

CENTRE FOR GOOD GOVERNANCE

Road Cutting / Right of Way Permissions Portal – Entrepreneur - User Guide

Version 1.0

The Road Cutting /Right of Way Permissions Portal for PWD Departments of Telangana, user guide details out the step by step usage of all the services provided in the IT application.

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1. About RCP / ROW Portal

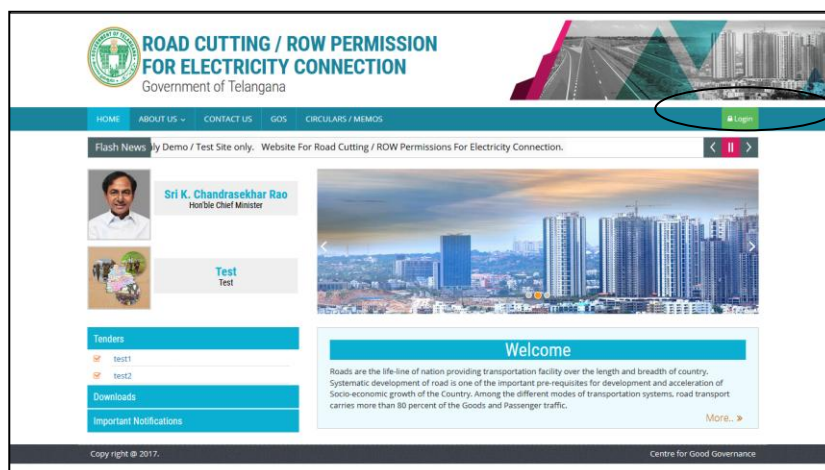
1.1 Salient Features

- Web-based solution
- 24/7 accessibility to the users
- Password protected and secure
- Role based access & customized views for the users
- Provides User friendly interface
- Expandable, replicable, adaptive and sustainable and technically versatile model
- Bring out transparency and accountability
- Query based reports can be generated
- Online help

1.2 Access Details

To access the application, user must log on to the Portal and then navigate through the services provided in the application. The following steps are to be followed to log on to Portal:

- Open the Web browser – Please use Mozilla Firefox as browser.
- Enter the website address as <https://ts-roadcutting.cgg.gov.in>
- The Home Page of the application gets displayed as shown below.

