CENTRE FOR GOOD GOVERNANCE

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

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.

Contents

## 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.
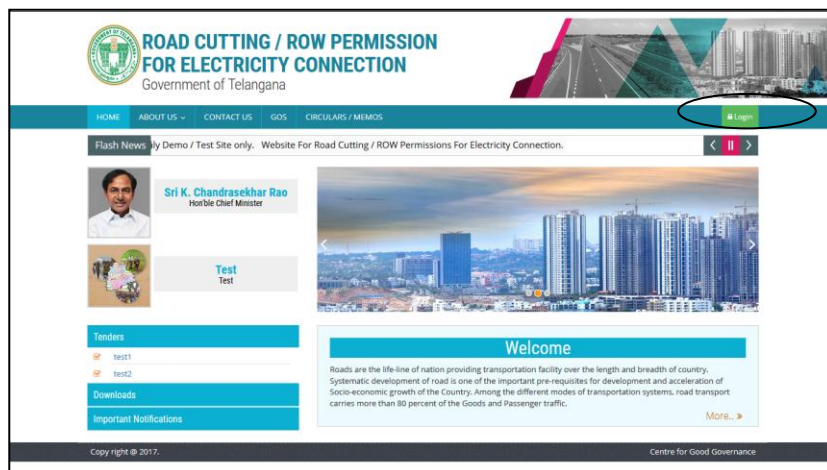
2. Acronyms & Definitions

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

```
Start ──────────────► Applicant
                          │
                          ▼
           ┌──────────► Login ─────────────► Applicant need to login into the website,
           │              │                   to apply online.
           │              ▼
Send back to applicant   Online Application ─► Applicant need to enter all details and
           │              │                    submit for further process.
           │              ▼
           │         Generation of ──────────► System generates acknowledgment
           │         Acknowledgement           after successful completion of payment
           │              │
           │    Verification Process ◄─────┐
           │              │                │
           │              ▼                │
           │       Approval Officer of ────────► Approval authority verifies manually with
           │       Concerned                    online application details and upload
           │       Department                   report with recommendations
           │              │
Reason for reject ◄─No─ Verify & Approve
           │              │
           │             Yes
           │              │
           └──► Status Updation ────────────► Every time in verification process,
                          │                    applicant get the updated status through
                          │                    SMS / mail / website track status
                          ▼
                 Generate Alert of ──────────► System generates alert in website
                 Approval                      regarding approval of application.
                          │
                          ▼
                 Payment Process ────────────► User need to pay the fee amount
                          │                    through online Payment Gateway
               Successfully Complete
                          ▼
                 Generate Certificate / ─────► Approval authority upload the certificate
                 Approval Receipt              of permission.
                          │
                          ▼
                        Stop
```

- Applicant need to 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.

