BEFORE YOU SEND YOUR DOCUMENTS

Clear documents. Faster subsidy and loan.



A single blurry photo can hold up your solar for weeks. This guide shows you exactly what to send, and how, so it is approved the first time.

What happens when a document is not clear?

Photo is blurry or cut off › Portal or bank rejects it › We have to ask you again › Subsidy and loan get delayed

The 6 documents you need

1 Electricity Bill — Everyone

Your latest bill

- This month's bill only, not an old one
- The full page, from top to bottom
- Consumer number and name easy to read

2 PAN Card — Everyone

Photo of the original card

- All four corners of the card visible
- PAN number and name easy to read
- No photocopy of a photocopy

3 Cheque or Passbook — Everyone

Or your passbook's first page

- Write "CANCELLED" in big letters across the cheque
- Name, account number and IFSC visible
- Your subsidy is paid into this same account

4 Aadhaar Card — Everyone

Self-attested copy

- Both sides, front and back
- Sign the copy and write "Self Attested"
- Key proof if your name differs on bill and bank

5 Bank Statement — Loan only

Last 6 months, for a loan

- Download the PDF from net banking or your bank
- All pages for the last 6 months
- If the PDF has a password, send it too
- The original PDF only, no screenshots

6 Caste Certificate — SC / ST only

For the SC / ST subsidy rate

- Only for the SC/ST rate in the 2.18 kW scheme
- A government-issued certificate only
- The full certificate, with stamp and signature clear
- Name matches your bill and Aadhaar

Most important: your name must be **exactly the same** on the electricity bill, bank account and PAN card, even the spelling. If it differs at all, send your self-attested Aadhaar copy with them so your subsidy is not held up.

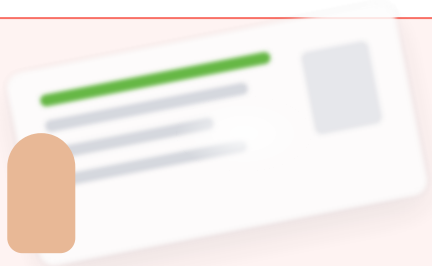
Also share with us: Mobile number · Email ID · Site location (Google Maps pin)

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Right vs wrong, at a glance

✓ Send a photo like this

Straight, sharp, all four corners showing, the whole document in the frame



✕ Not like this

Blurry, tilted, cut off, flash glare or a finger in the way

How to take a good photo: 6 tips

Good daylight
Take the photo in daylight, with the flash turned off.

On a flat surface
Lay the document flat on a table with a plain background.

All four corners
Fit the whole document in the frame. Nothing should be cut off.

Straight from above
Hold the phone right above the document, not at an angle.

Zoom in and check
Before you send it, zoom in. Can you read every number?

A scanner app is best
Use Google Drive "Scan" or Adobe Scan to make a clean PDF.

How to send them

The right way on WhatsApp

1. Tap the **attach** (paper clip) button and choose **"Document"**, not Gallery. Gallery shrinks the photo and it loses quality.
2. Send **each document as its own file**.
3. Give every file a clear name, for example
   `Ramesh_Patel_ElectricityBill.pdf`
4. Send **all the documents together**, in one go.

Please avoid these

- ✕ Dark or blurry photos
- ✕ Documents with cut-off corners
- ✕ A photocopy of a photocopy
- ✕ A screenshot of a screenshot
- ✕ An old electricity bill
- ✕ A bank account in someone else's name

You send the documents. SOLEV does the rest. We fill every form, upload your documents to the PM Surya Ghar portal, handle your DISCOM and follow up until the subsidy reaches your bank.