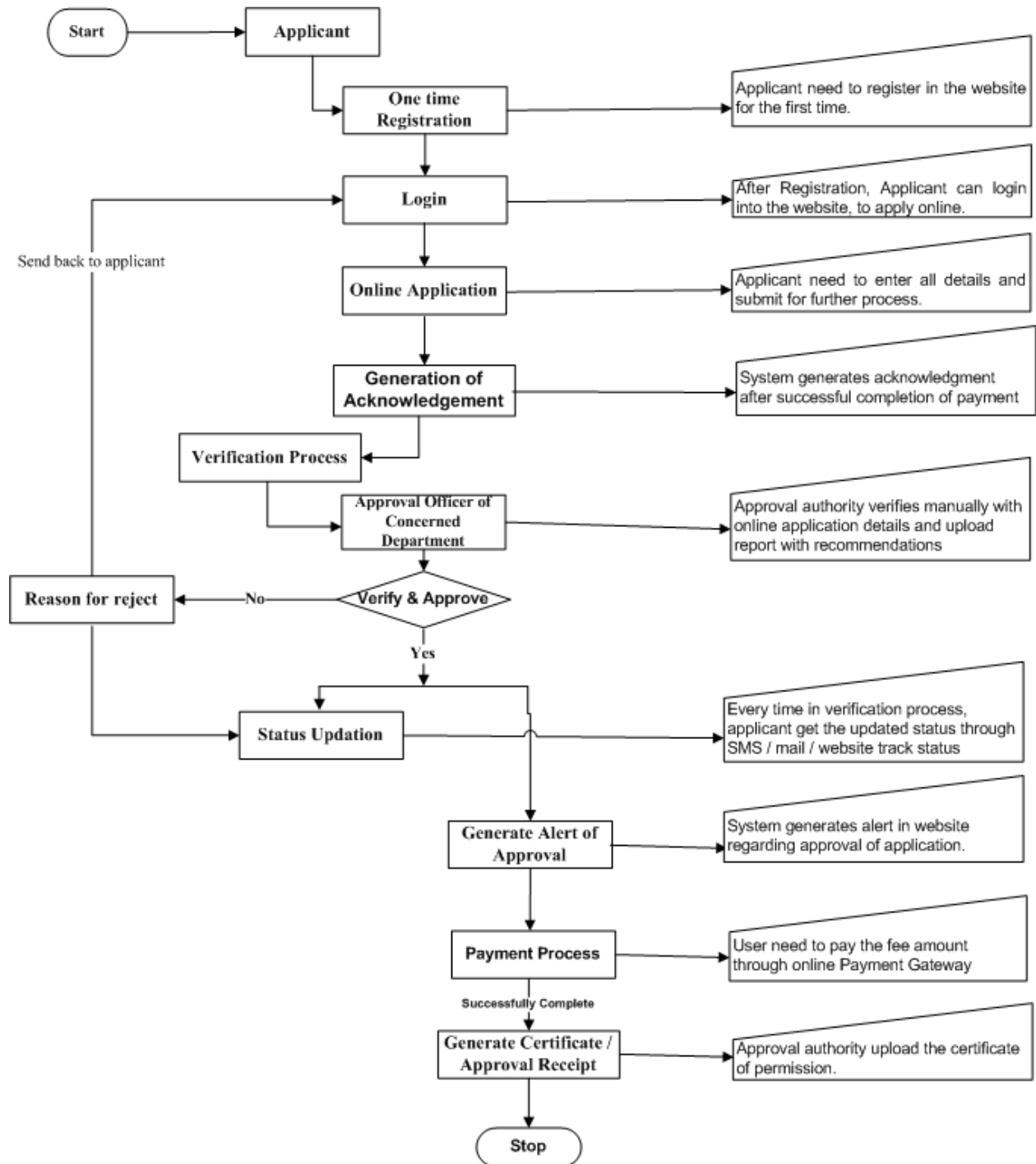


2. Acronyms & Definitions

Acronym	Description
RCP	Road Cutting Permissions
ROW	Right of Way
EODB	Ease of Doing Business
EE	Executive Engineer
ENC	Engineer-in-Chief
RM	Running Meter

3. Workflow

Road Cutting / ROW Permissions - Work Flow



- Applicant need to register in the website for the first time.
- After Registration, Applicant can login into the website, to apply online.
- Applicant need to enter all details and submit for further processing
- System generates acknowledgment after successful completion of payment.
- Approval authority verifies manually with online application details and upload report with recommendations.
- Payment Link would be enabled in 'Payment Status' Column only after Officer Approval.
- Total Amount to be Paid will change / vary after Addition of Centage Charges and GST.
- Every time in verification process, applicant gets the updated status through SMS.
- Status of the Application can be viewed in Applicant Dashboard.
- User need to pay the fee amount through online Payment Gateway

4. RCP / ROW Home Page

Home page having below services.

The screenshot shows the home page of the 'ROAD CUTTING / ROW PERMISSION FOR ELECTRICITY CONNECTION' portal for the Government of Telangana. The page includes a header with the logo and title, a navigation bar with three buttons: 'Registered User Login', 'R&B / DISCOMs Official Login', and 'New User Registration'. Below the navigation bar is a 'User Login Here' section with input fields for 'Username' and 'Password', a 'Sign In' button, and a 'Forgot Password' link. The footer contains copyright information and a note about the design and development by the Centre for Good Governance.

4.1 New User Registration

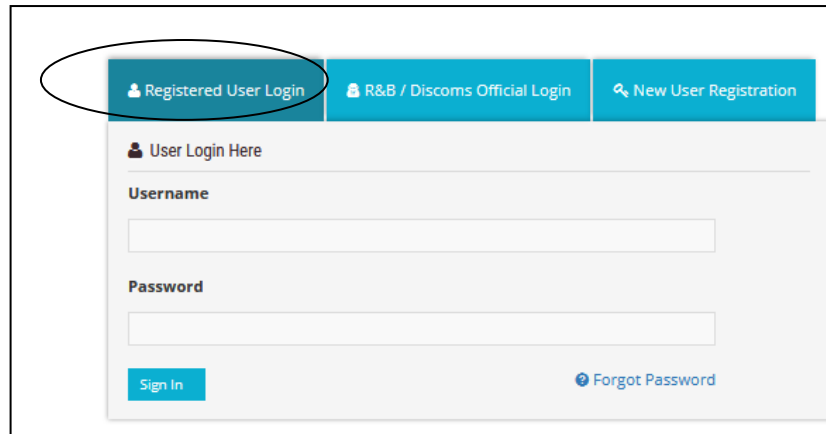
When user click on “New User Registration” button for the first time registration, below screen display and allow for enter the details for registration

