User Manual for the APPLICANTS to Register and upload the required details on the NECA PORTAL https://neca.beeindia.gov.in/

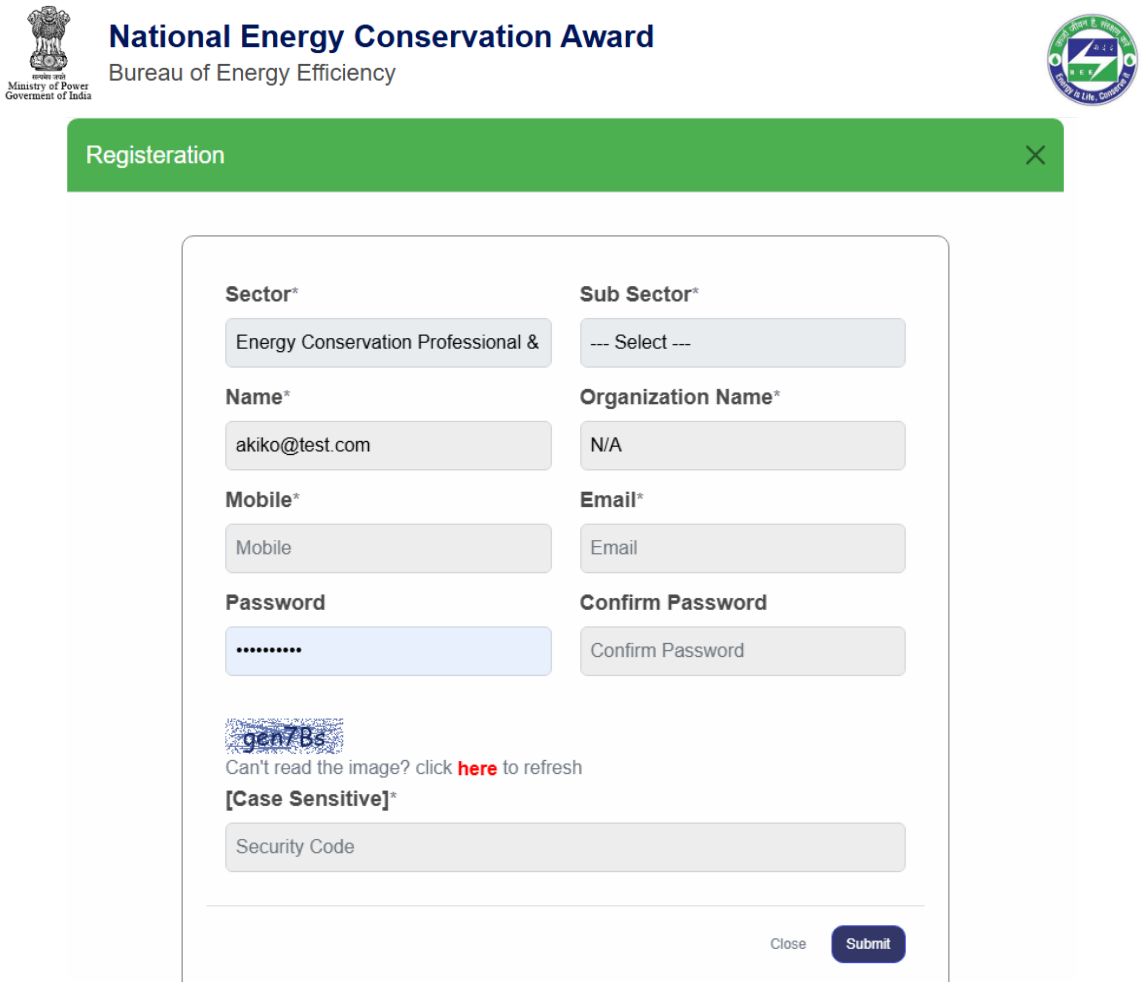
1. Introduction

This manual provides step-by-step instructions for applicants to register and upload required details on the NECA (National Energy Conservation Award) portal. It explains registration, login, questionnaire download/upload, URL/document updates, and freezing of the application.

2. Registration Process

Follow the steps below to register on the NECA portal:

1. Open the NECA portal and click the "REGISTER" button located at the top of the page.
2. Complete all required fields in the registration form.
3. Select the appropriate Sector and Sub-Sector from the dropdown list.
4. Use a valid email address — this email will serve as your username for login.
5. Choose a secure password and remember it. You will use this password to sign in.



