

**CENTRE FOR GOOD GOVERNANCE**

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

**Version 1.0**

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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

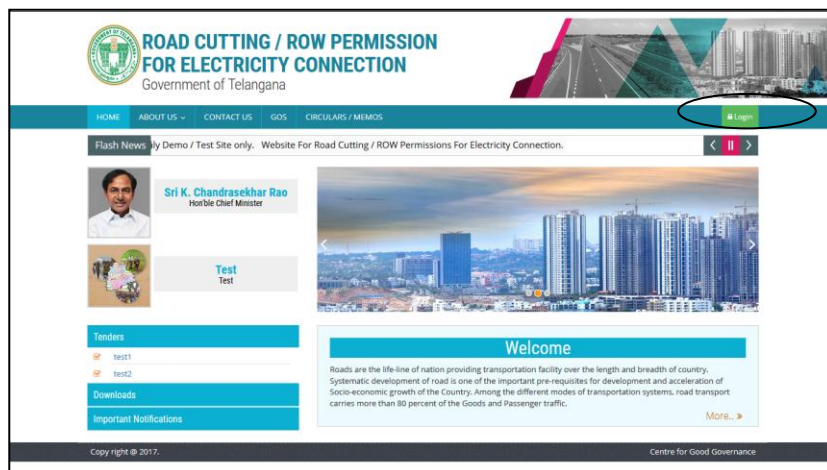
### 1.1 Salient Features

- 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.