Data Entry Steps:

Applicant Name / Firm Name / Company Name	Enter name of Applicant / Firm / Company
District	Select district & mandal of applicant.
Mandal	
Mobile Number	Mobile number which is accepted as registered mobile number for further reference
E-mail Id	Enter valid email id.
Login Id	Enter a valid user id which is accepted as registered user id for further reference
Password	Enter valid password
Confirm Password	Re-enter the same password for confirmation
Register	Click on "Register" button to save the data as a registered user.

4.2 Login

Registered user can give valid User ID & Password to enter into application using by below displayed screen.

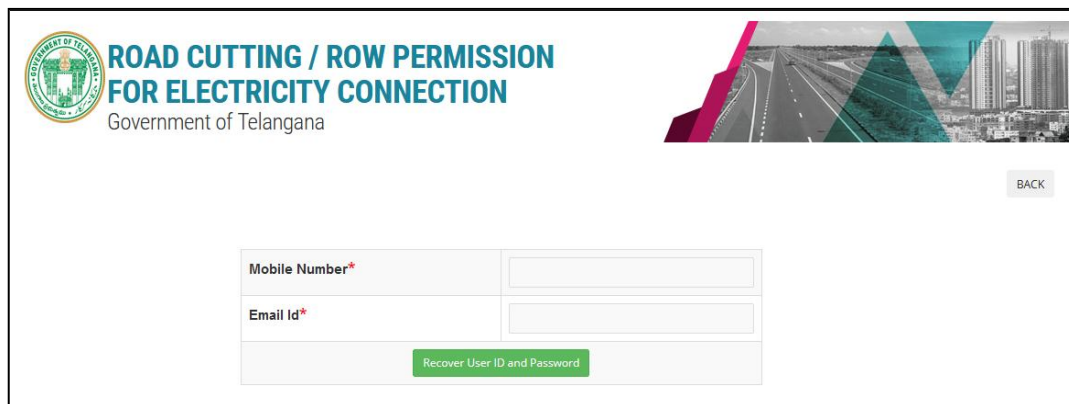


The screenshot shows a login interface with three main buttons at the top: "Registered User Login" (circled in red), "R&B / Discoms Official Login", and "New User Registration". Below these is a "User Login Here" section with a "Username" field, a "Password" field, a "Sign In" button, and a "Forgot Password" link.

4.2.1 Forget Password

In case, the registered user forget password, user can use “Forget Password” Option existed in login window.

When user click on Forget password link, below screen get display.