Notes:

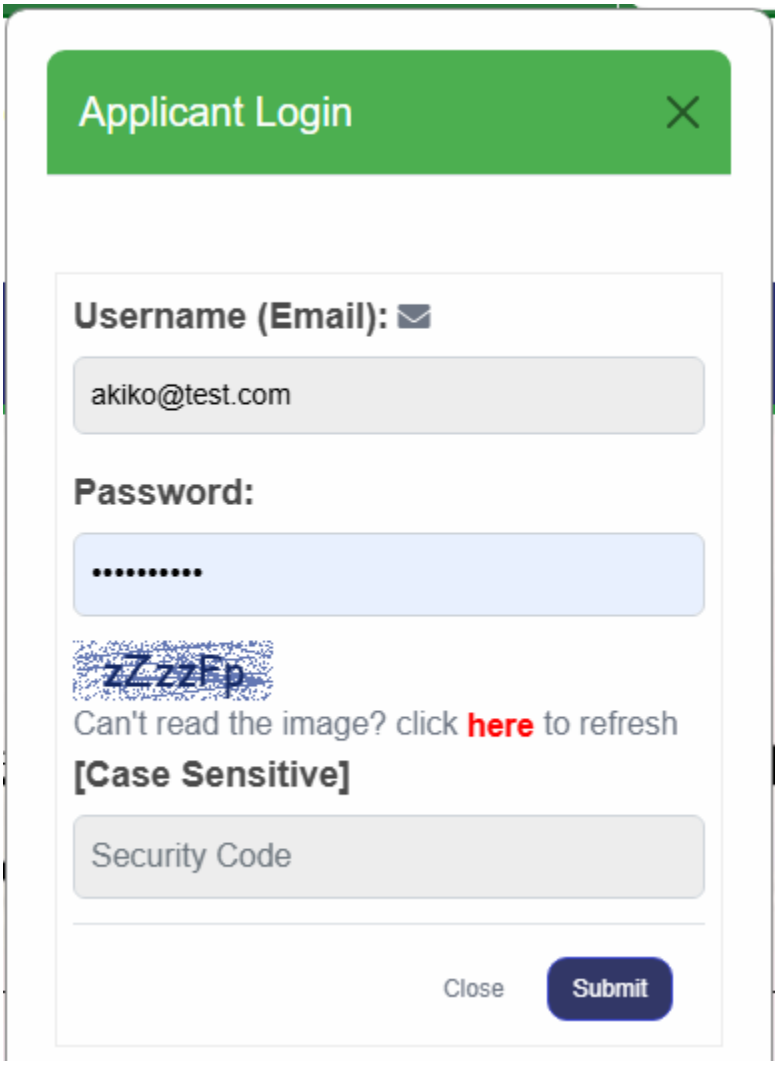
• Ensure all mandatory fields are filled.

• Double-check the selected Sector/Sub-Sector — it determines the questionnaire you must submit.

3. Applicant Login

After successful registration, sign in to the portal using your credentials:

1. Click the "LOGIN" button on the portal.
2. Enter your registered email in the Username field.
3. Enter your password in the Password field.
4. Type the Security Code shown on the screen and click "Login".

