

Standard Operating Procedure (SoP) for Processing Underground Telegraph Infrastructure Permission by the Government Stakeholders at the Assam RoW Portal

Section 1: General Information

1. The licensee registered as Telecom Service Provider (TSP), Internet Service Provider (ISP) or Infrastructure Provider (IP) under the Department of Telecommunication, Government of India shall submit application for permission for laying underground telegraph infrastructure (generally optical fibre cable) through the Assam RoW portal available at URL <https://row.assam.gov.in>.
2. As per Para 2 of the “*Guidelines for granting Right of Way to Telegraph Infrastructure in Assam, 2018*” and under sub-rule (1) of rule (4) of the “*Indian Telegraph Right of Way Rules, 2016*” Deputy Commissioner of the district shall be the Nodal Officer for processing of application.
3. As per Para (9), (2), (b) of the aforementioned guidelines, the Nodal Officer shall dispose applications within 60 (sixty) working days from the date of submission.
4. While laying underground telegraph infrastructure spanning through routes of various districts, jurisdiction of different local bodies or department like PWD (Rods); the licensee shall ensure that separate application is being submitted to respective Nodal Officer of a particular district and separate application is being made for different local bodies and PWD (Roads). For example, a licensee has proposed to lay Optical Fibre from Guwahati to Nagaon passing through jurisdiction of PWD (Roads) in Kamrup, Morigaon and Nagaon District and jurisdiction of Guwahati Municipal Corporation, Multiple Gram Panchayat; then licensee shall ensure that separate application is being submitted considering the authority of the route jurisdiction.

Section 2: Process for Processing Application by Government Stakeholders

- As per government process re-engineering of the Para 7 of the “Guidelines for granting Right of Way (RoW) to telegraph infrastructure in Assam, 2018”, following process flow has been incorporated at the Assam RoW portal for processing underground telegraph infrastructure permission application.

