

**CENTRE FOR GOOD GOVERNANCE**

## **Road Cutting / Right of Way Permissions Portal – Approval Authority - 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

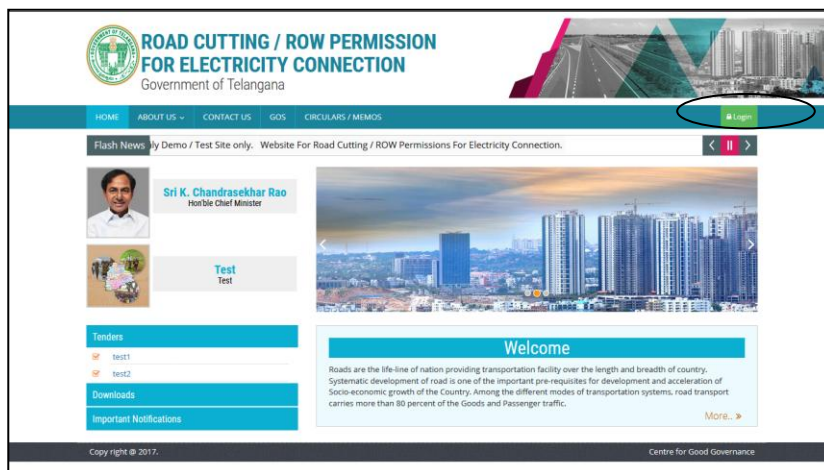
### 1.1 Salient Features

- 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.

