

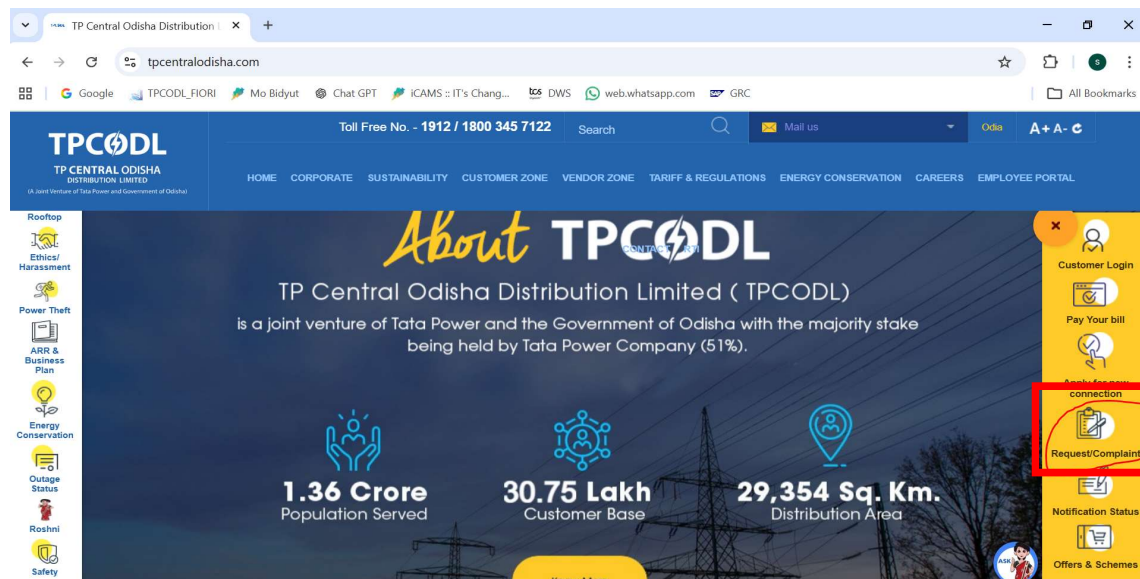
TPCODL

TP CENTRAL ODISHA DISTRIBUTION LIMITED

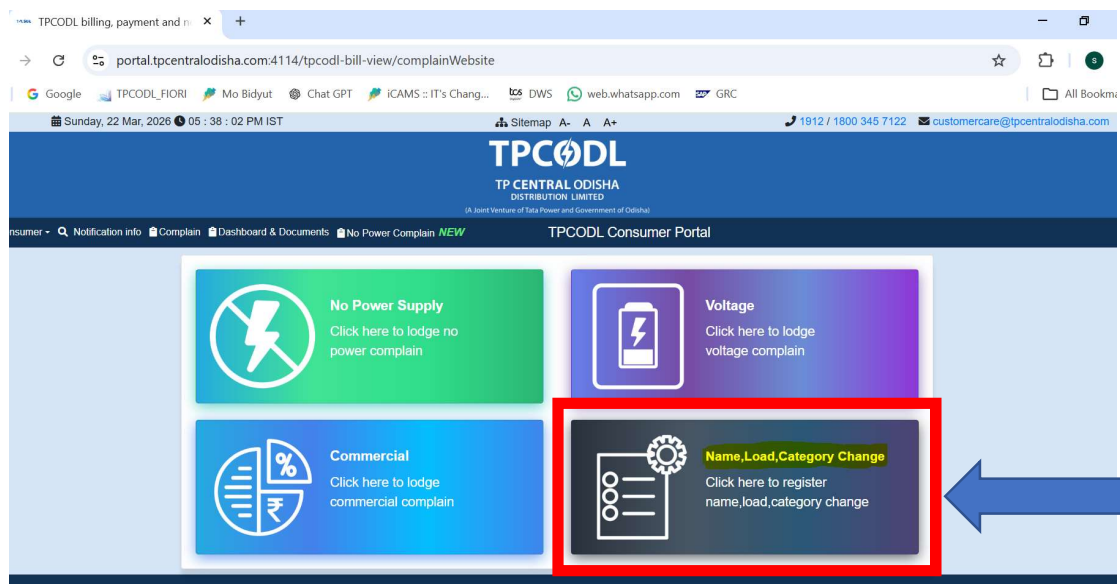
(A Tata Power and Odisha Government Joint Venture)

