# USERMANUAL FOR REGISTRATION OF DE-SLUDGING AGENCY

In

# Public Health Engineering Department, Haryana



### **USERTYPE:** AGENCY

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### How to Register as a New De-Sludging Tanker Agency

For registering as a new agency on PHED website, please follow the steps below:

Step 1: Open the PHED, Haryana website (<u>https://phedharyana.gov.in/</u>)

Step 2: Goto De-sludging agency option, and then click on New Registration option

HOME	ORGANISATION 🗸	TELEPHONE DIR 🗸	ACTS-RULES		EMPLOYEES 🗸	RTI 🗸	RTS 🗸	USER LOGIN	
⊖ Water Suppl	y Status	👻 🖙 CM Annou	ncement (NIC)					Login	
Budget Prov	ision for FY-2023-24		d Public Griv. Redress	al & Monitoring System (	CPGRAMS)				
PHED-Dashl	ooard	▼ NIC e-Mail					Forgot	Password?	
CONTRACT	OR CORNER	জ Antyodaya জ Centralized	-Saral Portal d File Movement & Tra	acking Information Syste	m				
⊖ E-Tendering		t∞ e-Office Ha	aryana						
Awarded Wo	ork > 5 Crore								
Tender Notic	ces < 1.0 Lacs								
<ul> <li>Work Order</li> </ul>	Notices								
Quotation N	otices								
<ul> <li>Registration</li> </ul>	of New Local Firm								
<ul> <li>Registration</li> </ul>	of NGO								
Contractor E	nlistment	•							
De-Sludging	Agency	•	Click on 'N	lew Registration' option					
🕤 New Regi	stration								
🕣 User Man	ual								
😑 Consultant I	mpanelment	•							

Step 3: Fill the required details on the registration form

De-Sludging Firm/ Agency/ Supplier"Registration"						
Name •	Freudenberg Cleaning Solutions					
Mobile No •	9115646777					
Email •	dummy@gmail.com					
Note: OTP(One Time Password) will be sent to above mentioned Mobile No. So, Please confirm it before proceeding						
Enter Captcha -	7E6MFV 7E6MFV					
Generate OTP Cancel						
Login   Forgot Password!						

### Step 4: Enter the 'Captcha' and click on 'Generate OTP' button

**Step 5:** Enter the OTP which is received on mobile number. After that, enter the password and re-enter the password.

### \*The password must contain the following\*

- ✓ A lowercase letter
- ✓ A capital (uppercase) letter
- A number
- ✓ Minimum 8 characters

De-Sludging Firm/ Agency/ Supplier"Registration"						
Enter OTP•						
Enter New Password •						
	<ul> <li>Password must contain the following:</li> <li>× A lowercase letter</li> <li>× A capital (uppercase) letter</li> <li>× A number</li> <li>× Minimum 8 characters</li> </ul>					
Re-Enter New Password •						
	Register					
	Login   Forgot Password!					

**Step 6:** Click on 'Register' button to complete the registration process.

### How to Login to De-Sludging Tanker Agency Module

Step 1: Open the PHED, Haryana website (<u>https://phedharyana.gov.in/</u>)

Step 2: Click on 'User Login' option



Step 3: Then, click on 'User Login' option

जन स्वास्थ्य अभियांत्रिकी विभाग PHED Public Health Engineering Haryana	ा, हरियाणा Department, Haryana						٢	
HOME ORGANISATION 🗸	TELEPHONE DIR 🛛 🗸	ACTS-RULES	INSTRUCTIONS 🗸	EMPLOYEES 🗸	RTI 🗸	RTS 🖌	USER LOGIN	
CITIZEN CORNER		THER ONLINE MO	NITORING SOFTWARE	S	PHED	APPLICATIO	ONS LOGIN	
Pay Online Water & Sewer Bills	n User Login tsi Citizen Log	in			Ente	NAME : r Username		
Submit Water Sample for Testing     Submit Water/Sewer Connection     OTHER IMPORTANT LINK					PASSWORD : Enter Password			
<ul> <li>Suggestion &amp; Public Feedback</li> <li>Ongoing Works in Village/Town</li> </ul>	▼ Shikayat Ni	varan Kendra (Ver. 1 Janagement Svetem	.0) (LMS)		ENTE	R TEXT :		3
Water Sources in Village/Town  CM Grievances Redressal System (LMS)  CM Grievances Redressal System (CM-Window)  Trassury & Account Dont Harvana (NIC)					ul392i			
View Assets on Map	Aadhaar Er     S Human Res	abled Biometric Atte	endance System (AEBAS) System (NIC)		Ente	riexi		
Water Supply Status     Budget Provision for FY-2023-24	<ul> <li>CM Annour</li> <li>Centralized</li> </ul>	cement (NIC) Public Griv. Redress	sal & Monitoring System (	CPGRAMS)		L	ogin	
PHED-Dashboard	► NIC e-Mail	Saral Portal		,		Forgot	Password?	
CONTRACTOR CORNER	™ Centralized	File Movement & Tr	acking Information System	m				