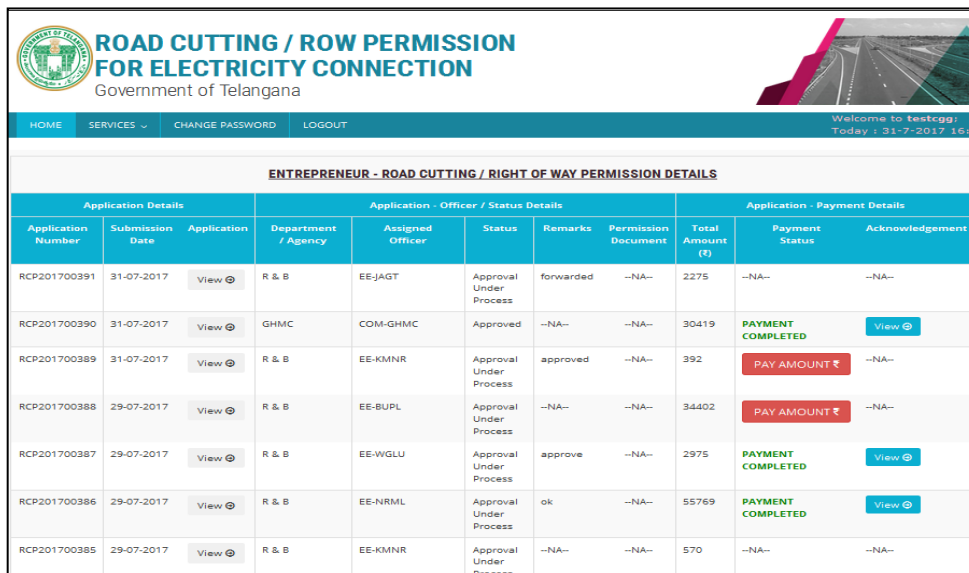


The screenshot shows the "Forget Password" screen. The header includes the Government of Telangana logo and the text "ROAD CUTTING / ROW PERMISSION FOR ELECTRICITY CONNECTION" and "Government of Telangana". The form has two input fields: "Mobile Number*" and "Email Id*", a "Recover User ID and Password" button, and a "BACK" link.

- User need to enter registered mobile number & Email ID and click on Submit.
- User Id and password will be sent to the registered Mobile Number.

4.3 Entrepreneur Home Page

User can view below services in entrepreneur login.



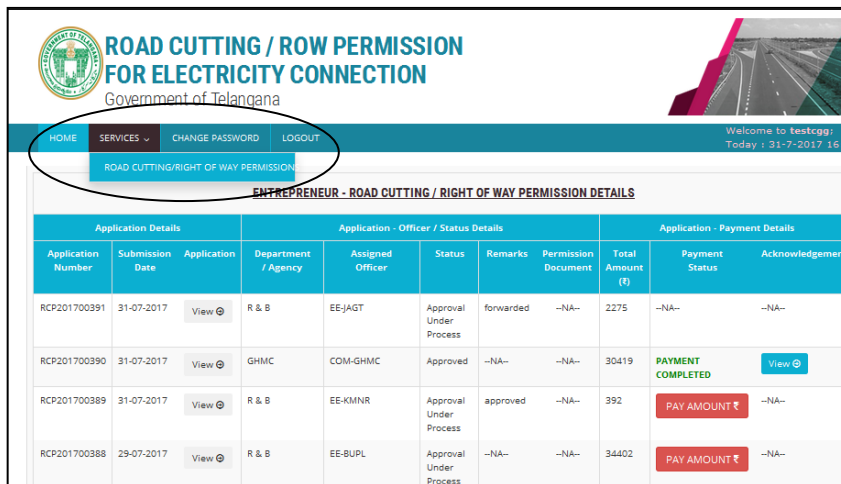
Application Details			Application - Officer / Status Details				Application - Payment Details			
Application Number	Submission Date	Application	Department / Agency	Assigned Officer	Status	Remarks	Permission Document	Total Amount (₹)	Payment Status	Acknowledgement
RCP201700391	31-07-2017	View	R & B	EE-JAGT	Approval Under Process	forwarded	--NA--	2275	--NA--	--NA--
RCP201700390	31-07-2017	View	GHMC	COM-GHMC	Approved	--NA--	--NA--	30419	PAYMENT COMPLETED	View
RCP201700389	31-07-2017	View	R & B	EE-KMNR	Approval Under Process	approved	--NA--	392	PAY AMOUNT ₹	--NA--
RCP201700388	29-07-2017	View	R & B	EE-BUPL	Approval Under Process	--NA--	--NA--	34402	PAY AMOUNT ₹	--NA--
RCP201700387	29-07-2017	View	R & B	EE-WGLU	Approval Under Process	approve	--NA--	2975	PAYMENT COMPLETED	View
RCP201700386	29-07-2017	View	R & B	EE-NRML	Approval Under Process	ok	--NA--	55769	PAYMENT COMPLETED	View
RCP201700385	29-07-2017	View	R & B	EE-KMNR	Approval Under Process	--NA--	--NA--	570	--NA--	--NA--

Steps to follow:

- Apply online for Road cutting Permission.
- Payment Link would be enabled in 'Payment Status' Column only after Officer Approval.
- Total Amount to be paid will change / vary after Addition of Centage Charges and GST.
- Online payment after getting Approval from Department officials.
- Download / Print the Certificate after issuing of certificate from Department officials.