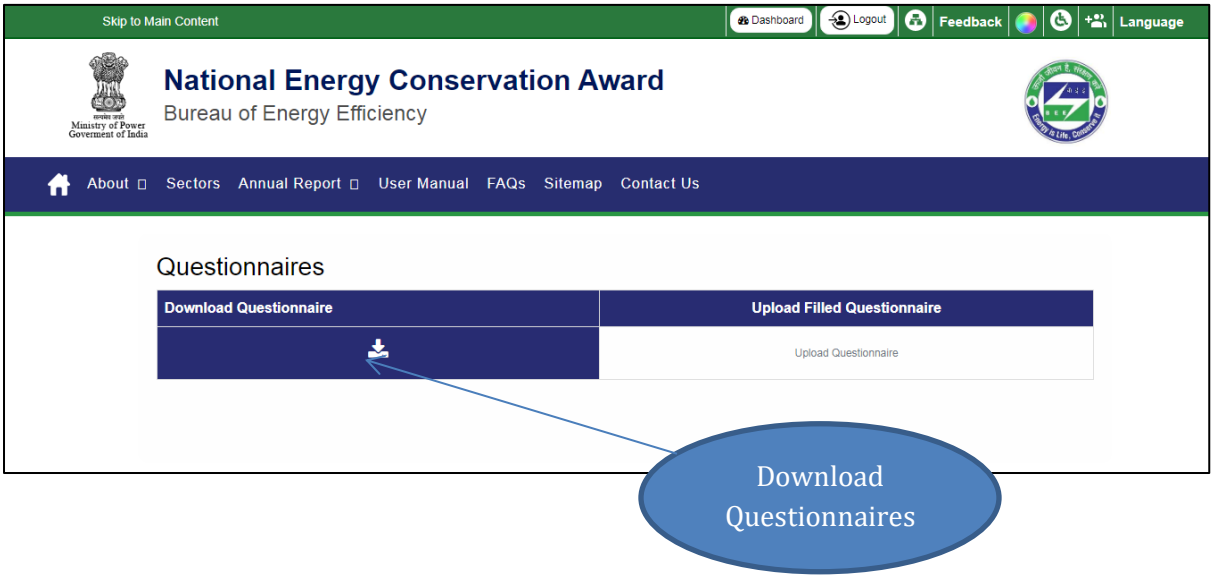


4. Dashboard

Upon login, you will be directed to the Applicant Dashboard. The dashboard provides access to all functions required for application submission.

Key actions available on the Dashboard:

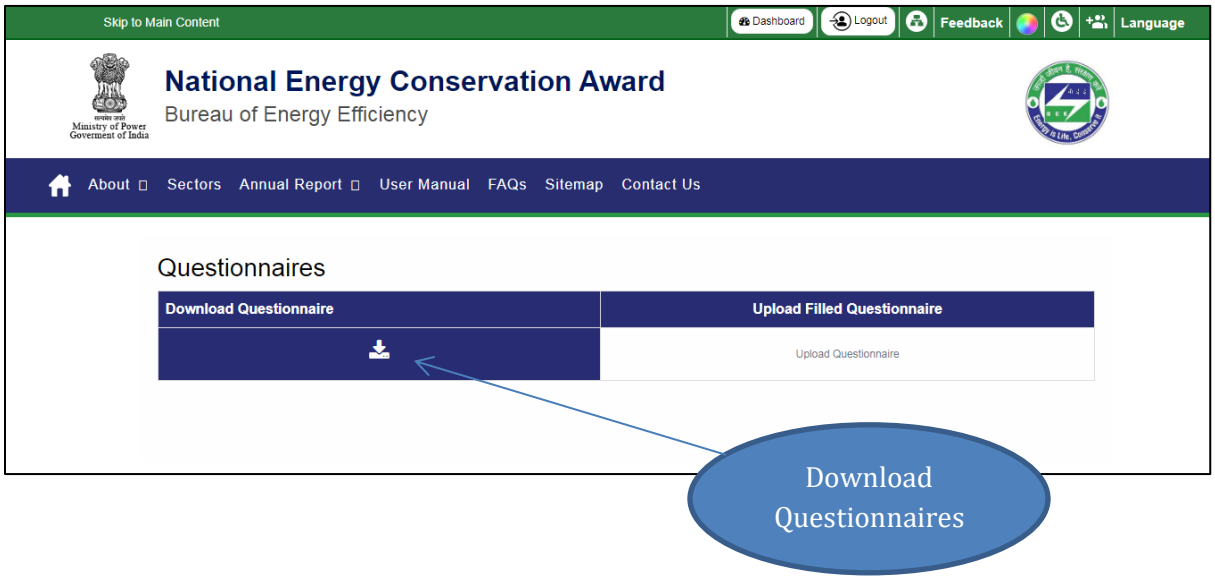
- Download Questionnaires
- Upload Questionnaires / Documents
- Add supporting URLs
- Freeze Records (final submission)



5. Download Questionnaires

Download the questionnaire template corresponding to your Sector/Sub-Sector, complete it, and prepare for upload.

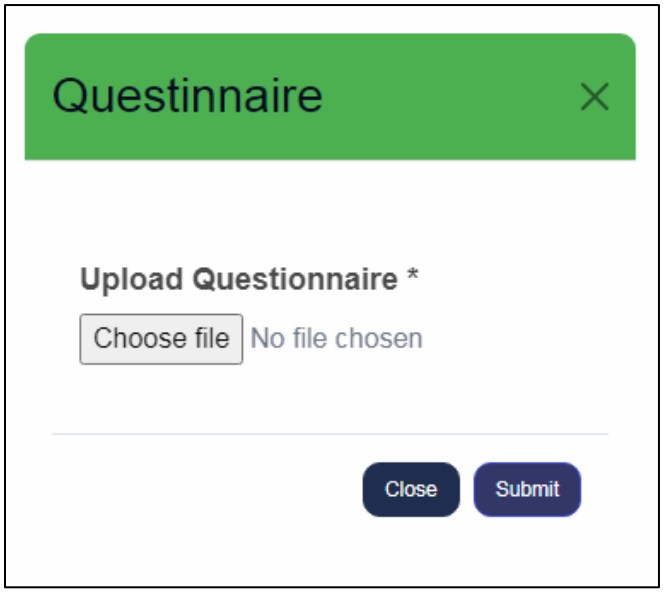
Accepted formats for upload: PDF, XLS/XLSX.