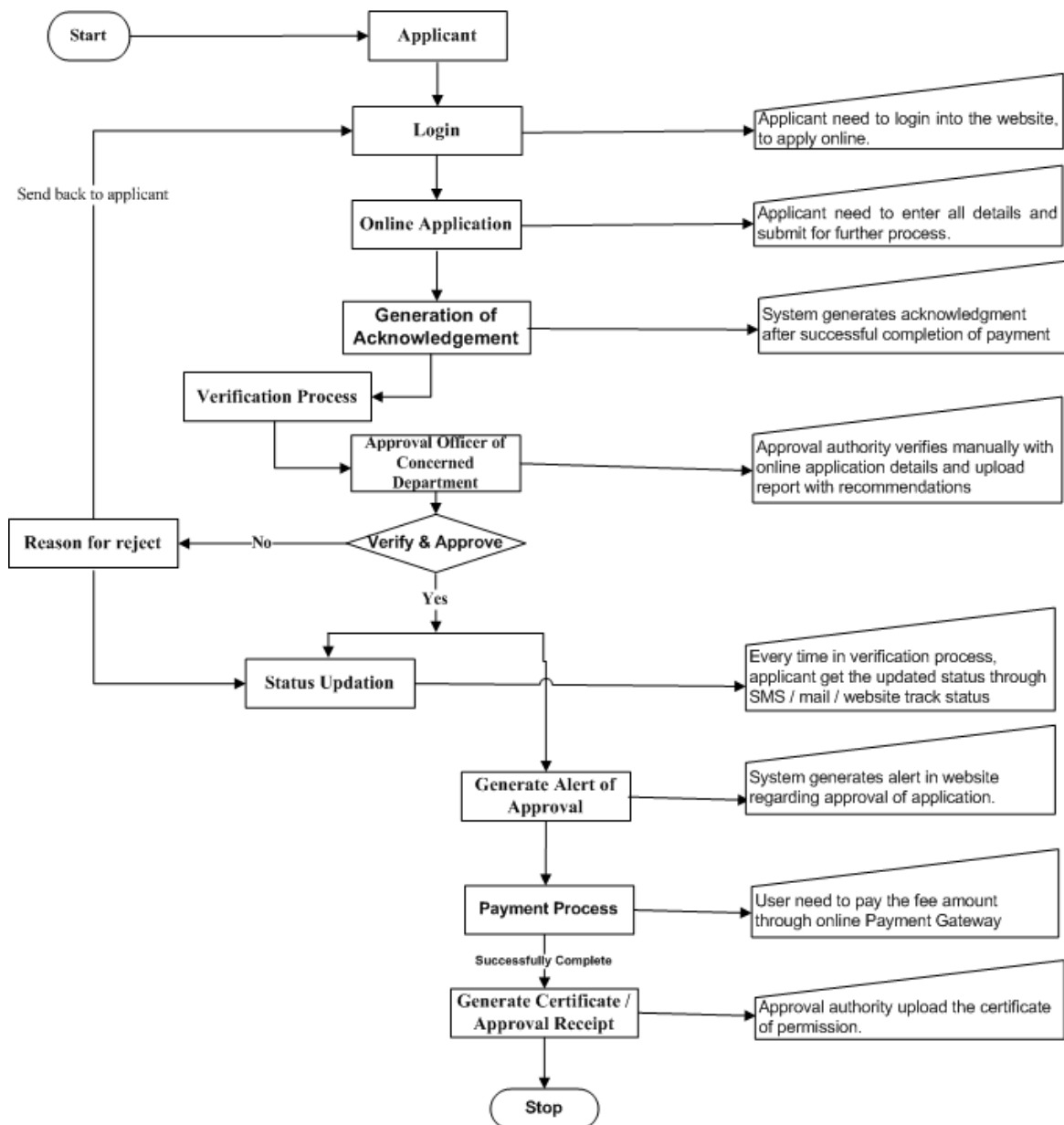


## 2. Acronyms & Definitions

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

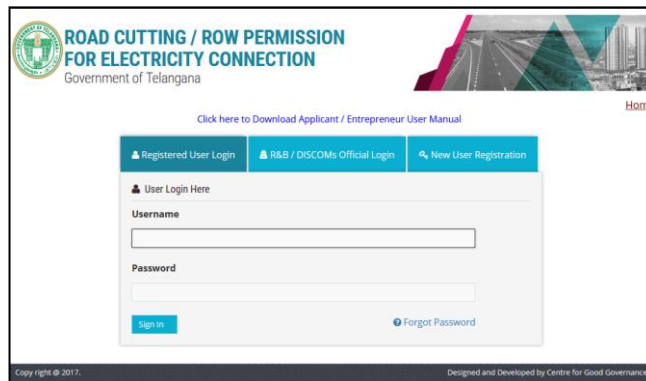
#### Road Cutting / ROW Permissions - Work Flow



- Applicant need to 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

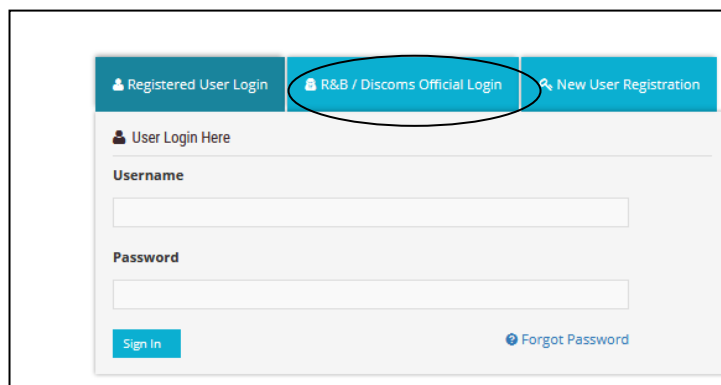
#### 4. RCP / ROW Home Page

Home page having below services.



