of river/stream/dam/canal	Yamuna	State	DELHI
District	EAST	Has Work Started	Yes
Actual Date of Start of Construction	20-05-2026	Mode of Allotment	Nomination Basis
Basis of Bidding	Tariff Based Competitive bidding (TBCB)		
Estimated cost of the project (Rs. In lakhs)			
Civil Works	100	Electro Mechanical (E&M) Works	100
Transmission and Distribution (T&D) Works	100	Other	100
Total Estimated cost of the project (Rs. In lakhs)	400		
Means of Financing (Rs. In lakhs)			
Equity	100	Loans	100
Other Sources	200		
Total Means of Financing (Rs. In lakhs)	400		
Enclosures			
Documentary Proof of Date of Start of Construction	View File Verified		
Allotment Letter from State Government	View File Verified	Undertaking as per Annexure V	View File
Supporting Document showing Mode of Allotment	View File Verified	Documents related to financial tie-up with Bank	View File
Detailed Project Report	View File	Is this DPR relevant?	Yes
Undertaking By State Government Department as per Annexure II	View File	Any Other Document	View File
Copy of Statutory clearances, as applicable			
Forest clearance	View File	Techno Economical Clearance	View File
NOC from PCB	View File	NOC from Fisheries Deptt.	View File
Approval for Connectivity	View File	NOC from Local Body/Gram Panchayat	View File
Wild Life Clearance	View File	NOC from Irrigation Deptt.	View File
Any Other	View File		
☒ The project details submitted by the developer have been duly checked with reference to the Detailed Project Report (DPR) and supporting documents, and are found to be in conformity with DPR and supporting documents.			
Status			
SNA Status	Pending	SNA Remark	Update
SECI Status	Pending	SECI Remark	
Forward to SECI Send Back for Correction			

To verify CFA claim, click on “Verify CFA Claim” from sidebar and select the CFA application to verify.

Developer Details			
Developer Name:	Test CA	Email:	testca@gmail.com
Contact:	9999999999	Address:	Test
Project Details			
Project Name:	Test C	Project Capacity:	13
Expected Commissioning Date:	NA	Annual Estimated Generation as per DPR (in MU):	1
Claim For CFA Details			
Claim for 50% CFA			
S.No.	Document Type	Attachment	Date
1.	Physical Progress more than 50%	View File	20-05-2026 Verify
2.	Start of Construction	View File	19-05-2026 Verify
3.	Power Purchase Agreement	View File	19-05-2026
4.	Statement of Expenditure	View File	NA
5.	Photograph 1.	View File	NA
6.	Photograph 2.	View File	NA
7.	Photograph 3.	View File	NA
8.	Photograph 4.	View File	NA
9.	Photograph 5.	View File	NA
SNA Status:	Pending		
SECI Status:	Pending		
Send Back for Correction			

Click on the “Verify” button to verify the documents and then click on “Forward to SECI” if all details are correct otherwise “Send back to developer for correction”.

Note: Without verifying the documents, the option “Forward to SECI” will not be visible.

Developer Details					
Developer Name:	Test CA	Email:	testca@gmail.com	Contact:	9999999999
Address:		Test			
Project Details					
Project Name:	Test C	Project Capacity:	13	Expected Commissioning Date:	NA
Annual Estimated Generation as per DPR (in MU):					1
Claim For CFA Details					
Claim for 50% CFA					
S.No.	Document Type	Attachment	Date		
1.	Physical Progress more than 50%	View File	20-05-2026	Verified	
2.	Start of Construction	View File	19-05-2026	Verified	
3.	Power Purchase Agreement	View File	19-05-2026		
4.	Statement of Expenditure	View File	NA		
5.	Photograph 1.	View File	NA		
6.	Photograph 2.	View File	NA		
7.	Photograph 3.	View File	NA		
8.	Photograph 4.	View File	NA		
9.	Photograph 5.	View File	NA		
SNA Status:	Pending				
SECI Status:	Pending				
Forward To SECI Send Back for Correction					

Thank you!

For any Technical Assistance, Please Connect via Email at:
pmu-nic-mnre@supportgov.in