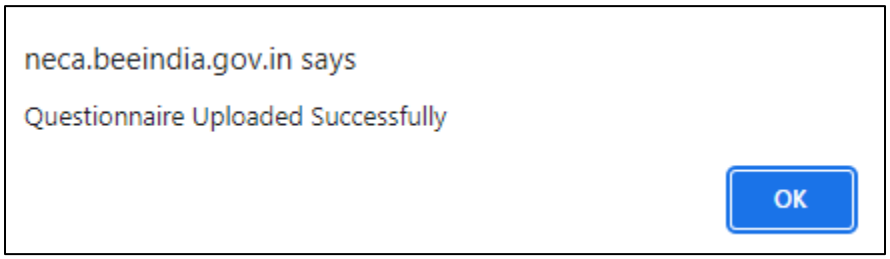


6. Upload Questionnaires

After filling the questionnaire, upload it through the Upload window on the Dashboard. Follow these steps:

1. Click the "Upload" button.
2. Select the completed questionnaire file (PDF or XLS/XLSX).
3. Confirm and submit the file.
4. On successful upload, a confirmation message will be displayed.





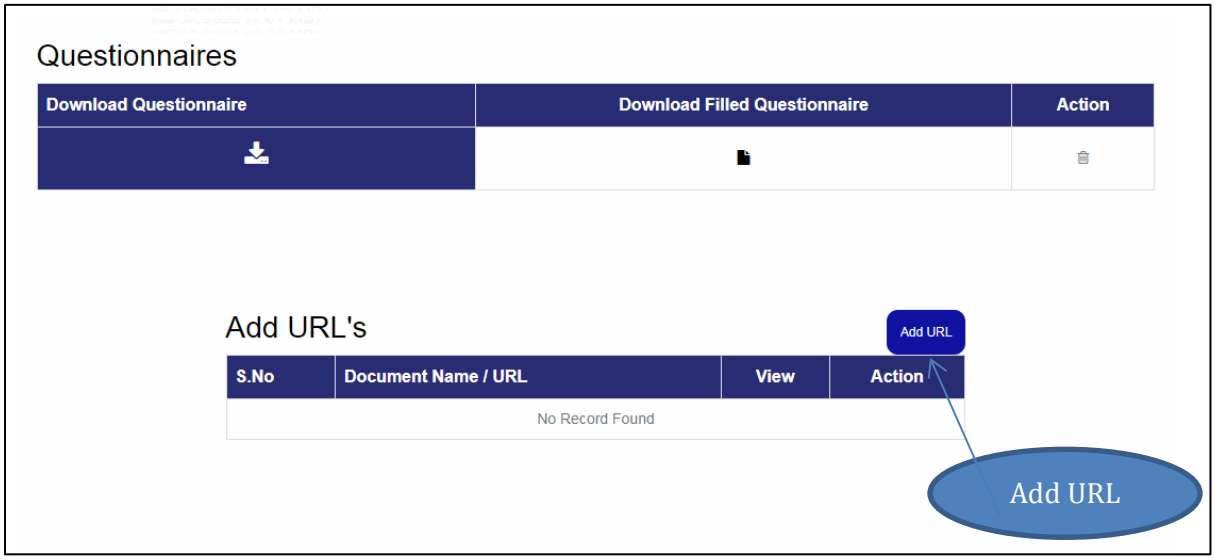
7. Document / URL Updating

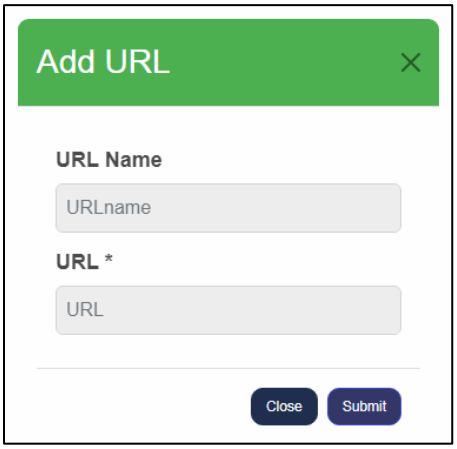
After uploading the questionnaire, the portal opens the Document / URL update window. You must add the required supporting documents or URLs. There are two scenarios depending on the selected Sector:

7.1 Sectors: SELECTED AS - "Energy Conservation Professional & Influencers"

If you have selected the Sector "Energy Conservation Professional & Influencers", use the 'Add URL' feature to add supporting links.