A screen with login page options will appear.

**\*\*You** can also initiate the Registration process from this option of login screen\*\*

	"PHED Login"	
Enter Mobile No •		Proceed
Password -		
Enter Captcha •	um4a3j	
	Enter above Text	
	Login Cancel	
	Forgot Password	
* PHED Employees Click Here for Regi	stration!	
* Contractros Click Here for Registration	n!	
* Consultants Click Here for Empanelm	ent!	
* De-Sludging Tanker Agency Click Here	for Registration!	

Step 4: Enter the `mobile number' and click on `Proceed' button.Step 5: Then, select Login As `De-Sludging Tanker Agency'

"PHED Login"						
Enter Mobile No •	9115646777 Proceed					
Login As•	De-Sludging Tanker Agency V					
Password ·						
Enter Captcha -	um4a3j <sup>um4a3j</sup> *					
	Login Cancel					
	Forgot Password					
* PHED Employees Click Here for Regis	stration!					
* Consultants Click Here for Empanelment!						
De-Sludging Tanker Agency Click Here	ior Registration!					

**Step 6:** Enter the 'required information' and click on 'Login' button

### How to Submit Application of Septic Tanks for De-Sludging

# Step 1: After login, hover the cursor on `APPLICATION OF SEPTIC TANKS FOR DE-SLUDGING'

#### **Step 2:** Click on 'Submit Application' option

जन स्वास्थ्य अभियांत्रिकी विभाग, PHED Haryana Public Health Engineering [	हरियाणा Department, Haryana	Ó	ereite areit
APPLICATION OF SEPTIC TANKS FOR DE-SLUDGING		Welcome Freudenberg Cleaning Solutions, Mobile No: 9115646777 PHED Registration No. PHED-2023-24/2	Logout
PAY APPLICATION FEE			
VERIFY APPLICATION FEE			
SELECT VILLAGES			
APPLICATION STATUS			
GENERATE CERTIFICATE			

#### **Step 3:** Enter the required details in the screen

Please Select District for your application-	AMBALA	Piease     applice	Select Division for you ation-	f Ambala C	iy PHED 👻
Name of Company/Dealer/Firm-	Freudenberg Cleaning Solut	ions Name	of Proprietor or Partner	s Ram Shan	na
Name of representative-	Shyam Sharma	Mobile	No	123456785	10
Select State -	HARYANA	✓ Select	District -	AMBALA	•
Select Block -	AMBALA-I	✓ Select	Village -	ADDO MA	JRA 👻
Permanent Address of Company/Dealer/Firm/Proprietor	Gali No. 5, First Floor	Email	ID	dummy@g	mail.com
PAN Number	1234567890	GSTN	Number	12345678	9012345
Vehicle Registration No.	HR03T7777	Maxim carry 5	um capacity of vehicle t Sludge (in liter)-	Select On     Select On	• •
Select Vehicle Type -	Select One	<ul> <li>If, Veh specify</li> </ul>	icle Type other (Please /}	Upto 1000 1000 Liter 2000 Liter	Lter > & <= 2000 Liter > & <= 3000 Liter
Enter Agency	Address & Detail	Save Information		4000 Liter 5000 Liter 600 Liter 7000 Liter 8000 Liter	> a <= 4000 Liter > 8 <= 5000 Liter > 8 <= 6000 Liter > 8 <= 7000 Liter > 8 <= 8000 Liter > 8 <= 9000 Liter
Sr.No. PHED N Registration No. (	Name of Company/Dealer/Firm Address)	Name of representative	Vehicle Type (Max. capacity	Payment outrus	> & <= 10000 Liter

Application of Septic Tanks for De-Sludging Details

**Step 4:** Select the 'Maximum capacity of vehicle to carry sludge (in litre)' from the dropdown menu

**Step 5:** Click on 'Save Information' button to save the data.

### How to Pay Application Fees

After submitting the details, the user has to pay the Application Fees.