4.3.1 Services

User can apply for Road cutting permission by using this option



ROAD CUTTING / ROW PERMISSION FOR ELECTRICITY CONNECTION
Government of Telangana

HOME SERVICES CHANGE PASSWORD LOGOUT

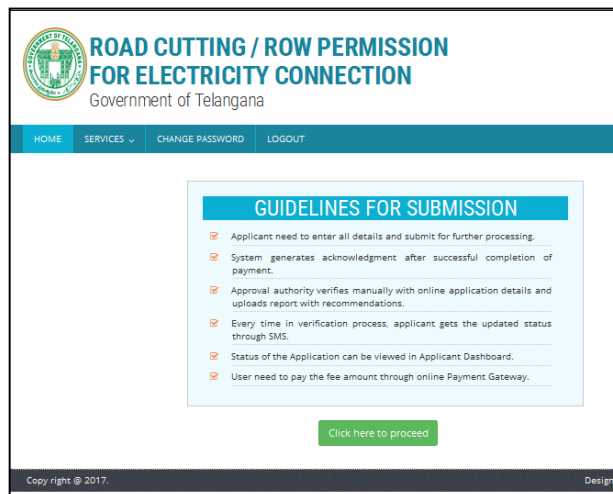
Welcome to testcgg:
Today / 31-7-2017 16:14

ROAD CUTTING/RIGHT OF WAY PERMISSION

ENTREPRENEUR - ROAD CUTTING / RIGHT OF WAY PERMISSION DETAILS

Application Details			Application - Officer / Status Details				Application - Payment Details			
Application Number	Submission Date	Application	Department / Agency	Assigned Officer	Status	Remarks	Permission Document	Total Amount (₹)	Payment Status	Acknowledgement
RCP201700391	31-07-2017	View	R & B	EE-JAGT	Approval Under Process	forwarded	--NA--	2275	--NA--	--NA--
RCP201700390	31-07-2017	View	GHMC	COM-GHMC	Approved	--NA--	--NA--	30419	PAYMENT COMPLETED	View
RCP201700389	31-07-2017	View	R & B	EE-KMNR	Approval Under Process	approved	--NA--	392	PAY AMOUNT ₹	--NA--
RCP201700388	29-07-2017	View	R & B	EE-BUPL	Approval Under Process	--NA--	--NA--	34402	PAY AMOUNT ₹	--NA--

- By mouse over on Services menu, user gets option for Road Cutting / Right of Way Permissions submenu.
- By click on sub menu user will get below screen.



ROAD CUTTING / ROW PERMISSION FOR ELECTRICITY CONNECTION
Government of Telangana

HOME SERVICES CHANGE PASSWORD LOGOUT

GUIDELINES FOR SUBMISSION

- Applicant need to enter all details and submit for further processing.
- System generates acknowledgment after successful completion of payment.
- Approval authority verifies manually with online application details and uploads report with recommendations.
- Every time in verification process, applicant gets the updated status through SMS.
- Status of the Application can be viewed in Applicant Dashboard.
- User need to pay the fee amount through online Payment Gateway.

[Click here to proceed](#)

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- User can get guidance about application procedure and Rate chart from this screen.
- User need to click on "Click here to Proceed" to start application process.
- Application form displayed as below, for able to apply online

ROAD CUTTING / ROW PERMISSION FOR ELECTRICITY CONNECTION
Government of Telangana

HOME SERVICES CHANGE PASSWORD LOGOUT Welcome to testapp Today : 31-7-2017 16:50:3

APPLICATION FOR ROAD CUTTING/RIGHT OF WAY (ROW) PERMISSIONS

1) Select Department / Agency *

2) Applicant Name (or) Firm / Company Name *

3) Communication Address of the Applicant *

4) Select District * (Where the Road Cutting/ROW to be carried out)

5) Name of the Road *

6) Details of the Road *

7) Road Cutting Chainage *
From (Kms) To (Kms) (OR) Landmark
 (OR)

8) Side of the Road * Left Side Right Side

9) Sketch showing the proposed road cutting with chainages * File types: PDF, JPEG, JPG, PNG - size: 2MB
 No file selected. No file selected. No file selected.

10) Statement of Charges for Road Cutting / ROW Permissions *

S.No.	Name of road with chainages	Type of surface for cutting	Length (In Metres)	Rate / RM (₹)	Amount (₹)
(1)	<input type="text"/>	<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

TOTAL ROAD CUTTING/RIGHT OF WAY CHARGES *

I hereby declare that the above information is true to the best of my knowledge and belief.