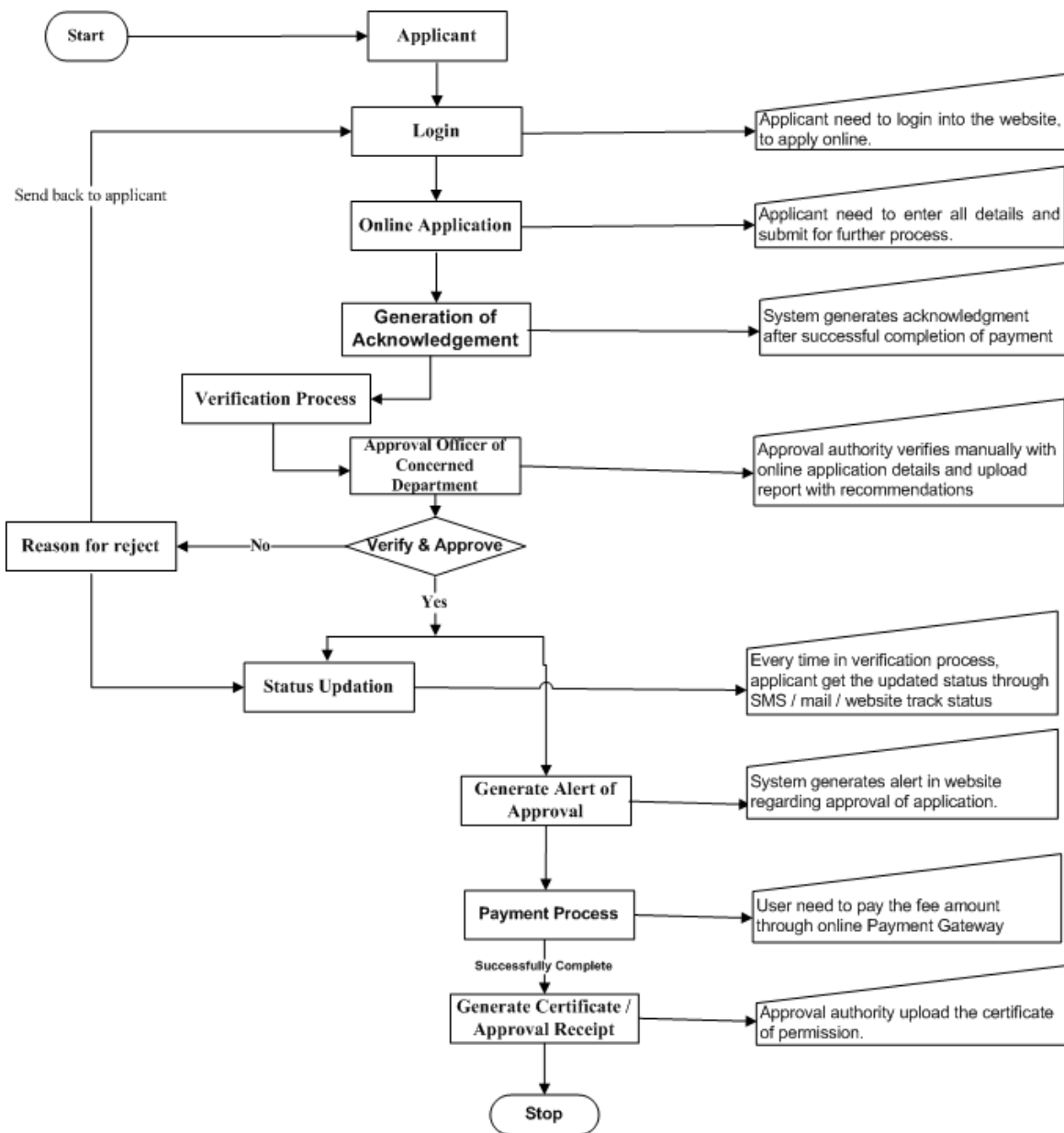


## 2. Acronyms & Definitions

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

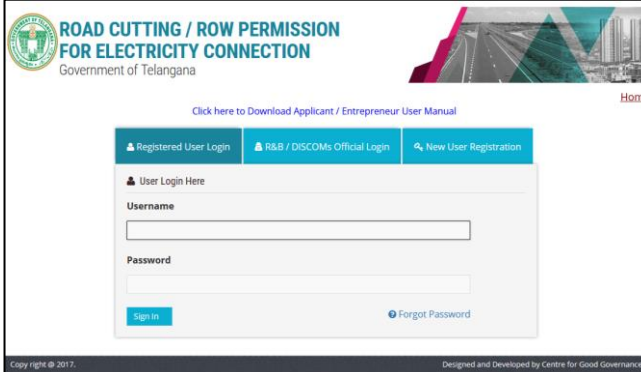
#### Road Cutting / ROW Permissions - Work Flow



- Officer need to login into the website, to view / approve application and issue certificate.
- Officer can view & take print of application for manual verification from dash board
- After manual verification, need to open the application and upload the inspection certificate.
- Officer can change the values like length, type of road etc existed in the application.
- If verification found satisfied and valid, officer can approve the application.
- If verification found unsatisfied, officer may reject the application.
- If Officer found that, application is not belongs to concerned jurisdiction, can forward to concerned department or concerned district officer (within department), without any modifications.
- After payment done by the applicant, officer need to upload permission certificate

#### 4. RCP / ROW Home Page

Home page having below services.



ROAD CUTTING / ROW PERMISSION  
FOR ELECTRICITY CONNECTION  
Government of Telangana

[Click here to Download Applicant / Entrepreneur User Manual](#) [Home](#)

[Registered User Login](#) [R&B / DISCOMs Official Login](#) [New User Registration](#)

**User Login Here**

Username

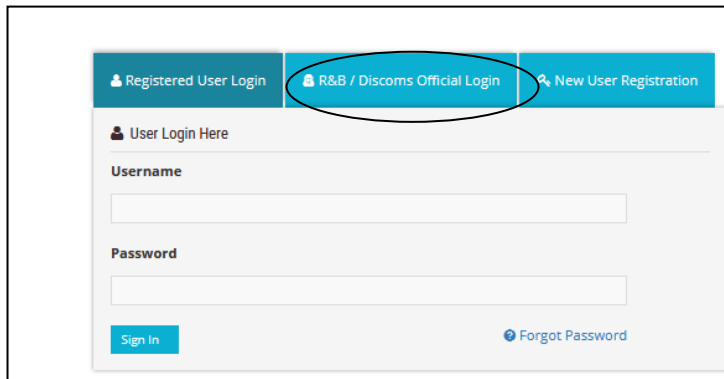
Password

[Sign In](#) [Forgot Password](#)