- 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.
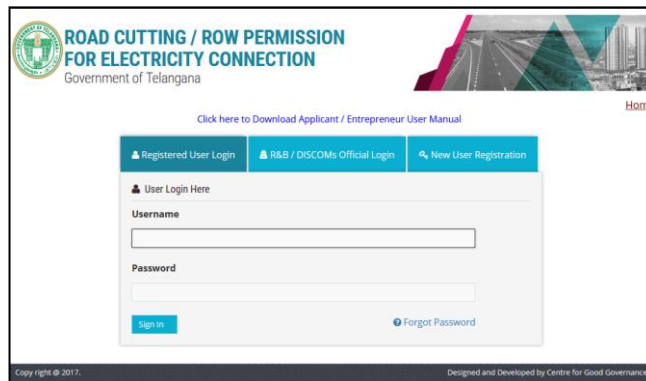
4.1   DISCOMS Official Login
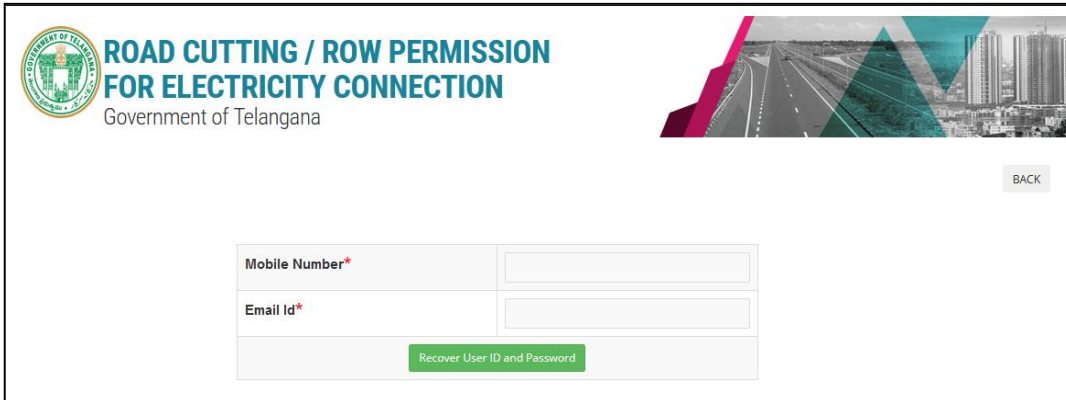
DISCOMS Officials need to give valid predefined User ID & Password to enter into application using by below displayed screen.
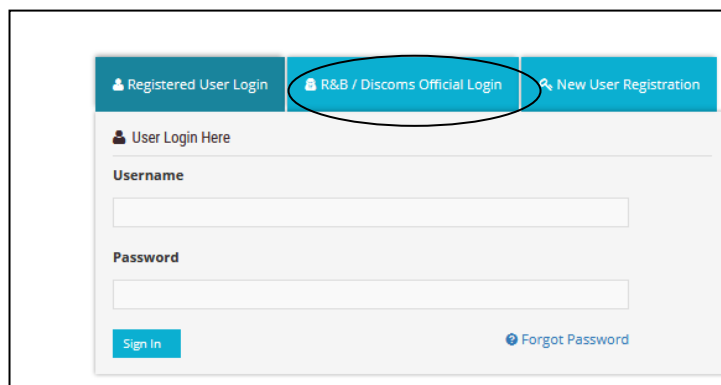
4.2 Forget Password

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

When user click on Forget password link, below screen get display.
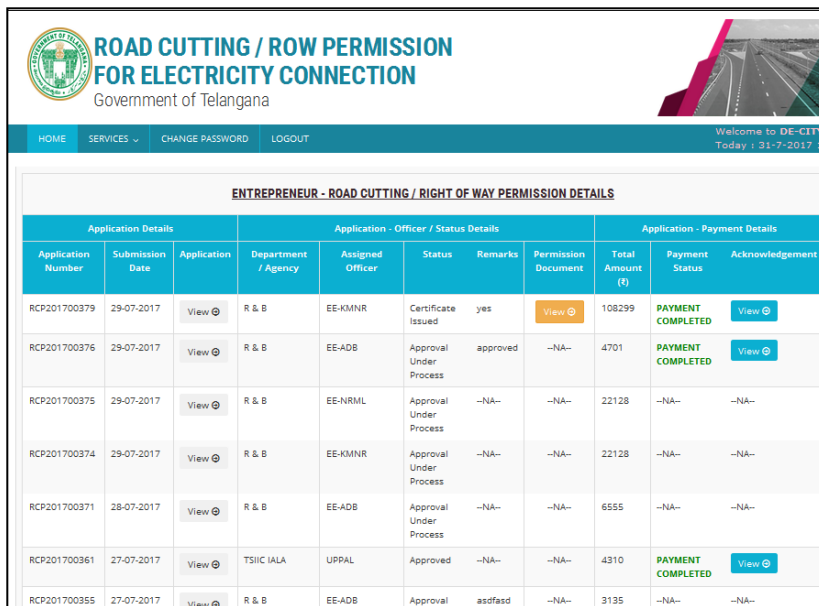
- User need to enter registered mobile number & Email ID and click on Submit.
- User Id and password will be sent to the registered Mobile Number.