You may add multiple URLs. Each URL should point to verifiable supporting evidence such as articles, profiles, or certificates.

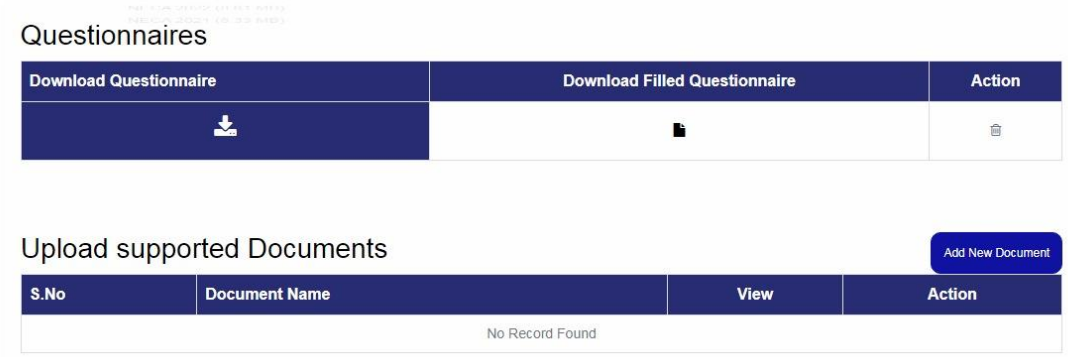


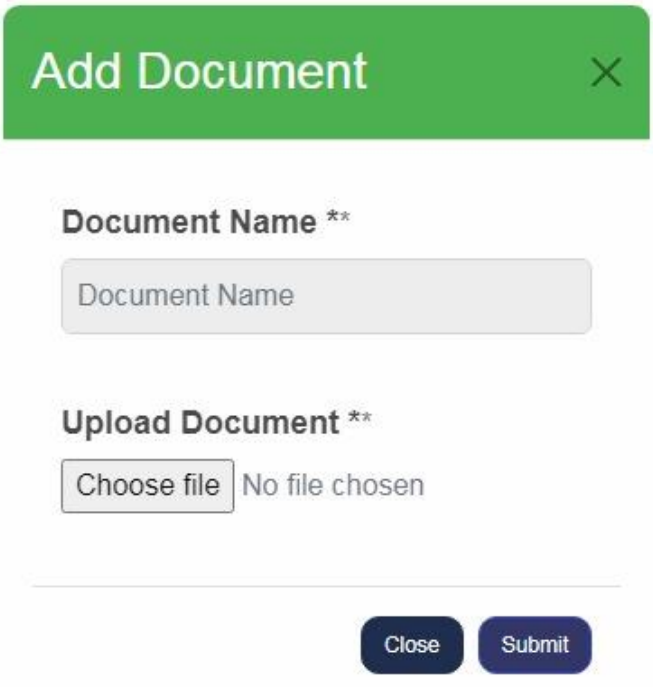


7.2 Other Sectors (All others)

If you selected any Sector other than "Energy Conservation Professional & Influencers", use the document upload area to add supporting files.

You may upload multiple documents as required (e.g., certificates, reports, photographs).