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#### 4.1 Authentication Official Login

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

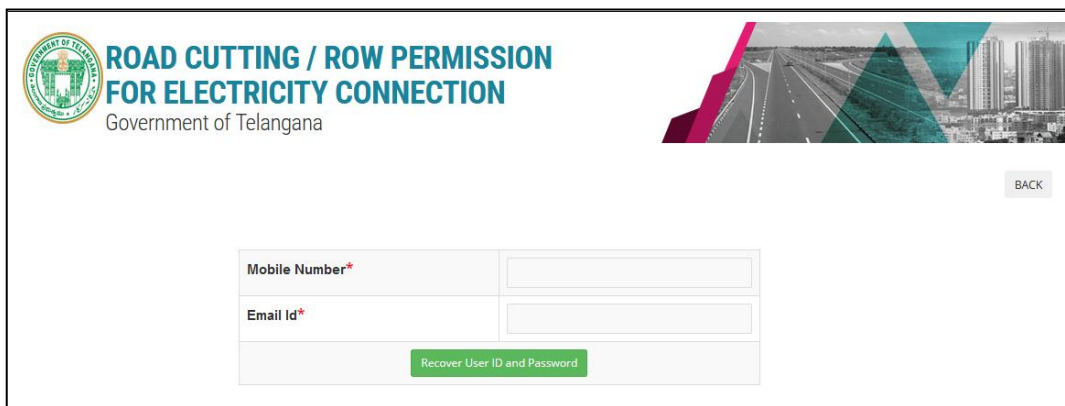


The screenshot shows a web interface with three tabs at the top: "Registered User Login", "R&B / Discoms Official Login" (which is circled in red), and "New User Registration". Below the tabs is a "User Login Here" section with a "Username" input field, a "Password" input field, a "Sign In" button, and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

#### 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.



The screenshot shows a page titled "ROAD CUTTING / ROW PERMISSION FOR ELECTRICITY CONNECTION" for the Government of Telangana. It features a "BACK" button in the top right corner and a form with two input fields: "Mobile Number\*" and "Email Id\*". Below the form is a green button labeled "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 Officer Home Page

User can view below services in Officer's login.

The screenshot shows the Officer Home Page for the Government of Telangana. The page title is "ROAD CUTTING / ROW PERMISSION FOR ELECTRICITY CONNECTION". The dashboard includes a navigation menu with "HOME", "REPORTS", "CHANGE PASSWORD", and "LOGOUT". A welcome message reads "Welcome to EE-ADB; Today : 31-7-2017 12:53:39". The main content area displays a table titled "ROAD CUTTING / RIGHT OF WAY PERMISSION DETAILS".

S.No	Total Applications	Verification Pending		Approved	Rejected	Payment Completed	Certificate Issued
		Normal Applications	TSiPASS Applications				
1	14	5	1	1	1	4	2
<b>Total</b>	<b>14</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>2</b>

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#### 4.3.1 Verification Pending

- Click on Verification Pending column.
- Note: If there any applications existed under TSiPASS category, Officer need to give priority for those applications.
- Below screen displays for further process.

The screenshot shows the "Verification Pending" screen. It features a navigation menu and a welcome message: "Welcome to EE-ADB; Today : 12-7-2017 17:16:58". A "Back" button is visible. The main content area displays a table titled "ROAD CUTTING/RIGHT OF WAY PERMISSION DETAILS".