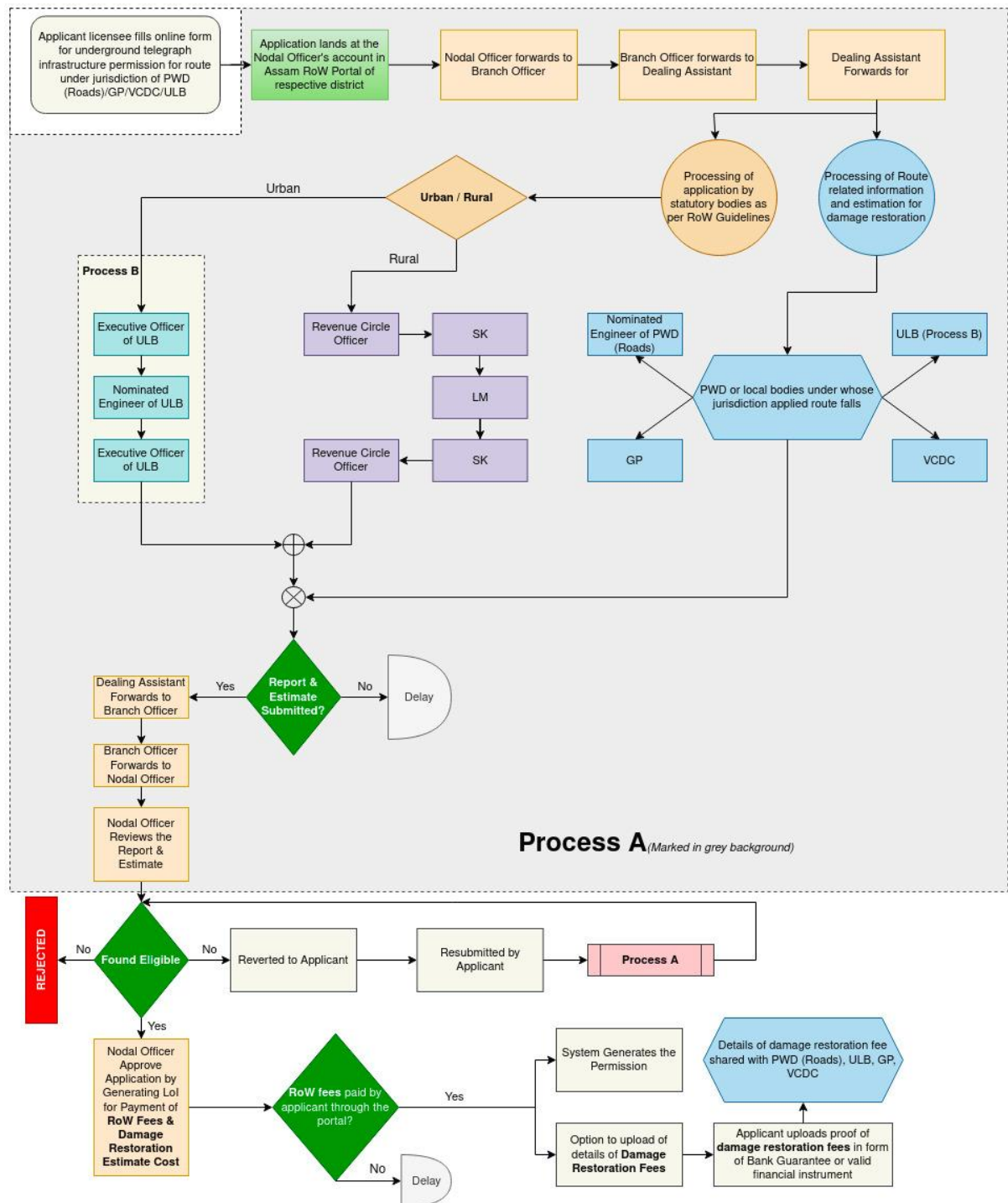


Fig 1: Process flow of processing underground infrastructure permission application

Section 3: Process Control at District Level

1. The District Manager, DITEC shall be the District Administrator of the portal as mandated vide letter no. IT.56/2018/273 Dated 25th September, 2020.
2. The District Administrator in consultation with respective Deputy Commissioner shall control the application process-flow at the portal for a particular district.
3. There shall be 4 (four) types of process-flows for a particular district for processing underground telegraph infrastructure permission based on the area type and route jurisdiction where underground telegraph infrastructure is proposed to be laid. The details of the process-flows are provided below.

A. When area type is URBAN and the route of infrastructure is under jurisdiction of an ULB, an application shall be processed as per process depicted below.

Process Flow Urban + ULB											
SN	Office Type	Is Applicable?	Role	User Type	Forward	Back	Approve	Reject	Revert	Next Office	Prev Office
1	Office of the Deputy Commissioner		Nodal Officer	Level-2 (Forwarder)	✓	✗	✗	✗	✗		
2	Office of the Deputy Commissioner	☑	Branch Officer	Level-2 (Forwarder)	✓	✓	✗	✗	✗		
3	Office of the Deputy Commissioner		Dealing Assistant	Level-2 (Forwarder)	✓	✓	✗	✗	✗	→ ULB	
4	ULB		Executive Officer	Level-2 (Forwarder)	✓	✓	✗	✗	✗		← Office of the Deputy Commissioner
5	ULB		Assistant Engineer	Level-3 (Dealing User)	✓	✗	✗	✗	✗		
6	ULB		Executive Officer	Level-2 (Forwarder)	✓	✓	✗	✗	✗	→ Office of the Deputy Commissioner	
7	Office of the Deputy Commissioner		Dealing Assistant	Level-2 (Forwarder)	✓	✓	✗	✗	✗		← ULB
8	Office of the Deputy Commissioner	☑	Branch Officer	Level-2 (Forwarder)	✓	✓	✗	✗	✗		
9	Office of the Deputy Commissioner		Nodal Officer	Level-1 (Approving Authority)	✗	✓	✓	✓	✓		

Fig 2: Process-flow for Urban area and route under jurisdiction of a ULB

B. When area type is URBAN and the route of infrastructure is under jurisdiction of PWD (Roads), an application shall be processed as per process depicted below.