# **\*\***The Application Fees can only be paid if you have filled and submitted the required information on 'Submit Application' screen.**\*\***

APPLICATION OF SEPTIC TAN			Welcome Freudenberg	Cleaning Solutions, Mobile No: 9115646777 PHED Registration No. PHED-2023-24/2
SUBMIT APPLICATION				_
PAY APPLICATION FEE		-	·	
VERIFY APPLICATION FEE		Pay Ap	olication Fee	
GENERATE CERTIFICATE		Payment Status	Payment Pending	
		L		
Name of Company/Dealer/Firm	Freudenberg Clean	ing Solutions	Address	Village- ADDO MAJRA, Block- AMBALA-I,
Mobile No.	9115646777		Email-id	dummy@gmail.com
Division	Ambala City PHED		✓ Amount to be Paid(Rs.)	500

**Step 1:** You will be redirected to Payment screen, or you can click on 'Pay Application Fee' option from the menu.

All the required fields will be auto-filled.

Step 2: Click on 'Pay Now' button.

Pay Application Fee							
	Payment Status	Payment Pending					
Name of Company/Dealer/Firm	Freudenberg Cleaning Solutions	Address	Village- ADDO MAJRA, Block- AMBALA-I, D				
Mobile No.	1234567890	Email-id	dummy@gmail.com				
Division	Ambala City PHED	<ul> <li>Amount to be Paid(Rs.)</li> </ul>	500				
Paid By GRN No:		Refrence No.	45210-2				
	P	ay Now					

You will be redirect to <u>https://egrashry.nic.in/</u> website where you can pay the fees by using the different options.



The payment will be done through GRN number.

### How to Verify the Paid Application Fees

After paying the fees for application, you can verify the same by following these steps.

**Step 1:** Click on 'Verify Application Fee' option from the menu.

जन स्वास्थ्य अभियांत्रिकी विभाग, हरियाणा Public Health Engineering Department, Haryana								
APPLICATION OF SEPTIC TANKS FOR DE-SLUDGING		Welcome Satyaprakash, Mobile No: 7009599406 PHED Registration No. PHED-2023-24/1						
SUBMIT APPLICATION								
PAY APPLICATION FEE	Verify Payment Fee Details							
VERIFY APPLICATION FEE								
SELECT VILLAGES		T		I	1			
APPLICATION STATUS		Transaction Date	Amount	Get Update Status				
GENERATE CERTIFICATE								
1 1234		11/10/2023	500	Click Here				

The 'Transaction Number', 'Transaction Date', and 'Amount' will be automatically filled.

If not successful, then you can update the status of the payment made as follows:

**Step 1:** Click on 'Click Here' button under the 'Get Update Status' option.

#### Verify Payment Fee Details

Sr. No.	Transaction Number	Transaction Date	Amou	nt	Get Update Status
1	1234	11/10/2023	500		Click Here
GRN Number	GRN Number Amount Deposited (Rs)				
Status Not Found CIN Number					
Update Data					

The 'GRN Number', 'Amount Deposited', 'Status', and 'CIN Number' will be automatically filled.

**Step 2:** Click on 'Update Data' button.

The payment fee details will be updated.

# <u>How to Select Villages from where the</u> <u>De-Sludging Agency is Ready to Work</u>

You can select the villages from where the De-Sludging Agency is ready to work by following these steps.

Step 1: Click on 'Select Village' option from the menu

जन स्वास्थ्य अभियांत्रिकी विभाग, हरियाणा PHED Public Health Engineering Department, Haryana						
APPLICATION OF SEPTIC TANKS FOR DE-SLUDGING		Welcome Satyaprakash, Mobile No: 7009599406 PHED Registration No. PHED-2023-24/1			Logout	
SUBMIT APPLICATION						
PAY APPLICATION FEE						
VERIFY APPLICATION FEE	Verify Payment Fee Details					
SELECT VILLAGES						
APPLICATION STATUS		Transaction Date	Amount	Get Update Status		
GENERATE CERTIFICATE						
1 1234		11/10/2023	500	Click Here		

Step 2: Select the 'District' and Select the 'Block' from the dropdown menu

The details will be displayed in the tabular form.