S.No	Application Number	Name of Applicant	Application Received Date	Application Status	Application / Certificate
1	RCP201700267	testcgg	12-07-2017	Pending With Officer	View & Print <a href="#">Process</a>
2	RCP201700266	testcgg	12-07-2017	Pending With Officer	View & Print <a href="#">Process</a>

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## View & Print

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

HOME REPORTS CHANGE PASSWORD LOGOUT Welcome to EE-ADB, Today: 12-7-2017 17:23

**REPORT OF APPLICATION Pending With Officer**

Application Number \* RCP201700267

1) Name of the Applicant \* testcgg

2) Name of the District (R & B) Office \* Adilabad

3) Name of the Road \* test

4) Details of the Road \* test

5) Road Cutting Chainage \* From (Kms) : 12.000  
To (Kms) : 23.000  
Landmark : test

6) Side of the Road \* Left Side

7) Sketch showing the proposed road cutting with chainages \* View File

8) 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 (₹)	Centage charges @ 16.5%	GST @ 18%	Total Amount (In Rupees ₹)
1	test	CC road cutting	12.00	1844	22128	3651.12	3983.04	29762.16

TOTAL ROAD CUTTING/RIGHT OFWAY CHARGES \* 29762

**APPLICATION STATUS**

S.No	Status	Remarks	Remarks Updated Date
1	Application Submitted	Application Submitted	12-07-2017 02:35

Print [Back](#)

- Officer can take print out of the application by this option.

## Process

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

HOME REPORTS CHANGE PASSWORD LOGOUT Welcome to EE-ADB, Today: 12-7-2017 12:55

**APPLICATION FOR ROAD CUTTING/RIGHT OF WAY PERMISSION**

Application Number \* RCP201700267

1) Name of the Applicant \* test

2) Name of the District (R & B) Office \* Adilabad

3) Name of the Road \* test

4) Details of the Road \* test

5) Road Cutting Chainage \* From (Kms) : 12.000  
To (Kms) : 23.000  
Landmark : test

6) Side of the Road \* Left Side

7) Sketch showing the proposed road cutting with chainages \* View File

8) 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)	test	CC road cutting	12.00	1844	22128

[Add](#) [Delete](#)

Road Cutting / Right of Way Charges (₹) As per Applicant		TOTAL AMOUNT (₹) - ROAD CUTTING / RIGHT OF WAY As per Approving Authority		
EXCLUDING CENTAGE CHARGES AND GST	EXCLUDING CENTAGE CHARGES AND GST	Centage Charge @ %	GST @ %	INCLUDING CENTAGE CHARGES AND GST
3128	2128	16.5	18	4210

**APPLICATION STATUS**

S.No	Status	Remarks	Remarks Updated Date
1	Application Submitted	Application Submitted	29-07-2017 12:54

**UPDATE STATUS**

Status \* --Select--

Remarks \*

[Update](#) [Back](#)

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- Officer can view the sketch file by click on View file.
- Officer can add / edit/ delete data in “Statement of Charges for Road Cutting / ROW Permissions”.
- If Officer found that, application is not belongs to concerned jurisdiction, can forward to concerned department or concerned district officer (within department), without any modifications, by selecting Forward option in Status drop down list, along with remarks.
- Officer can change centage charges percentage as per latest rates.
- Update the status by selecting Approve / Reject.
- Reason should write in remarks field in case of rejection.
- Upload inspection report.
- Click on update button for further process.

#### 4.3.2 Approved

Officer can view all approved applications by click on this column from dashboard.

#### 4.3.3 Rejected

Officer can view all rejected applications by click on this column from dashboard.

#### 4.3.4 Payment Completed

- Officer will get sms after successful payment from the applicant.
- Click on Payment Completed column for issue certificate.

S.No	Application Number	Name of Applicant	Application Received Date	Application Status	Application / Certificate
1	RCP201700250	testcgg	07-07-2017	Approved by EE	View & Print <a href="#">Process</a>
2	RCP201700238	DE-CITY-III	07-07-2017	Approved by EE	View & Print <a href="#">Process</a>

- Click on Process button.
- System display below screen.