Process Flow Urban + PWD											
SN	Office Type	Is Applicable?	Role	User Type	Forward	Back	Approve	Reject	Revert	Next Office	Prev Office
1	Office of the Deputy Commissioner		Nodal Officer	Level-2 (Forwarder)	✓	✗	✗	✗	✗		
2	Office of the Deputy Commissioner	☑	Branch Officer	Level-2 (Forwarder)	✓	✓	✗	✗	✗		
3	Office of the Deputy Commissioner		Dealing Assistant	Level-2 (Forwarder)	✓	✓	✗	✗	✗	→ PWD Roads → ULB	
4	PWD Roads		Executive Engineer (Roads)	Level-3 (Dealing User)	✓	✗	✗	✗	✗	→ Office of the Deputy Commissioner	
5	ULB		Executive Officer	Level-2 (Forwarder)	✓	✓	✗	✗	✗		← Office of the Deputy Commissioner
6	ULB		Assistant Engineer	Level-3 (Dealing User)	✓	✗	✗	✗	✗		
7	ULB		Executive Officer	Level-2 (Forwarder)	✓	✓	✗	✗	✗	→ Office of the Deputy Commissioner	
8	Office of the Deputy Commissioner		Dealing Assistant	Level-2 (Forwarder)	✓	✓	✗	✗	✗		← PWD Roads ← ULB
9	Office of the Deputy Commissioner	☑	Branch Officer	Level-2 (Forwarder)	✓	✓	✗	✗	✗		
10	Office of the Deputy Commissioner		Nodal Officer	Level-1 (Approving Authority)	✗	✓	✓	✓	✓		

Fig 3: Process-flow for Urban Area and route under jurisdiction of PWD (Roads)

C. When area type is RURAL and the route of infrastructure is under jurisdiction of a GP/VCDC, an application shall be processed as per process depicted below.

Process Flow Rural + GP											
SN	Office Type	Is Applicable?	Role	User Type	Forward	Back	Approve	Reject	Revert	Next Office	Prev Office
1	Office of the Deputy Commissioner		Nodal Officer	Level-2 (Forwarder)	✓	✗	✗	✗	✗		
2	Office of the Deputy Commissioner	✓	Branch Officer	Level-2 (Forwarder)	✓	✓	✗	✗	✗		
3	Office of the Deputy Commissioner		Dealing Assistant	Level-2 (Forwarder)	✓	✓	✗	✗	✗	→ GP → Revenue Circle Office	
4	GP	✓	Gaon Panchayat Secretary	Level-3 (Dealing User)	✓	✗	✗	✗	✗	→ Office of the Deputy Commissioner	
5	Revenue Circle Office		Circle Officer	Level-2 (Forwarder)	✓	✓	✗	✗	✗		← Office of the Deputy Commissioner
6	Revenue Circle Office	✓	SK	Level-2 (Forwarder)	✓	✓	✗	✗	✗		
7	Revenue Circle Office		Lot Mondal	Level-3 (Dealing User)	✓	✗	✗	✗	✗		
8	Revenue Circle Office	✓	SK	Level-2 (Forwarder)	✓	✓	✗	✗	✗		
9	Revenue Circle Office		Circle Officer	Level-2 (Forwarder)	✓	✓	✗	✗	✗	→ Office of the Deputy Commissioner	
10	Office of the Deputy Commissioner		Dealing Assistant	Level-2 (Forwarder)	✓	✓	✗	✗	✗		← GP ← Revenue Circle Office
11	Office of the Deputy Commissioner	✓	Branch Officer	Level-2 (Forwarder)	✓	✓	✗	✗	✗		
12	Office of the Deputy Commissioner		Nodal Officer	Level-1 (Approving Authority)	✗	✓	✓	✓	✓		

Fig 4: Process-flow for Rural Area and route under jurisdiction of GP/VCDC

D. When area type is RURAL and the route of infrastructure is under jurisdiction of PWD (Roads), an application shall be processed as per process depicted below.

Process Flow Rural + PWD											
SN	Office Type	Is Applicable?	Role	User Type	Forward	Back	Approve	Reject	Revert	Next Office	Prev Office
1	Office of the Deputy Commissioner		Nodal Officer	Level-2 (Forwarder)	✓	✗	✗	✗	✗		
2	Office of the Deputy Commissioner	✓	Branch Officer	Level-2 (Forwarder)	✓	✓	✗	✗	✗		
3	Office of the Deputy Commissioner		Dealing Assistant	Level-2 (Forwarder)	✓	✓	✗	✗	✗	→ PWD Roads → Revenue Circle Office	
4	PWD Roads		Executive Engineer (Roads)	Level-3 (Dealing User)	✓	✗	✗	✗	✗	→ Office of the Deputy Commissioner	
5	Revenue Circle Office		Circle Officer	Level-2 (Forwarder)	✓	✓	✗	✗	✗		← Office of the Deputy Commissioner
6	Revenue Circle Office	✓	SK	Level-2 (Forwarder)	✓	✓	✗	✗	✗		
7	Revenue Circle Office		Lot Mondal	Level-3 (Dealing User)	✓	✗	✗	✗	✗		
8	Revenue Circle Office	✓	SK	Level-2 (Forwarder)	✓	✓	✗	✗	✗		
9	Revenue Circle Office		Circle Officer	Level-2 (Forwarder)	✓	✓	✗	✗	✗	→ Office of the Deputy Commissioner	
10	Office of the Deputy Commissioner		Dealing Assistant	Level-2 (Forwarder)	✓	✓	✗	✗	✗		← PWD Roads ← Revenue Circle Office
11	Office of the Deputy Commissioner	✓	Branch Officer	Level-2 (Forwarder)	✓	✓	✗	✗	✗		
12	Office of the Deputy Commissioner		Nodal Officer	Level-1 (Approving Authority)	✗	✓	✓	✓	✓		