USER MANUAL: Online Attribute Change Request (Notification) Creation

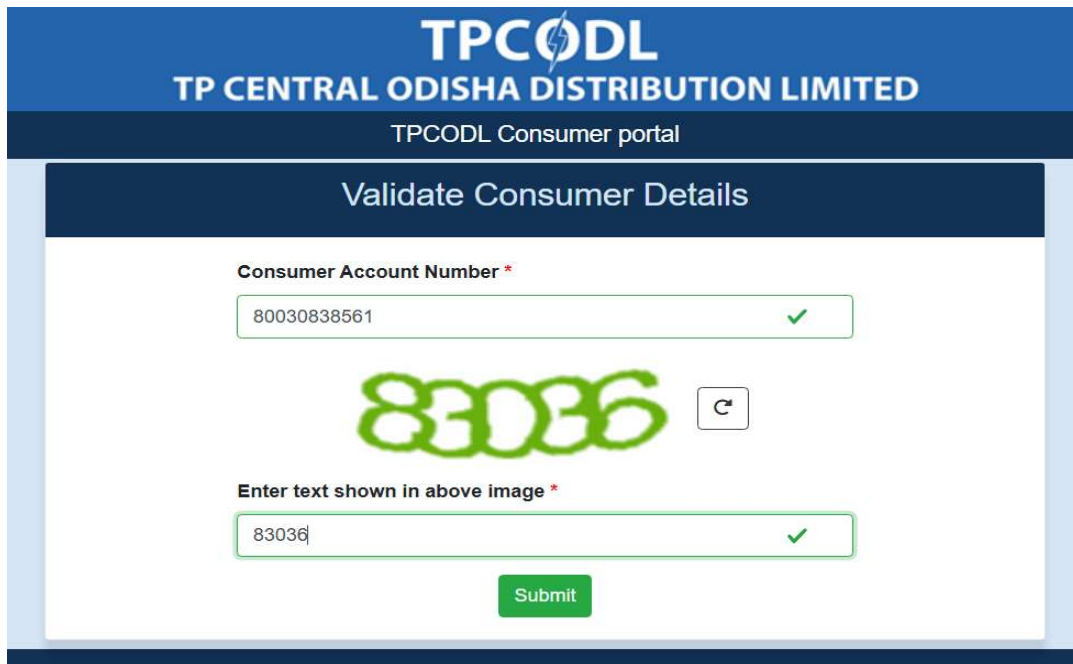
1. Open TPCODL website i.e. www.tpcentralodisha.com & click on **“Request/Complaint”** on right side of the screen.



2. In the next screen, at the bottom right side of the screen, click on **“Name, Load, Category Change”** option.

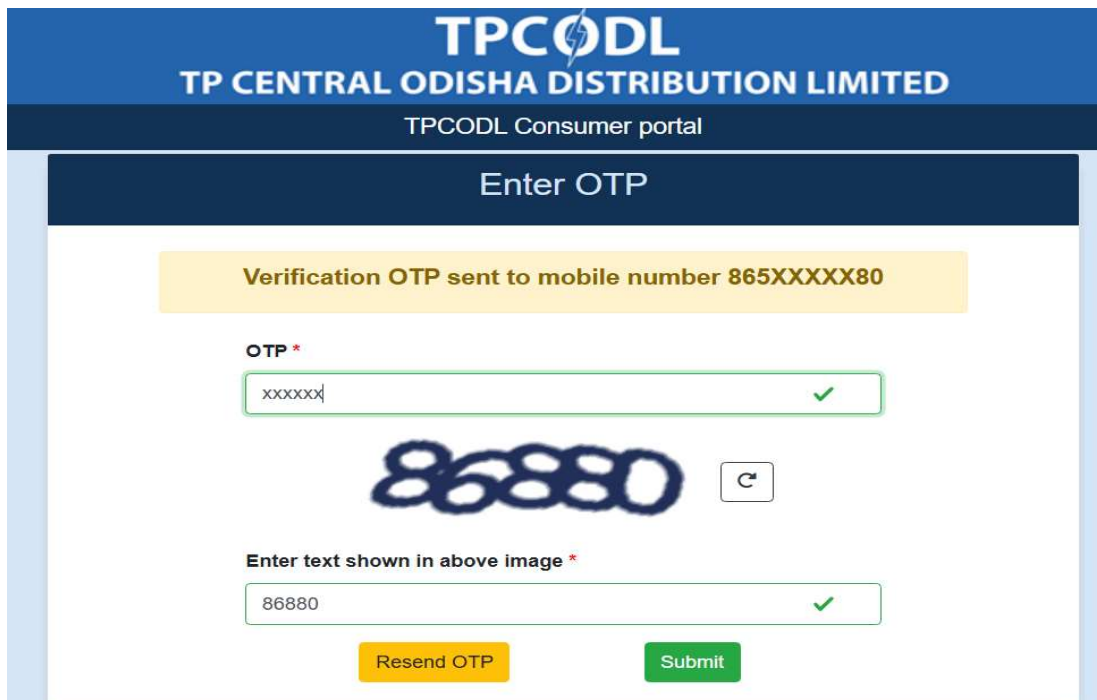


3. In the next screen, enter **CA no.**, **captcha** mentioned below CA no. and click on **Submit**.



The screenshot shows the 'TPCODL TP CENTRAL ODISHA DISTRIBUTION LIMITED' header with the subtitle 'TPCODL Consumer portal'. The main heading is 'Validate Consumer Details'. It contains a form with two input fields. The first field is labeled 'Consumer Account Number *' and contains the value '80030838561' with a green checkmark to its right. Below this is a green captcha image showing the number '83036' and a refresh icon. The second field is labeled 'Enter text shown in above image *' and contains the value '83036' with a green checkmark to its right. At the bottom of the form is a green 'Submit' button.