	Se	elect District-	AMBALA		▼ Select Block	AMBALA-I	•	
Sr. No.	District	Block	Village	PHED Registration No.	Name of Company/ Dealer/ Firm	Name of STP	Action	Active/ Deactive
1	AMBALA	AMBALA- I	ADDO MAJRA	PHED-2023- 24/1	Satyaprakash	STP-AMB-Ambala City(Baldev Nagar)-3.25 MLD-II	Yet to be Approval	Deactive
2	AMBALA	AMBALA-	ALLAWDIN MAJRA	PHED-2023- 24/1	Satyaprakash	STP-AMB-Barara(4 MLD)	Yet to be Approval	Deactive
3	AMBALA	AMBALA- I	AMINPUR	PHED-2023- 24/1	Satyaprakash	STP-AMB-Ambala City(Baldev Nagar)-3.25 MLD-II	Yet to be Approval	Deactive
4	AMBALA	AMBALA-	ANANDPUR JALBERA			Select One 🗸	Not Mapped	Active
E		AMBALA-				Select One	Not	Anting

### Select Villages from where the De-Sludging Agency is ready to work

**Step 3:** Select the 'Name of STP' from the dropdown menu.

	Se	elect District-	AMBALA		Select Block-	AMBALA-I	~	
Sr. No.	District	Block	Village	PHED Registration No.	Name of Company/ Dealer/ Firm	Name of STP	Action	Active/ Deactive
3	AMBALA	AMBALA- I	AMINPUR	PHED-2023- 24/1	Satyaprakash	City(Baldev Nagar)-3.25 MLD-II	Yet to be Approval	Deactive
4	AMBALA	AMBALA- I	ANANDPUR JALBERA			Select One	Not	Active
5	AMBALA	AMBALA-	AYEMA		/	STP-AMB-Ambala City(Mode STP-AMB-Ambala City(Mode STP-AMB-Ambala City(Nase STP-AMB-Barara(4 MLD)	erpur)-3.25	LD MLD-II
6	AMBALA	AMBALA-	BABAHERI			STP-KRK-Pehowa-8 MLD STP-KRK-Shahbad-11.50 ML	D	
7	AMBALA	AMBALA-	BAHPUR			Select One	Not Mapped	Active

Select Villages from where the De-Sludging Agency is ready to work

\*\*It is required to select atleast one village name to make the application active.\*\*

**Step 4:** Then, click on 'Active' button to save the record.

🔶 Public Health Engin 🔇 Welcome to eOffice 🌀 OpenAl Al	phedharyana.gov.in says	ter Complaints
जन स्वास्थ्य अभियांत्रिकी विभा PHED Haryana Public Health Engineerin	Village Succussfully Mapped.	
APPLICATION OF SEPTIC TANKS FOR DE-SLUDGING $\sim$	, We	Icome Satyaprakash, Mobile No: 7009599406 PHED Registration No. PHED-2023-24/1

Select Villages from where the De-Sludging Agency is ready to work

	Se	elect District-	AMBALA		▼ Select Block	AMBALA-I	~	
Sr. No.	District	Block	Village	PHED Registration No.	Name of Company/ Dealer/ Firm	Name of STP	Action	Active/ Deactive
1	AMBALA	AMBALA- I	ADDO MAJRA	PHED-2023- 24/1	Satyaprakash	STP-AMB-Ambala City(Baldev Nagar)-3.25 MLD-II	Yet to be Approval	Deactive
2	AMBALA	AMBALA- I	ALLAWDIN MAJRA	PHED-2023- 24/1	Satyaprakash	STP-AMB-Barara(4 MLD)	Yet to be Approval	Deactive
3	AMBALA	AMBALA-	AMINPUR	PHED-2023- 24/1	Satyaprakash	STP-AMB-Ambala City(Baldev Nagar)-3.25 MLD-II	Yet to be Approval	Deactive
4	AMBALA	AMBALA- I	ANANDPUR JALBERA			Select One	Not Mapped	Active
c		AMBALA-				Select One	Not	Antina

### Note:

- 1. De-sludging Agency can add/delete villages after the registration by clicking on Active/Deactive button. Once new villages are added later on, the approval of concerned Executive Engineer of PHED shall be required before carrying out the work.
- 2. CEO Zila Parishad will approve rate of De-Sludging Tanker Agency for each route, from each village to each STP separately.