Fig 5: Process-flow for Rural Area and route under jurisdiction of PWD (Roads)

Section 4: Login into the portal

The underground telegraph infrastructure can be processed by the government stakeholders by login into the Assam RoW Portal. The detailed steps of login are provided below.

Step 1: Go to <https://row.assam.gov.in>

Step 2: Click on the **Govt. Login** button at the right top header

Step 3: Enter the registered email ID or mobile number & the password (For any login issue, respective District Manager, DITEC may be contacted)

Section 5: Steps for Processing Applications

After login into the portal, the roles of different government stakeholders as per the application processing stage are provided in the below table.

Sl No.	Application Processing Stakeholder	Application Processing Stage at the Stakeholder	Process/Steps to be taken
1	Nodal Officer (Deputy Commissioner of respective district)	1 st	<ol style="list-style-type: none"> 1. NO can find a list of a fresh underground application(s) under the NEW APPLICATION sub-menu of the Right side menu item UNDERGROUND. 2. NO clicks on the DETAILS button of the table for viewing & processing a particular application. 3. NO gets detailed view of the application along with uploaded documents. 4. NO can scroll to the bottom of the page to find the ACTION button in order to forward to Branch Officer/Dealing Assistant (As configured in workflow) for verification and scrutiny of the application. 5. NO can forward to Branch Officer/Dealing Assistant by submitting a note in the comment box and pressing the SUBMIT button
2	Branch Officer (As Designated by DC)	1 st	<ol style="list-style-type: none"> 1. BO can find a list of pending applications under PENDING sub-menu of the right side menu item UNDERGROUND 2. BO clicks on the DETAILS button of a particular application for viewing & processing of the same 3. BO can scroll to the bottom of the page to find the ACTION button in order to forward to Dealing Assistant for verification and scrutiny of the application 4. BO can forward to Dealing Assistant by submitting a note in the comment box and pressing the SUBMIT button
3	Dealing Assistant (Sr./Jr. Assistant of DC's Office)	1 st	<ol style="list-style-type: none"> 1. DA can find a list of pending applications under PENDING sub-menu of the right side menu item UNDERGROUND

			<ol style="list-style-type: none"> 2. DA clicks on the DETAILS button of a particular application for viewing & processing of the same 3. DA can scroll to the bottom of the page to find the ACTION button in order to forward to local bodies/circle offices/PWD Roads based on the route of the underground infrastructure and the area type i.e. urban or rural and following four types of situation may happen (The portal is configured to pull the required stakeholder for forwarding as per the information given in the application by licensee) <ol style="list-style-type: none"> a. Case 1: When area type is URBAN and route of under the jurisdiction of ULB, DA selects ULB Executive Officer to forward the application b. Case 2: When area type is URBAN and route under the jurisdiction of PWD (Roads), DA selects ULB Executive Officer and PWD (Roads) Designated Engineer for the district to forward the application c. Case 3: When area type is RURAL and route under the jurisdiction of a particular GP, DA selects concerned Revenue Circle Officer and GP Secretary to forward the application d. Case 4: When area type is RURAL and route under the jurisdiction of PWD(Roads), DA selects concerned Revenue Circle Officer and PWD (Roads) Designated Engineer for the district to forward the application
Case-1: When area type is URBAN and route under jurisdiction of ULB			
4	Executive Officer of ULB	1 st	<ol style="list-style-type: none"> 1. EO can find a list of pending applications under PENDING sub-menu of the right side menu item UNDERGROUND 2. EO clicks on the DETAILS button of a particular application for viewing & processing of the same 3. EO can scroll to the bottom of the page to find the ACTION button in order to forward to the Executive