4. In the next screen enter 6 digit the **OTP** received on your registered mobile no., **captcha** details below and click on **Submit**.



The screenshot shows the 'TPCODL TP CENTRAL ODISHA DISTRIBUTION LIMITED' header with the subtitle 'TPCODL Consumer portal'. The main heading is 'Enter OTP'. A yellow banner states 'Verification OTP sent to mobile number 865XXXXX80'. Below this is a form with two input fields. The first field is labeled 'OTP *' and contains the value 'xxxxxx' with a green checkmark to its right. Below this is a blue captcha image showing the number '86880' and a refresh icon. The second field is labeled 'Enter text shown in above image *' and contains the value '86880' with a green checkmark to its right. At the bottom of the form are two buttons: a yellow 'Resend OTP' button and a green 'Submit' button.

5. Then, select your requirement as per options given, whether you want to change your **Load/Ownership/Tariff Category** and click on **Submit**.

The screenshot shows the 'Select attribute change types' form on the TPCODL Consumer portal. The form has three sections: 'Load change*', 'Name change*', and 'Category change*'. Each section has a dropdown menu set to 'Yes' with a green checkmark and a dropdown arrow. Below the 'Load change*' section, there are two radio buttons: 'Load increase' (selected) and 'Load reduce'. At the bottom of the form is a green 'Submit' button.

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TPCODL Consumer portal

Select attribute change types

Load change*

Yes ✓

☒ Load increase
☐ Load reduce

Name change*

Yes ✓

Category change*

Yes ✓

Submit

6. Enter the attributes you want to change like new **Load (in KW)/ new Ownership details (Name & Mob. No.)/ new Tariff Category** on top-right side of screen.

The screenshot shows the 'Update attribute' form on the TPCODL Consumer portal. The form is divided into two columns. The left column contains 'Existing Rate Category' (DOM_OTH - Domestic), 'Existing Name' (NIRAKAR DAS (3Q)), and 'Existing Load' (9.0). The right column contains 'New Rate Category*' (LT_GENPRPS - General Purpose single phase), 'Title*' (Mr.), 'First Name*' (SHASHWAT), 'Last Name*' (DASH), 'Mobile Number*' (8655027880), and 'Apply Increased Load*' (15). Each field in the right column has a green checkmark and a dropdown arrow. At the bottom of the form is a green 'Submit' button.

TP CENTRAL ODISHA DISTRIBUTION LIMITED
TPCODL Consumer portal

Update attribute

Existing Rate Category

DOM_OTH - Domestic

Existing Name

NIRAKAR DAS (3Q).

Existing Load

9.0

New Rate Category*

LT_GENPRPS - General Purpose single phase ✓

Title*

Mr. ✓

First Name*

SHASHWAT ✓

Last Name*

DASH ✓

Mobile Number*

8655027880 ✓

Apply Increased Load *

15 ✓

Submit

7. On Bottom part of the screen, you have to **upload the required documents against each tile** and click on **Submit** (*red star marked tiles are mandatory*).

Notification info Complain TPCODL Consumer portal



Upload Passport Size Photo*

Choose file Scan.pdf 1.pdf ✓



ID proof*

Choose file Scan.pdf 1.pdf ✓

Select ID Proof Type*

Aadhar Card ✓



Ownership proof(New occupant)*

Choose file Scan.pdf 1.pdf ✓

Select Ownership Proof Type*

Other Land Document ✓

NOC of owner in case SD to be transferred

100 x 100

Choose file No file chosen

[Download Annexure 1 NOC_Security Deposit Transfer](#)

8. Then you can download the **Acknowledgement form with Notification no.** and Auto-filled **Application form** based on your inputs given.

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Complain TPCODL Consumer portal

Consumer Attribute Change Acknoweldgement	
Notification Number	005013759156
Consumer Number	80030838561
Attribute change request type	Name, Category Change, Load Increase - (N2C5)
Applied load	15.0 KW
Updated title	Mr.
Updated first name	SHASHWAT
Updated last name	DASH
Updated mobile number	8655027880
Updated category	General Purpose single phase - (LT_GENPRPS)

[Download Acknoweldgement](#)
[Download Auto-filled Form](#)