##### 4.1 DISCOMS Official Login

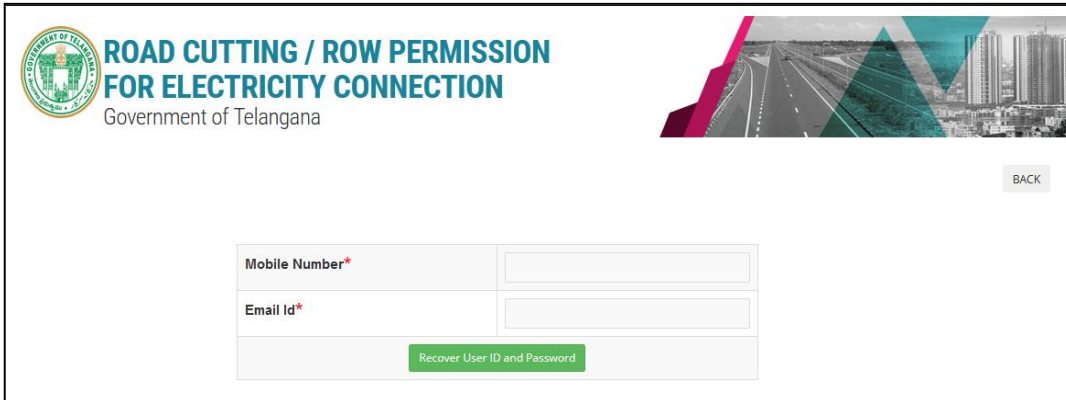
DISCOMS Officials need to give valid predefined User ID & Password to enter into application using by below displayed screen.



## 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.



**ROAD CUTTING / ROW PERMISSION FOR ELECTRICITY CONNECTION**  
Government of Telangana

BACK

Mobile Number\*

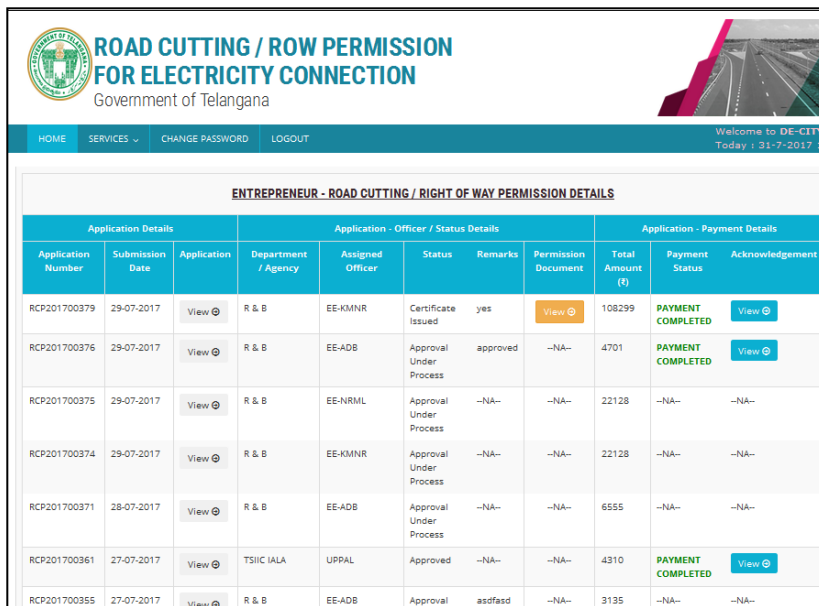
Email Id\*

Recover User ID and Password

- 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.