			<p>Engineer/Assistant Executive Engineer/Assistant Engineer of the ULB for verification and scrutiny of the application</p> <p>4. EO can forward to Executive Engineer/Assistant Executive Engineer/Assistant Engineer of the ULB by submitting a note in the comment box and pressing the SUBMIT button.</p>
5	Executive Engineer/Assistant Executive Engineer/Assistant Engineer of the ULB (As Designated by the EO of respective ULB)	1 st	<ol style="list-style-type: none"> 1. Designated engineer of ULB can find a list of pending applications under PENDING sub-menu of the right side menu item UNDERGROUND 2. Designated engineer of ULB clicks on the DETAILS button of a particular application for viewing & processing of the same. 3. Designated engineer of the ULB scrutinizes the followings and provide an overall comment on the followings. <ol style="list-style-type: none"> a. The details of land or structures where the laying of OFC infrastructure is proposed. b. The time duration for execution of the work. c. The time of the day when the work is expected to be done in case the applicant expects the work to be done during specific time of the day. d. The inconvenience that is likely to be caused to the public and the specific measures proposed to be taken to mitigate such inconvenience. e. The specific measure proposed to be taken to ensure public safety during the execution of the work. f. Any other matter relevant in the opinion of the licensee connected with or relative to the work proposed to be undertaken. g. Any other information required under any order of DoT, State Govt. or Local Body. h. The route map showing details of underground OFC with exact latitude and longitude (Detailed comment on the route).

			<ul style="list-style-type: none"> i. Copy of clearance from State Environment & Forest department (If applicable). j. Copy of consent of the owner of the land/building where the OFC infrastructure is proposed to be laid (If applicable). : <ol style="list-style-type: none"> 4. Designated engineer of ULB prepares and submit an estimate for damage restoration, the likely damages to be made while laying the underground telegraph infrastructure. 5. The Designated engineer of ULB scrolls to the bottom and click on ACTION button to provide an overall report and presses the SUBMIT button to submit the report to the Executive Officer of ULB
6	Executive Officer of ULB	2 nd	<ol style="list-style-type: none"> 1. EO can find a list of pending applications under PENDING sub-menu of the right side menu item UNDERGROUND 2. EO clicks on the DETAILS button of a particular application for viewing & processing of the same. 3. EO can check the remark of the Designated Engineer of ULB in the LAST REMARK section. 4. EO can also send back to the designated engineer if the report is not satisfactory. 5. Based on the remark from the Designated engineer of ULB, EO submits a note in the comment box whether permission may be granted or not or any other requirement as the case may be and submits the report by clicking on the SUBMIT button to the O/o the Deputy Commissioner.
Case 2: When area type is URBAN and route under jurisdiction of PWD (Roads)			
7	Executive Officer of ULB	1 st	<ol style="list-style-type: none"> 1. EO can find a list of pending applications under PENDING sub-menu of the right side menu item UNDERGROUND 2. EO clicks on the DETAILS button of a particular application for viewing & processing of the same 3. EO can scroll to the bottom of the page

			<p>to find the ACTION button in order to forward to the Executive Engineer/Assistant Executive Engineer of the ULB for verification and scrutiny of the application</p> <p>4. EO can forward to Executive Engineer/Assistant Executive Engineer of the ULB by submitting a note in the comment box and pressing the SUBMIT button.</p>
8	Executive Engineer/Assistant Executive Engineer of the ULB (As Designated by the EO of respective ULB)	1 st	<ol style="list-style-type: none"> 1. Designated engineer of ULB can find a list of pending applications under PENDING sub-menu of the right side menu item UNDERGROUND 2. Designated engineer of ULB clicks on the DETAILS button of a particular application for viewing & processing of the same. 3. Designated engineer of the ULB scrutinizes the followings and provide an overall comment on the followings. <ol style="list-style-type: none"> a. The inconvenience that is likely to be caused to the public and the specific measures proposed to be taken to mitigate such inconvenience. b. The specific measure proposed to be taken to ensure public safety during the execution of the work. c. Any other matter relevant in the opinion of the licensee connected with or relative to the work proposed to be undertaken. d. Any other information required under any order of DoT, State Govt. or Local Body. e. Copy of clearance from State Environment & Forest department (If applicable). f. Copy of consent of the owner of the land/building where the OFC infrastructure is proposed to be laid (If applicable). : 4. The Designated engineer of ULB scrolls to the bottom and click on ACTION button to provide an overall report and presses the SUBMIT button to submit the report to the Executive