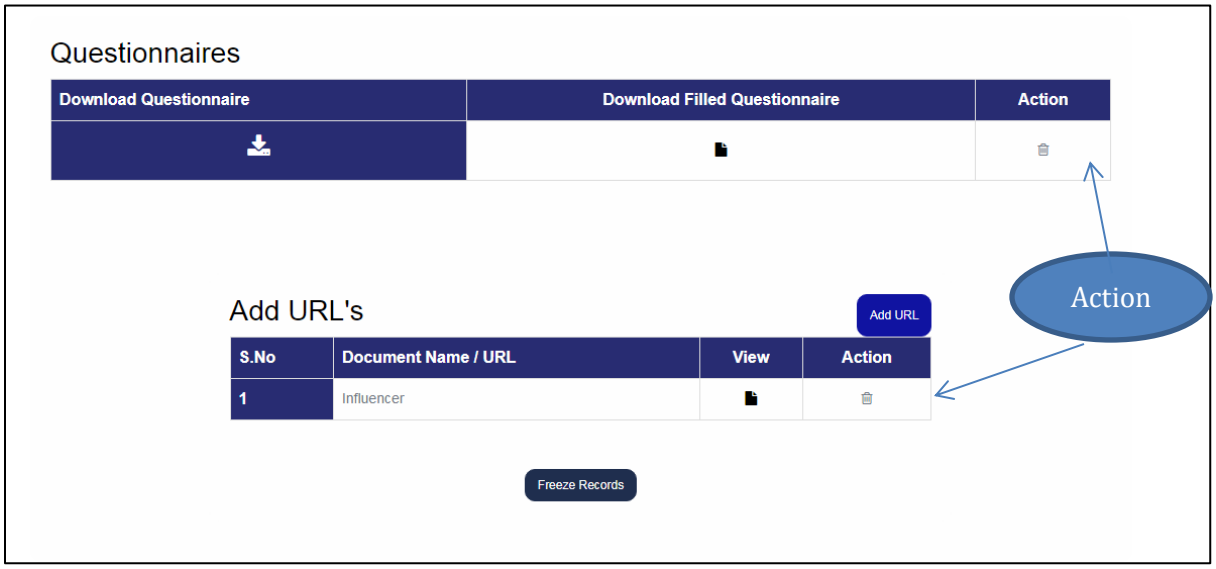




7.3 Editing and Deleting Entries (Before Freeze)

You can delete or modify uploaded URLs and documents any time before you freeze the application. However, the questionnaire itself is mandatory. If the questionnaire is deleted after upload, the 'Freeze' button will be de-activated.

At least one URL or document must be present before freezing the application.

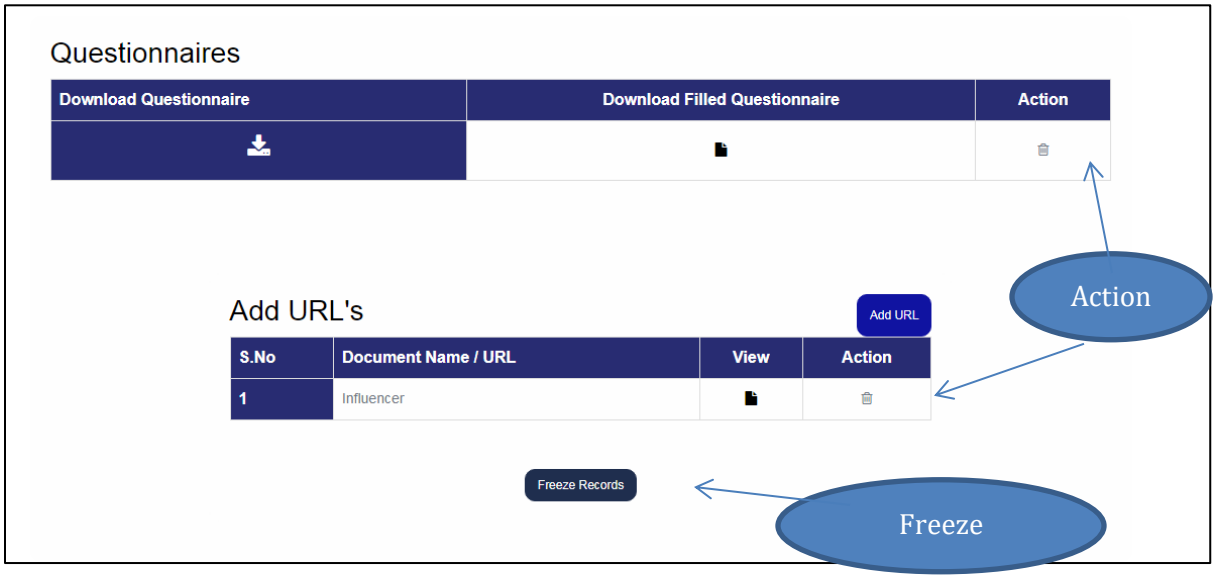


8. Freezing of Application

Freezing finalizes your submission. Once frozen, you will not be able to make any further changes.

Steps to freeze:

1. Verify all uploaded questionnaires, URLs and supporting documents.
2. Ensure that the questionnaire is present and at least one supporting URL/document is uploaded.
3. Click the "FREEZE" button to finalize your application.



Important note: Freezing is irreversible. Confirm all entries before freezing.