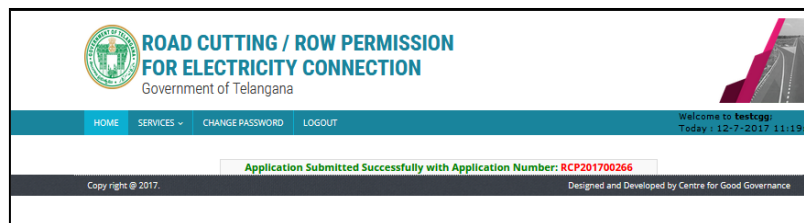
Copyright © 2017 Department and Developed by Centre for Good Governance

Data Entry Steps

Applicant Name / Firm Name / Company Name	Enter name / firm / company name
Communication Address of the Applicant	Enter communication address
Select R&B office District (where the Road Cutting/ROW to be carried out)	Select from drop down list
Name of the Road	Enter name & details of the road
Details of the Road	
Road Cutting Chainage	Enter Road chainage from & to details in numbers. Or user can enter Land mark of the road to be cutted.
Side of the Road	Select side of road either right / left side

Sketch showing the proposed road cutting with chainages	User need to upload sketch of the road to be cutted along with chainage. User can upload upto 3 documents, in which 1 st one is mandatory. Uploaded file types should be PDF, JPEG, JPG, PNG and in size should not exceed 2MB
Statement of Charges for Road Cutting / ROW Permissions	Enter Name of road with chainages, select Type of surface for cutting and enter Length (In Metres).
Add	User can append more than one roads in the list, for apply more type of roads through within the same chainage one application. ADD button helps user to do this.
Delete	User can delete existed rows by using delete button.
TOTAL ROAD CUTTING / RIGHT OF WAY CHARGES	System auto calculates total amount of Road cutting / ROW charges. Total Amount to be paid will change / vary after Addition of Centage Charges and GST.
Click on Declaration check box. "Submit Application" button helps to submit the application for further process.	

- After submission of application, user will get acknowledgment with Application reference number for further reference like below.



- System send message of successful submission along with application number to user's registered mobile number

4.3.2 Dash Board – View Status

User can perform below actions through dash board.

- Can view current status of the application
- Updation of the status in every stage

- Can perform online payment after successful approval from department officials.
- Can view, download & Print the Acknowledgement after successful payment.
- Can view, download & Print the permission certificate / document after issuing from department officials.

ENTREPRENEUR - ROAD CUTTING / RIGHT OF WAY PERMISSION DETAILS										
Application Details			Application - Officer / Status Details					Application - Payment Details		
Application Number	Submission Date	Application	Department / Agency	Assigned Officer	Status	Remarks	Permission Document	Total Amount (₹)	Payment Status	Acknowledgement
RCP201700391	31-07-2017	View	R & B	EE-JAGT	Approval Under Process	forwarded	--NA--	2275	--NA--	--NA--
RCP201700390	31-07-2017	View	GHMC	COM-GHMC	Approved	--NA--	--NA--	30419	PAYMENT COMPLETED	View
RCP201700389	31-07-2017	View	R & B	EE-KMNR	Approval Under Process	approved	--NA--	392	PAY AMOUNT ₹	--NA--
RCP201700388	29-07-2017	View	R & B	EE-BUPL	Approval Under Process	--NA--	--NA--	34402	PAY AMOUNT ₹	--NA--
RCP201700387	29-07-2017	View	R & B	EE-WGLU	Approval Under Process	approve	--NA--	2975	PAYMENT COMPLETED	View
RCP201700386	29-07-2017	View	R & B	EE-NRML	Approval Under Process	ok	--NA--	55769	PAYMENT COMPLETED	View
RCP201700385	29-07-2017	View	R & B	EE-KMNR	Approval Under Process	--NA--	--NA--	570	--NA--	--NA--

4.3.3 Dash Board – Payment Process

- User can pay centage charges through online after successful approval from government officials.
- User will get message of approval along with amount to be paid to user's registered mobile number.
- After getting SMS message, user can login into the application.
- "Pay Amount" option gets enabled for online payment like below.