			Officer of ULB
9	Executive Officer of ULB	2 nd	<ol style="list-style-type: none"> 1. EO can find a list of pending applications under PENDING sub-menu of the right side menu item UNDERGROUND 2. EO clicks on the DETAILS button of a particular application for viewing & processing of the same. 3. EO can check the remark of the Designated Engineer of ULB in the LAST REMARK section. 4. EO can also send back to the designated engineer if the report is not satisfactory. 5. Based on the remark from the Designated engineer of ULB, EO submits a note in the comment box whether permission may be granted or not or any other requirement as the case may be and submits the report by clicking on the SUBMIT button to the O/o the Deputy Commissioner.
10	Designated Engineer of PWD (Roads) for a particular administrative district	1 st	<ol style="list-style-type: none"> 1. Designated engineer of PWD (Roads) can find a list of pending applications under PENDING sub-menu of the right side menu item UNDERGROUND 2. Designated engineer of PWD (Roads) clicks on the DETAILS button of a particular application for viewing & processing of the same. 3. Designated engineer of the PWD (Roads) scrutinizes the followings and provide an overall comment on the followings. <ol style="list-style-type: none"> a. The details of land or structures where the laying of OFC infrastructure is proposed. b. The time duration for execution of the work. c. The time of the day when the work is expected to be done in case the applicant expects the work to be done during specific time of the day. d. The route map showing details of underground OFC with exact latitude and longitude (Detailed

			<p>comment on the route).</p> <ol style="list-style-type: none"> 4. Designated engineer of PWD (Roads) prepares and submit an estimate for damage restoration, the likely damages to be made while laying the underground telegraph infrastructure. 5. The Designated engineer of PWD (Roads) scrolls to the bottom and click on ACTION button to provide an overall report and presses the SUBMIT button to submit the report to the O/o the Deputy Commissioner.
Case 3: When area type is RURAL and route under jurisdiction of a GP			
11	Revenue Circle Officer	1 st	<ol style="list-style-type: none"> 1. CO can find a list of pending applications under PENDING sub-menu of the right side menu item UNDERGROUND 2. CO clicks on the DETAILS button of a particular application for viewing & processing of the same 3. CO can scroll to the bottom of the page to find the ACTION button in order to forward to SK 4. CO can forward SK by submitting a note in the comment box and pressing the SUBMIT button
12	Supervisor Kanungo	1 st	<ol style="list-style-type: none"> 1. SK can find a list of pending applications under PENDING sub-menu of the right side menu item UNDERGROUND 2. SK clicks on the DETAILS button of a particular application for viewing & processing of the same 3. SK can scroll to the bottom of the page to find the ACTION button in order to forward to a LM 4. SK can forward a LM by submitting a note in the comment box and pressing the SUBMIT button
13	Lot Mandal	1 st	<ol style="list-style-type: none"> 1. LM can find a list of pending applications under PENDING sub-menu of the right side menu item UNDERGROUND 2. LM clicks on the DETAILS button of a particular application for viewing & processing of the same. 3. LM scrutinizes the followings and provides an overall comment on the followings. <ol style="list-style-type: none"> a. The inconvenience that is likely to

			<p>be caused to the public and the specific measures proposed to be taken to mitigate such inconvenience.</p> <ol style="list-style-type: none"> b. The specific measure proposed to be taken to ensure public safety during the execution of the work. c. Any other matter relevant in the opinion of the licensee connected with or relative to the work proposed to be undertaken. d. Any other information required under any order of DoT, State Govt. or Local Body. e. Copy of clearance from State Environment & Forest department (If applicable). f. Copy of consent of the owner of the land/building where the OFC infrastructure is proposed to be laid (If applicable). : <p>4. LM scrolls to the bottom and click on ACTION button to provide an overall report and presses the SUBMIT button to submit the report to the SK</p>
14	Supervisor Kanungo	2 nd	<ol style="list-style-type: none"> 1. SK can find a list of pending applications under PENDING sub-menu of the right side menu item UNDERGROUND 2. SK clicks on the DETAILS button of a particular application for viewing & processing of the same 3. SK can check the remark of the LM in the LAST REMARK section. 4. SK can scroll to the bottom of the page to find the ACTION button in order to forward to CO. 5. SK can also send back to LM if report is not satisfactory. 6. SK can forward to CO by submitting a note in the comment box based on the report of LM and pressing the SUBMIT button.
15	Revenue Circle Officer	2 nd	<ol style="list-style-type: none"> 1. CO can find a list of pending applications under PENDING sub-menu of the right side menu item UNDERGROUND 2. CO clicks on the DETAILS button of a particular application for viewing &