**ROAD CUTTING / ROW PERMISSION FOR ELECTRICITY CONNECTION**  
Government of Telangana

HOME SERVICES CHANGE PASSWORD LOGOUT Welcome to DE-CITY Today : 31-7-2017 17

**ENTREPRENEUR - ROAD CUTTING / RIGHT OF WAY PERMISSION DETAILS**

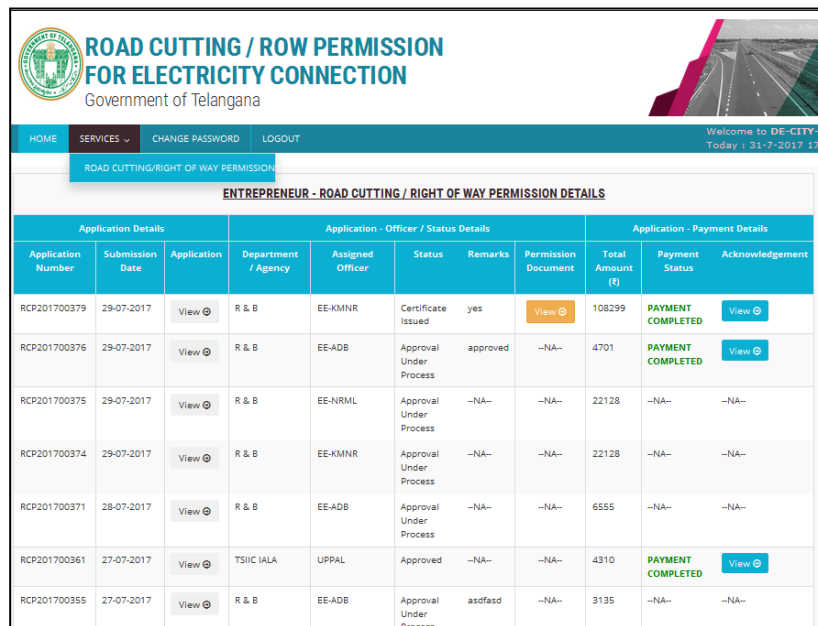
Application Details		Application - Officer / Status Details				Application - Payment Details				
Application Number	Submission Date	Application	Department / Agency	Assigned Officer	Status	Remarks	Permission Document	Total Amount (₹)	Payment Status	Acknowledgement
RCP201700379	29-07-2017	<a href="#">View</a>	R & B	EE-KMNR	Certificate Issued	yes	<a href="#">View</a>	108299	PAYMENT COMPLETED	<a href="#">View</a>
RCP201700376	29-07-2017	<a href="#">View</a>	R & B	EE-ADB	Approval Under Process	approved	--NA--	4701	PAYMENT COMPLETED	<a href="#">View</a>
RCP201700375	29-07-2017	<a href="#">View</a>	R & B	EE-NRML	Approval Under Process	--NA--	--NA--	22128	--NA--	--NA--
RCP201700374	29-07-2017	<a href="#">View</a>	R & B	EE-KMNR	Approval Under Process	--NA--	--NA--	22128	--NA--	--NA--
RCP201700371	28-07-2017	<a href="#">View</a>	R & B	EE-ADB	Approval Under Process	--NA--	--NA--	6555	--NA--	--NA--
RCP201700361	27-07-2017	<a href="#">View</a>	TSIIC IALA	UPPAL	Approved	--NA--	--NA--	4310	PAYMENT COMPLETED	<a href="#">View</a>
RCP201700355	27-07-2017	<a href="#">View</a>	R & B	EE-ADB	Approval	asdfasd	--NA--	3135	--NA--	--NA--

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.

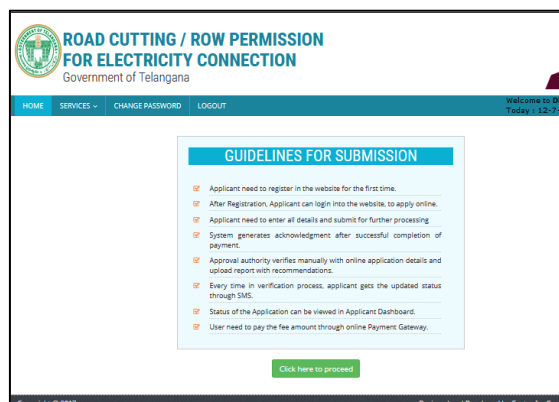
#### 4.3.1 Services

User can apply for Road cutting permission by using this option



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
RCP201700379	29-07-2017	<a href="#">View</a>	R & B	EE-KMNR	Certificate Issued	yes	<a href="#">View</a>	108299	PAYMENT COMPLETED	<a href="#">View</a>
RCP201700376	29-07-2017	<a href="#">View</a>	R & B	EE-ADB	Approval Under Process	approved	--NA--	4701	PAYMENT COMPLETED	<a href="#">View</a>
RCP201700375	29-07-2017	<a href="#">View</a>	R & B	EE-NRML	Approval Under Process	--NA--	--NA--	22128	--NA--	--NA--
RCP201700374	29-07-2017	<a href="#">View</a>	R & B	EE-KMNR	Approval Under Process	--NA--	--NA--	22128	--NA--	--NA--
RCP201700371	28-07-2017	<a href="#">View</a>	R & B	EE-ADB	Approval Under Process	--NA--	--NA--	6555	--NA--	--NA--
RCP201700361	27-07-2017	<a href="#">View</a>	TSIIC IALA	UPPAL	Approved	--NA--	--NA--	4310	PAYMENT COMPLETED	<a href="#">View</a>
RCP201700355	27-07-2017	<a href="#">View</a>	R & B	EE-ADB	Approval Under Process	asdfas	--NA--	3135	--NA--	--NA--