ENTREPRENEUR - ROAD CUTTING / RIGHT OF WAY PERMISSION DETAILS										
Application Details			Application - Officer / Status Details					Application - Payment Details		
Application Number	Submission Date	Application	Department / Agency	Assigned Officer	Status	Remarks	Permission Document	Total Amount (₹)	Payment Status	Acknowledgement
RCP201700391	31-07-2017	View	R & B	EE-JAGT	Approval Under Process	forwarded	--NA--	2275	--NA--	--NA--
RCP201700390	31-07-2017	View	GHMC	COM-GHMC	Approved	--NA--	--NA--	30419	PAYMENT COMPLETED	View
RCP201700389	31-07-2017	View	R & B	EE-KMNR	Approval Under Process	approved	--NA--	392	PAY AMOUNT ₹	--NA--
RCP201700388	29-07-2017	View	R & B	EE-BUPL	Approval Under Process	--NA--	--NA--	34402	PAY AMOUNT ₹	--NA--
RCP201700387	29-07-2017	View	R & B	EE-WGLU	Approval Under Process	approve	--NA--	2975	PAYMENT COMPLETED	View
RCP201700386	29-07-2017	View	R & B	EE-NRML	Approval Under Process	ok	--NA--	55769	PAYMENT COMPLETED	View
RCP201700385	29-07-2017	View	R & B	EE-KMNR	Approval Under Process	--NA--	--NA--	570	--NA--	--NA--

- User need to click on “Pay Amount” button for further payment process.
- User will get below screen.

Road Cutting / Right Of Way Charges - As per Approving Authority	
Charges (Excluding Centage and GST)	285
Centage Charges 16.5%	47.02
GST 18%	59.76
Total Amount Payable (Including Centage and GST)	₹ 392 /-
Payment Type	Online

- User need to click on “Proceed to Payment” to connect payment gateway.

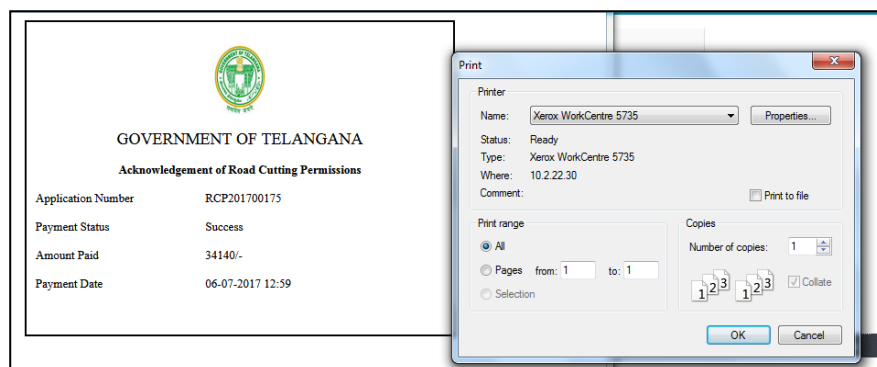
- User need to give payment details like, mode of payment, bank etc and click on Proceed button.
- After successful payment transaction, below screen display and user need to click on Successful button.

Acknowledgment

Acknowledgment of Road Cutting Permissions	
Application Number	RCP201700389
Payment Status	Success
Amount Paid (₹)	₹ 392
Payment Date	07-07-2017 08:20

- User need to click on “Click to Print Acknowledgment” to take print of application shown below.

Print



- User can view / download / take print of acknowledgement from dash board also, by click on below shown marking.

ENTREPRENEUR - ROAD CUTTING / RIGHT OF WAY PERMISSION DETAILS										
Application Details			Application - Officer / Status Details				Application - Payment Details			
Application Number	Submission Date	Application	Department / Agency	Assigned Officer	Status	Remarks	Permission Document	Total Amount (₹)	Payment Status	Acknowledgement
RCP201700391	31-07-2017	View	R & B	EE-JAGT	Approval Under Process	forwarded	--NA--	2275	--NA--	--NA--
RCP201700390	31-07-2017	View	GHMC	COM-GHMC	Approved	--NA--	--NA--	30419	PAYMENT COMPLETED	View
RCP201700389	31-07-2017	View	R & B	EE-KMNR	Approval Under Process	approved	--NA--	392	PAY AMOUNT ₹	--NA--
RCP201700388	29-07-2017	View	R & B	EE-BUPL	Approval Under Process	--NA--	--NA--	34402	PAY AMOUNT ₹	--NA--
RCP201700387	29-07-2017	View	R & B	EE-WGLU	Approval Under Process	approve	--NA--	2975	PAYMENT COMPLETED	View
RCP201700386	29-07-2017	View	R & B	EE-NRML	Approval Under Process	ok	--NA--	55769	PAYMENT COMPLETED	View
RCP201700385	29-07-2017	View	R & B	EE-KMNR	Approval Under Process	--NA--	--NA--	570	--NA--	--NA--