4.3 Entrepreneur Home Page

User can view below services in entrepreneur login.

Steps to follow:

- Apply online for Road cutting Permission.

- Online payment after getting Approval from Department officials.

- Download / Print the Certificate after issuing of certificate from Department officials.
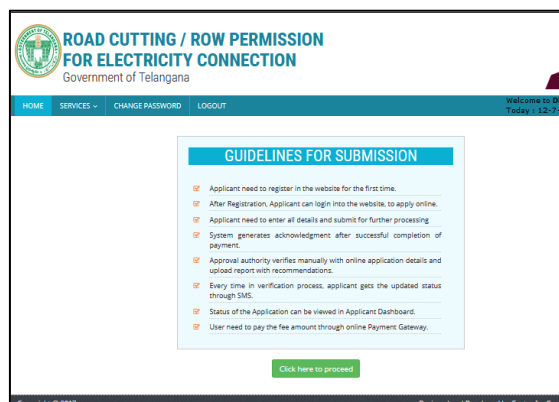
4.3.1 Services

User can apply for Road cutting permission by using this option

- By mouse over on Services menu, user get option for Road Cutting / Right of Way Permissions submenu.

- By click on sub menu user will get below screen.

- User can get guidance about application procedure 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

Data Entry Steps

TSIPASS Application	User need to select the category of application, so that, approval may take on priority basis.
Select Department / Agency	User need to select the department / agency, whom to apply for road cutting permission.
DISCOM Officer	System displays the Officer & communication address details automatically.
Communication Address of the Applicant	
Select District (where the Road Cutting/ROW to be carried out)	User need to select from drop down list as per agency he selected before: • For R&B – need to select district • For GHMC – no need to select district • For HMDA – select division • For Municipalities – select municipality • For Panchayath Raj – Select District
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 1st 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.
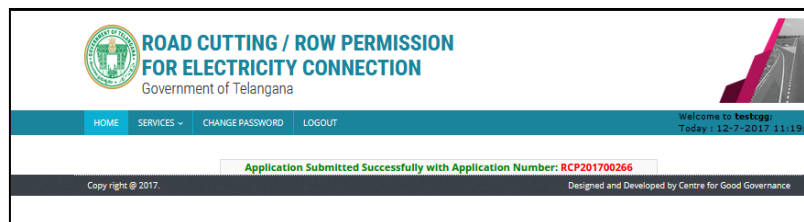
- System send message of successful submission along with application number to user's registered mobile number

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.

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.

- User need to click on "Pay Amount" button for further payment process.

- User will get below screen.

- 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

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

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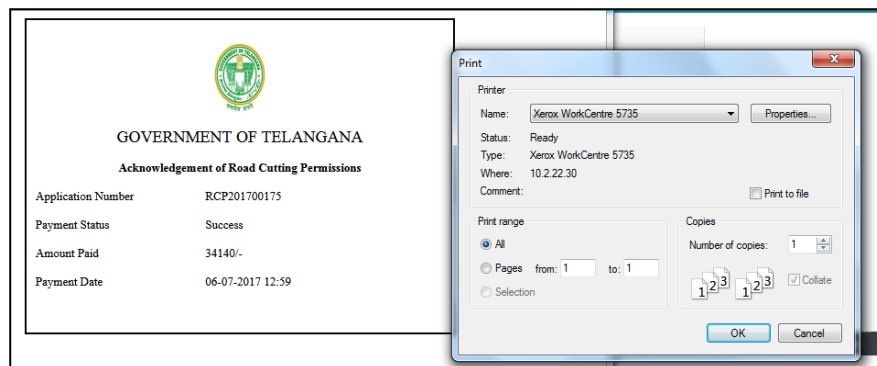
- User can view / download / take print of acknowledgement from dash board also, by click on below shown marking.

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.

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.

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