- 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.




**GUIDELINES FOR SUBMISSION**

- ☐ 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.
- ☐ 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](#)




- 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



## ROAD CUTTING / ROW PERMISSION FOR ELECTRICITY CONNECTION

Government of Telangana



HOME SERVICES CHANGE PASSWORD LOGOUT
Welcome to DE-CITY-III;  
Today : 12-7-2017 12:56:55

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

**TSIPASS Application \***  YES  NO

1) Select Department / Agency \*

2) DISCOM Officer\* 

--Select--  
R & B  
 GHMC  
 HMDA  
 Municipalities  
 Panchayath Raj

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
<input type="text" value="12.000"/>	<input type="text" value="23.000"/>	(OR)	<input type="text" value="Near Patry Plaza Building"/>

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

(i)\*  Visio-Workflow.pdf

(ii)  No file selected.

(iii)  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"/>	<div style="border: 1px solid black; padding: 2px;">                     --Select--  <span style="background-color: #00a651; color: white; padding: 2px;">Barrn / WBM cutting</span>                      ST road cutting                      CC road cutting                      Footpath                      Beyond Top of Road embankment (Rural areas)                      Beyond Top of Road embankment (Urban areas)                 </div>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>TOTAL ROAD CUTTING/RIGHT OF WAY CHARGES *</b>					<input type="text"/>

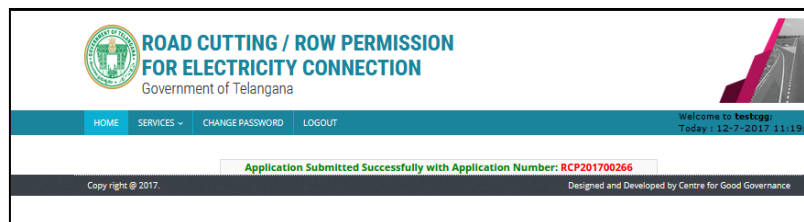
I hereby declare that the above information is true to the best of my knowledge and belief.

**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: <ul style="list-style-type: none"> <li>• For R&amp;B – need to select district</li> <li>• For GHMC – no need to select district</li> <li>• For HMDA – select division</li> <li>• For Municipalities – select municipality</li> <li>• For Panchayath Raj – Select District</li> </ul>
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 <sup>st</sup> 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.

ROAD CUTTING / ROW PERMISSION FOR ELECTRICITY CONNECTION Government of Telangana										
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
RCP201700379	29-07-2017	<a href="#">View</a>	R & B	EE-KMNR	Certificate Issued	yes	<a href="#">View</a>	108299	PAYMENT COMPLETED	<a href="#">View</a>
RCP201700376	29-07-2017	<a href="#">View</a>	R & B	EE-ADB	Approval Under Process	approved	--NA--	4701	PAYMENT COMPLETED	<a href="#">View</a>
RCP201700375	29-07-2017	<a href="#">View</a>	R & B	EE-NRML	Approval Under Process	--NA--	--NA--	22128	--NA--	--NA--
RCP201700374	29-07-2017	<a href="#">View</a>	R & B	EE-KMNR	Approval Under Process	--NA--	--NA--	22128	--NA--	--NA--
RCP201700371	28-07-2017	<a href="#">View</a>	R & B	EE-ADB	Approval Under Process	--NA--	--NA--	6555	--NA--	--NA--
RCP201700361	27-07-2017	<a href="#">View</a>	TS/IC IALA	UPPAL	Approved	--NA--	--NA--	4310	PAYMENT COMPLETED	<a href="#">View</a>
RCP201700355	27-07-2017	<a href="#">View</a>	R & B	EE-ADB	Approval	asfisd	--NA--	3135	--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.