			<p>processing of the same</p> <ol style="list-style-type: none"> 3. CO can check the remark of the SK in the LAST REMARK section. 4. CO can scroll to the bottom of the page to find the ACTION button in order to forward to dealing Assistant of DC's Office. 5. CO can also send back to SK if report is not satisfactory. 6. Based on the report of SK & LM, CO may forward the application by submitting a note in the comment box whether permission may or granted or not.
16	GP Secretary	1 st	<ol style="list-style-type: none"> 1. GP Secretary can find a list of pending applications under PENDING sub-menu of the right side menu item UNDERGROUND 2. GP Secretary can clicks on the DETAILS button of a particular application for viewing & processing of the same. 3. GP Secretary scrutinizes the followings and provides an overall comment on the followings. <ol style="list-style-type: none"> a. The details of land or structures where the laying of OFC infrastructure is proposed. b. The time duration for execution of the work. c. The time of the day when the work is expected to be done in case the applicant expects the work to be done during specific time of the day. d. The route map showing details of underground OFC with exact latitude and longitude (Detailed comment on the route). 4. GP secretary in consultation with designated engineer of Zila Parishad/Block prepares and submit an estimate for damage restoration, the likely damages to be made while laying the underground telegraph infrastructure. 6. GP Secretary can scroll to the bottom and click on ACTION button to provide an overall report and presses the SUBMIT button to submit the

			report to the O/o the Deputy Commissioner.
Case 4: When area type is RURAL and route under jurisdiction of PWD (Roads)			
17	Revenue Circle Officer	1 st	<ol style="list-style-type: none"> 1. CO can find a list of pending applications under PENDING sub-menu of the right side menu item UNDERGROUND 2. CO clicks on the DETAILS button of a particular application for viewing & processing of the same 3. CO can scroll to the bottom of the page to find the ACTION button in order to forward to SK 4. CO can forward SK by submitting a note in the comment box and pressing the SUBMIT button
18	Supervisor Kanungo	1 st	<ol style="list-style-type: none"> 1. SK can find a list of pending applications under PENDING sub-menu of the right side menu item UNDERGROUND 2. SK clicks on the DETAILS button of a particular application for viewing & processing of the same 3. SK can scroll to the bottom of the page to find the ACTION button in order to forward to a LM 4. SK can forward a LM by submitting a note in the comment box and pressing the SUBMIT button
19	Lot Mandal	1 st	<ol style="list-style-type: none"> 1. LM can find a list of pending applications under PENDING sub-menu of the right side menu item UNDERGROUND 2. LM clicks on the DETAILS button of a particular application for viewing & processing of the same. 3. LM scrutinizes the followings and provides an overall comment on the followings. <ol style="list-style-type: none"> a. The inconvenience that is likely to be caused to the public and the specific measures proposed to be taken to mitigate such inconvenience. b. The specific measure proposed to be taken to ensure public safety during the execution of the work. c. Any other matter relevant in the opinion of the licensee connected with or relative to the work

			<p>proposed to be undertaken.</p> <p>d. Any other information required under any order of DoT, State Govt. or Local Body.</p> <p>e. Copy of clearance from State Environment & Forest department (If applicable).</p> <p>f. Copy of consent of the owner of the land/building where the OFC infrastructure is proposed to be laid (If applicable). :</p> <p>4. LM scrolls to the bottom and click on ACTION button to provide an overall report and presses the SUBMIT button to submit the report to the SK</p>
20	Supervisor Kanungo	2 nd	<ol style="list-style-type: none"> 1. SK can find a list of pending applications under PENDING sub-menu of the right side menu item UNDERGROUND 2. SK clicks on the DETAILS button of a particular application for viewing & processing of the same 3. SK can check the remark of the LM in the LAST REMARK section. 4. SK can scroll to the bottom of the page to find the ACTION button in order to forward to CO. 5. SK can also send back to LM if report is not satisfactory. 6. SK can forward to CO by submitting a note in the comment box based on the report of LM and pressing the SUBMIT button.
21	Revenue Circle Officer	2 nd	<ol style="list-style-type: none"> 1. CO can find a list of pending applications under PENDING sub-menu of the right side menu item UNDERGROUND 2. CO clicks on the DETAILS button of a particular application for viewing & processing of the same 3. CO can check the remark of the SK in the LAST REMARK section. 4. CO can scroll to the bottom of the page to find the ACTION button in order to forward to dealing Assistant of DC's Office. 5. CO can also send back to SK if report is not satisfactory. 6. Based on the report of SK & LM, CO