**APPLICATION FOR ROAD CUTTING/RIGHT OF WAY PERMISSION**

Application Number \* RCP201700378

1) Name of the Applicant \* testegg

2) Name of the District (R & B) Office \* Adilabad

3) Name of the Road \* asd

4) Details of the Road \* asdf

5) Road Cutting Change \* From (Kms) : 1.000  
To (Kms) : 2.000  
Landmark :

6) Side of the Road \* Left Side

7) Sketch showing the proposed road cutting with changes \* View File

8) Statement of Charges for Road Cutting / ROW Permissions \*

S.No.	Name of road with changes	Type of surface for cutting	Length (in Metres)	Rate / RM (₹)	Amount (₹)
1	11	Berm / Wheel cutting	12.00	285	3420

Road Cutting / Right of Way Charges (₹) As per Applicant		TOTAL AMOUNT (₹) - ROAD CUTTING / RIGHT OF WAY As per Approving Authority			
EXCLUDING CENTAGE CHARGE AND GST	EXCLUDING CENTAGE CHARGE AND GST	Centage Charges @ 15.0%	GST @ 12%	INCLUDING CENTAGE CHARGE AND GST	
3420	3420	514.30	717.17	4701	

**APPLICATION STATUS**

S.No	Status	Remarks	Remarks Updated Date
1	Application Submitted	Application Submitted	29-07-2017 11:35
2	Approved by EE		29-07-2017 11:38

INSPECTION REPORT \* View File

**PAYMENT STATUS**

Amount Paid (₹) 4701

Payment Date 29-07-2017 11:40

**UPDATE STATUS**

Issue Approval Certificate \*  No file selected.

- Upload the certificate and click on update button.

### 4.3.5 Certificate Issued

Officer can view all certificate issued applications by click on this column from dashboard.

### 4.4 Reports – District wise Payment Report

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

HOME REPORTS CHANGE PASSWORD LOGOUT Welcome to EE-ADB: Today : 12-7-2017 17:49

DISTRICT WISE PAYMENT REPORT

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

S.No	Total Applications	Verification Pending		Approved	Rejected	Payment Completed	Certificate Issued
		Normal Applications	TSIPASS Applications				
1	14	2	0	2	4	2	4
<b>Total</b>	<b>14</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>4</b>

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Officer can view district wise payment report by this option.

The screenshot shows the application interface with a navigation menu (HOME, REPORTS, CHANGE PASSWORD, LOGOUT) and a user welcome message. The main content area displays a table titled 'ROAD CUTTING/RIGHT OF WAY PERMISSION PAYMENT DETAILS' for the district of Adilabad.

S.No	District	Payment Completed	Total Amount Received (₹)
1	ADILABAD	₹	79908
<b>Total</b>		<b>₹</b>	<b>79908</b>

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Click on Payment completed column to view application wise payment report.

The screenshot shows the application interface with a navigation menu and a user welcome message. The main content area displays a table titled 'ROAD CUTTING/RIGHT OF WAY PERMISSION PAYMENT DETAILS' showing individual application records.

S.No	Application Number	Name of Applicant	Application Received Date	Amount (₹)	Payment Date	Application
1	RCP201700237	test1gg	06-07-2017	41347	06/07/2017	<a href="#">View</a>
2	RCP201700250	test1gg	07-07-2017	7964	07/07/2017	<a href="#">View</a>
3	RCP201700238	DE-CITY-III	07-07-2017	9141	07/07/2017	<a href="#">View</a>
4	RCP201700241	test11	07-07-2017	5528	07/07/2017	<a href="#">View</a>
5	RCP201700246	test1gg	07-07-2017	7964	07/07/2017	<a href="#">View</a>
6	RCP201700248	test01	07-07-2017	7964	07/07/2017	<a href="#">View</a>
<b>Total Amount Received</b>				<b>79908</b>		

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Click on View button to display individual application report.

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