ROAD CUTTING / ROW PERMISSION FOR ELECTRICITY CONNECTION Government of Telangana										
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
RCP201700392	31-07-2017	<a href="#">View</a>	R & B	EE-NRML	Approval Under Process	--NA--	--NA--	931	<b>PAY AMOUNT ₹</b>	--NA--
RCP201700379	29-07-2017	<a href="#">View</a>	R & B	EE-KMNR	Certificate Issued	yes	<a href="#">View</a>	108299	PAYMENT COMPLETED	<a href="#">View</a>
RCP201700376	29-07-2017	<a href="#">View</a>	R & B	EE-ADB	Approval Under Process	approved	--NA--	4701	PAYMENT COMPLETED	<a href="#">View</a>
RCP201700375	29-07-2017	<a href="#">View</a>	R & B	EE-NRML	Approval Under Process	--NA--	--NA--	22128	--NA--	--NA--
RCP201700374	29-07-2017	<a href="#">View</a>	R & B	EE-KMNR	Approval Under Process	--NA--	--NA--	22128	--NA--	--NA--
RCP201700371	28-07-2017	<a href="#">View</a>	R & B	EE-ADB	Approval Under Process	--NA--	--NA--	6555	--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
<b>Total Amount Payable ( Including Centage and GST )</b>	<b>₹ 392 /-</b>
Payment Type	Online

[Proceed to Payment](#)

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

**e-Payment**  
**Makes the Payment easy**  
**Now choose the Bank to Make Payment**

Select Bank

[submit](#)

- 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

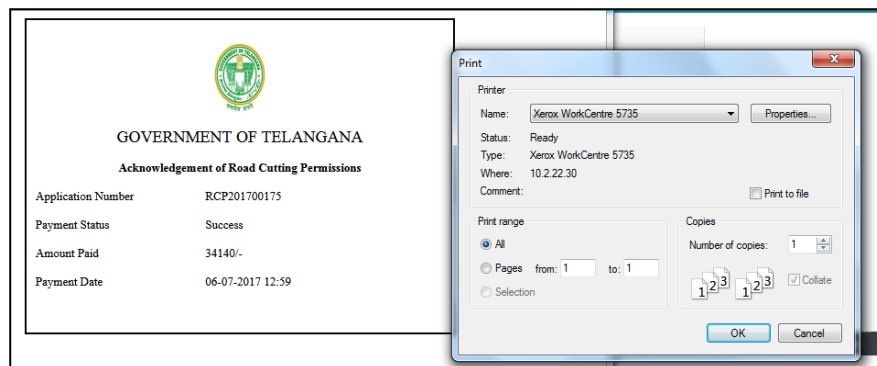
**GOVERNMENT OF TELANGANA**  
**Acknowledgement of Road Cutting Permissions**

Application Number	RCP201700250
Payment Status	Success
Amount Paid (₹)	7964/-
Payment Date	07-07-2017 09:20

[Click to Print 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.

The screenshot shows the 'ENTREPRENEUR - ROAD CUTTING / RIGHT OF WAY PERMISSION DETAILS' dashboard. The table below lists application 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
RCP201700392	31-07-2017	<a href="#">View</a>	R & B	EE-NRML	Approval Under Process	--NA--	--NA--	71931	PAY AMOUNT ₹	--NA--
RCP201700379	29-07-2017	<a href="#">View</a>	R & B	EE-KMNR	Certificate Issued	yes	<a href="#">View</a>	108299	PAYMENT COMPLETED	<a href="#">View</a>
RCP201700376	29-07-2017	<a href="#">View</a>	R & B	EE-ADB	Approval Under Process	approved	--NA--	4701	PAYMENT COMPLETED	<a href="#">View</a>
RCP201700375	29-07-2017	<a href="#">View</a>	R & B	EE-NRML	Approval Under Process	--NA--	--NA--	22128	--NA--	--NA--
RCP201700374	29-07-2017	<a href="#">View</a>	R & B	EE-KMNR	Approval	--NA--	--NA--	22128	--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.