			may forward the application by submitting a note in the comment box whether permission may or granted or not.
22	Designated Engineer of PWD (Roads) for a particular administrative district	1 st	<ol style="list-style-type: none"> 1. Designated engineer of PWD (Roads) can find a list of pending applications under PENDING sub-menu of the right side menu item UNDERGROUND 2. Designated engineer of PWD (Roads) clicks on the DETAILS button of a particular application for viewing & processing of the same. 3. Designated engineer of the PWD (Roads) scrutinizes the followings and provide an overall comment on the followings. <ol style="list-style-type: none"> a. The details of land or structures where the laying of OFC infrastructure is proposed. b. The time duration for execution of the work. c. The time of the day when the work is expected to be done in case the applicant expects the work to be done during specific time of the day. d. The route map showing details of underground OFC with exact latitude and longitude (Detailed comment on the route). 4. Designated engineer of PWD (Roads) prepares and submit an estimate for damage restoration, the likely damages to be made while laying the underground telegraph infrastructure. 5. The Designated engineer of PWD (Roads) scrolls to the bottom and click on ACTION button to provide an overall report and presses the SUBMIT button to submit the report to the O/o the Deputy Commissioner.
Application received at DC's office after verification by field offices			
23	Dealing Assistant	2 nd	<ol style="list-style-type: none"> 1. DA can find a list of pending applications under PENDING sub-menu of the right side menu item UNDERGROUND 2. DA clicks on the DETAILS button of a particular application for viewing & processing of the same

			<ol style="list-style-type: none"> 3. DA can check the remark of the CO/EO/Designated Engineer of PWD (Roads or GP Secretary as the case may be in the LAST REMARK section. 4. DA can scroll to the bottom of the page to find the ACTION button in order to forward to Branch Officer of the DC's Office 5. DA can also send back to previous users if BO or NO directs to do the same 6. Based on the report field offices, DA may forward the application to Branch Officer by submitting a note in the comment box whether permission may or granted or not.
24	Branch Officer	2 nd	<ol style="list-style-type: none"> 1. BO can find a list of pending applications under PENDING sub-menu of the right side menu item UNDERGROUND 2. BO clicks on the DETAILS button of a particular application for viewing & processing of the same 3. BO can check the remark of the DA in the LAST REMARK section. 4. BO can scroll to the bottom of the page to find the ACTION button in order to forward to the Nodal Officer 5. BO can also send back to DA if the report is not satisfactory 6. Based on the report field offices, BO may forward the application to Nodal Officer by submitting a note in the comment box whether permission may or granted or not.
25	Nodal Officer	2 nd	<ol style="list-style-type: none"> 1. NO can find a list of pending applications under PENDING sub-menu of the right side menu item UNDERGROUND 2. NO clicks on the DETAILS button of a particular application for viewing & processing of the same 3. NO can check the remark of the BO in the LAST REMARK section. 4. NO can scroll to the bottom of the page to find the ACTION button in order to Generate Letter of Intent (LoI), if the permission can be approved, reject the permission or

			<p>revert to the applicant for necessary correction.</p> <p>5. NO can also send back to BO if the report is not satisfactory</p> <p>6. In case an application is reverted, the process shall repeat from SI No. 1 of this table.</p> <p>7. Based on the report field offices and BO, NO may Generate LoI, if the permission can be approved, reject the permission or revert to the applicant for necessary correction.</p>
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Section 6: Application After Generation of LoI

1. After generation of Letter of Intent (LoI), the payment link for making the one-time administrative fee (Rs. 1000.00/- per km) shall be enabled at the applicant licensee account in the Assam RoW Portal.
2. Once one-time fees is paid by the applicant through the portal, system generates the permission for laying underground infrastructure in the proposed route and option to upload the details of proof of payment for damage restoration is enabled at the licensee account.
3. The generated permission may be viewed by the government stakeholders in the MIS menu item of respective account.
4. Once applicant licensee uploads the proof of payment for damage restoration, the same shall be displayed at the account of concerned government stakeholder while navigating to the **Restoration Payment** under **Payment** right-menu item.
5. In case there is a dispute for damage restoration cost among government stakeholder and licensee, the same shall be resolved in the meeting of the District Telecom Committee of the respective district.