# How to Check Application Status

The status of the application can be checked by following these steps:

Step 1: Click on 'Application Status' option



Step 2: You can check the latest 'Application Status' from this option

जन स्वास्थ्य अभियांत्रिकी विभाग, हरियाणा Public Health Engineering Department, Haryana							
APPLICATION OF SEPTIC TANKS FOR DE-SLUDGING V Welcome Satyaprakash, Mobile No: 7009599406 PHED Registration No. PHED-2023-24/1 Logou							
Application Status Your have successfully registered on PHED Website. Payment Status Payment Status Download Registration Certificate							
Sr.No.	PHED Registration No.	Name of Company/Dealer/Firm (Address)	Name of representative (Mobile No.)	Vehicle Type (Max. capacity (in liter)	Payment Status	Application Status	
1	PHED-2023-24/1	Satyaprakash ( Village- ADDO MAJRA, Block- AMBALA-I, District- AMBALA)	Test representative (7009599406)	Tractor with container & suction pump (Capacity-Upto 1000 Liter)	Paid GRN No343453454 on dated 11/10/2023 Click here to Print Challan	Application Done	

You can generate the challan by clicking on 'Download Registration Certificate'. Also, you can print the challan by clicking on 'Click here to Print Challan' button.

# How to Generate Registration Certificate

Once the payment is successfully done, the user can generate the registration certificate by following these steps:

**Step 1:** Click on 'Generate Certificate' option

जन स्वास्थ्य अ PHED Public Heal	भियांत्रिकी विभाग, ह lth Engineering D			
APPLICATION OF SEPTIC TANK	(S FOR DE-SLUDGING 🔨		١	Velcome Satyaprakash, Mobile No: 7009599406 PHED Registration No. PHED-2023-24/1
SUBMIT APPLICATION				
PAY APPLICATION FEE				
VERIFY APPLICATION FEE	G	enerate Regist	tration Certificate	2
SELECT VILLAGES				
APPLICATION STATUS				
GENERATE CERTIFICATE		ayment Successfully Do	Download Registr	ation Certificate
Name of	Satvaprakash		Address	Village- ADDO MAJRA Block- AMBALA-L D
Company/Dealer/Firm	Catyoprandon		, adross	
Mobile No.	7009599406		Email-id	abc@gmail.com
Division	Ambala City PHED	v	Amount to be Paid(Rs.)	500
	initial only the		and the solution of and (105.)	
Paid By GPN No:	343453454		Refrence No	45200 1
r alu by Orth NU.	040400404		Nellence NU.	40208-1

The details will be auto-filled on the screen.

**Step 2:** Click on 'Download Registration Certificate' button to download the registration certificate.

	Generate Registration Certificate		
	Payment Status Payment Successfully E	Download Registration (	Certificate
Name of Company/Dealer/Firm	Satyaprakash	Address	Village- ADDO MAJRA, Block- AMBALA-I, D
Mobile No.	7009599406	Email-id	abc@gmail.com
Division	Ambala City PHED ~	Amount to be Paid(Rs.)	500
Paid By GRN No:	343453454	Refrence No.	45209-1

# Sample Registration Certificate



#### Government of HARYANA

REGISTRATION CERTIFICATE FOR DE-SLUDGING AGENCY PUBLIC HEALTH ENGINEERING DEPARTMENT



Memo No.- PHED/AMB(C)/1

Dated- 11/10/2023

The **Satyaprakash** has been registered in Public Health Engineering Department, Govt. of Haryana with following details:-

1	PHED Registration ID	PHED-2023-24/1
2	Name of Agency	Satyaprakash
3	Registered Address	Test Address Village- ADDO MAJRA, Block- AMBALA-I, District- AMBALA
4	Authorized Representative Name	Test representative
5	Mobile Number	7009599406
6	Email-ID	abc@gmail.com
7	Fees paid	GRN No. <b>343453454</b> dt. <b>11/10/2023</b> Amount Rs. <b>500</b> (Paid online at e-Grass)



Note:-

1. The registration has been done based on the self - declaration of the applicant. In case, it is found that the applicant has submitted false information, the registration will be cancelled. Necessary action will be taken against the person submitting false information.

2. In case the Agency is de - barred for non performance, this registration certificate shall be cancelled.

3. This registration certificate is valid upto (three years for the date of registration).

Executive Engineer Ambala City PHED