ROAD CUTTING / ROW PERMISSION FOR ELECTRICITY CONNECTION Government of Telangana										
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
RCP201700392	31-07-2017	<a href="#">View</a>	R & B	EE-NRML	Approval Under Process	--NA--	--NA--	71931	PAY AMOUNT ₹	--NA--
RCP201700379	29-07-2017	<a href="#">View</a>	R & B	EE-KMNR	Certificate Issued	ok	<a href="#">View</a>	102099	PAYMENT COMPLETED	<a href="#">View</a>
RCP201700376	29-07-2017	<a href="#">View</a>	R & B	EE-ADB	Approval Under Process	approved	--NA--	4701	PAYMENT COMPLETED	<a href="#">View</a>
RCP201700375	29-07-2017	<a href="#">View</a>	R & B	EE-NRML	Approval Under Process	--NA--	--NA--	22128	--NA--	--NA--
RCP201700374	29-07-2017	<a href="#">View</a>	R & B	EE-KMNR	Approval	--NA--	--NA--	22128	--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.

ENTREPRENEUR - ROAD CUTTING/RIGHT OF WAY PERMISSION DETAILS										
Application Number	Submission Date	Status	Total Amount (₹)	Payment Status	Remarks	Permission Document	Application	Acknowledgement		
RCP201700228	06-07-2017	Approval Under Process	4155	--NA--	--NA--	--NA--	<a href="#">View</a>	--NA--		
RCP201700204	02-07-2017	Certificate Issued	75224	PAYMENT COMPLETED	--NA--	--NA--	<a href="#">View</a>	<a href="#">View</a>		
RCP201700203	02-07-2017	Approval Under Process	4155	--NA--	--NA--	--NA--	<a href="#">View</a>	--NA--		
RCP201700184	21-06-2017	Approved	11412	PAYMENT COMPLETED	ok	--NA--	<a href="#">View</a>	<a href="#">View</a>		
RCP201700179	07-06-2017	Certificate Issued	40181	PAYMENT COMPLETED	--NA--	--NA--	<a href="#">View</a>	<a href="#">View</a>		
RCP201700177	05-06-2017	Approval Under Process	7964	--NA--	--NA--	--NA--	<a href="#">View</a>	--NA--		
RCP201700176	05-06-2017	Certificate Issued	6097	PAYMENT COMPLETED	--NA--	--NA--	<a href="#">View</a>	<a href="#">View</a>		
RCP201700175	05-06-2017	Approved	34140	PAYMENT COMPLETED	test	--NA--	<a href="#">View</a>	<a href="#">View</a>		
RCP201700174	05-06-2017	Approved	6097	PAYMENT COMPLETED	test	--NA--	<a href="#">View</a>	<a href="#">View</a>		
RCP201700173	03-06-2017	Approved	33170	PAYMENT COMPLETED	--NA--	--NA--	<a href="#">View</a>	<a href="#">View</a>		
RCP201700172	01-06-2017	Approved	6339	PAYMENT COMPLETED	--NA--	--NA--	<a href="#">View</a>	<a href="#">View</a>		
RCP201700171	01-06-2017	Approval Under Process	4641	--NA--	--NA--	--NA--	<a href="#">View</a>	--NA--		
RCP201700170	01-06-2017	Certificate Issued	27300	PAYMENT COMPLETED	--NA--	--NA--	<a href="#">View</a>	<a href="#">View</a>		
RCP201700169	01-06-2017	Rejected	9684	--NA--	test	--NA--	<a href="#">View</a>	--NA--		
RCP201700167	31-05-2017	Rejected	40749	--NA--	test	--NA--	<a href="#">View</a>	--NA--		

\*\*\*