4.3.4 Dash Board – Permission Document / Certificate

- User will get message regarding generation of certificate after successful issuing of document by government officials, to user's registered mobile number.
- After getting SMS message, user can login into the application.
- User can view / download / take print of certificate from dash board, by click on below shown marking.

Application Details			Application - Officer / Status Details				Application - Payment Details			
Application Number	Submission Date	Application	Department / Agency	Assigned Officer	Status	Remarks	Permission Document	Total Amount (₹)	Payment Status	Acknowledgement
RCP201700391	31-07-2017	View	R & B	EEJAGT	Approval Under Process	forwarded	--NA--	2275	--NA--	--NA--
RCP201700390	31-07-2017	View	GHMC	COM-GHMC	Certificate Issued	--NA--	View	30419	PAYMENT COMPLETED	View
RCP201700389	31-07-2017	View	R & B	EE-KMNR	Approval Under Process	approved	--NA--	392	PAY AMOUNT ₹	--NA--
RCP201700388	29-07-2017	View	R & B	EE-BUPL	Approval Under Process	--NA--	--NA--	34402	PAY AMOUNT ₹	--NA--
RCP201700387	29-07-2017	View	R & B	EE-WGLU	Approval Under Process	approve	--NA--	2975	PAYMENT COMPLETED	View
RCP201700386	29-07-2017	View	R & B	EE-NRML	Approval Under Process	ok	--NA--	55769	PAYMENT COMPLETED	View
RCP201700385	29-07-2017	View	R & B	EE-KMNR	Approval Under Process	--NA--	--NA--	570	--NA--	--NA--
RCP201700380	29-07-2017	View	R & B	EE-ADB	Approval Under Process	--NA--	--NA--	285	--NA--	--NA--

4.3.4 Dash Board – Rejected Applications

- In case of application get rejected by Officer, for some reason, User will get message regarding rejection of application to user's registered mobile number.
- User can login into the application and can view the status as rejected by click on below shown marking.

Application Number	Submission Date	Status	Total Amount (₹)	Payment Status	Remarks	Permissions Document	Application	Acknowledgement
RCP201700228	06-07-2017	Approval Under Process	4155	--NA--	--NA--	--NA--	View	--NA--
RCP201700204	02-07-2017	Certificate Issued	75224	PAYMENT COMPLETED	--NA--	View	View	View
RCP201700203	02-07-2017	Approval Under Process	4155	--NA--	--NA--	--NA--	View	--NA--
RCP201700184	21-06-2017	Approved	11412	PAYMENT COMPLETED	ok	--NA--	View	View
RCP201700179	07-06-2017	Certificate Issued	40181	PAYMENT COMPLETED	--NA--	View	View	View
RCP201700177	05-06-2017	Approval Under Process	7964	--NA--	--NA--	--NA--	View	--NA--
RCP201700176	05-06-2017	Certificate Issued	6097	PAYMENT COMPLETED	--NA--	View	View	View
RCP201700175	05-06-2017	Approved	34140	PAYMENT COMPLETED	test	--NA--	View	View
RCP201700174	05-06-2017	Approved	6097	PAYMENT COMPLETED	test	--NA--	View	View
RCP201700173	03-06-2017	Approved	33170	PAYMENT COMPLETED	--NA--	--NA--	View	View
RCP201700172	01-06-2017	Approved	6339	PAYMENT COMPLETED	--NA--	--NA--	View	View
RCP201700171	01-06-2017	Approval Under Process	4641	--NA--	--NA--	--NA--	View	--NA--
RCP201700170	01-06-2017	Certificate Issued	27300	PAYMENT COMPLETED	--NA--	View	View	View
RCP201700169	01-06-2017	Rejected	9684	--NA--	test	--NA--	View	--NA--
RCP201700167	31-05-2017	Rejected	40749	--NA--	test	--NA--	View	--NA--
