Name of Department	PUBLIC WORKS DEPARTMENT

1. **Standard Operating Procedure for Applicant(Telecom Service Provider /Internet Service Provider / Infrastructure Provider)**

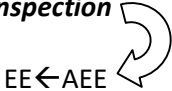|	
Application for	*Road Cutting Permissions for laying OFCs by the Telecom Companies*
Mandatory supporting documents required	1) Duly filled application 2) The TSPs/IPs remit an amount of Rs.75,000/- per km as One Time Contribution(One Time Track Rental) to the Director, Kerala State IT Mission(KSITM)- to be paid for granting RoW permission by the Government 3) A Performance Bank Guarantee @ Rs.50 per route meter with a validity of one year initially (extendable if required till satisfactory completion of work) shall have to be furnished- to submitted for granting RoW permission by the Government 4) The Telecom Company shall furnish a Bank Guarantee equal to 1/3rd (one third) of the estimated restoration charges to the Department/ Organisation /Local Body owning the road till the end of Defect Liability Period (DLP) 5) The Location map showing the alignment of trenching for various reaches with cross section of trenching and GIS map of stretches in kml format
Process description	Step 1 : Contact Kerala State IT Mission and get applicant userid and password for the RoW Portal Step 2 : Visit https://rowservices.kerala.gov.in/ and login using the given userid and password by selecting the Applicant category Step 3 : Select the Road Authority and add the road stretches and upload sketches Step 4 : Upload the GIS map of stretches in KML format, select the GO for RoW permission, agreement document etc Step 5 : Generate acknowledgement number and submit the application to the Road Authority Step 6: Once the Road authority gives intimation to submit the Bank Guaranty, upload a copy of BG in the online system and submit to the Road Authority(hard copy of agreement, BG in original to be submitted to the Road Authority office) Step 7 : After getting permission from Road Authority, execute required agreements with the Road Authority, do the work and complete the road restoration as agreed and submit application for NOC
Procedure for Fees payment	Online payment is not incorporated. Hence all fee payments are to be made either through State Treasury or through Bank and proof to be uploaded in the online system
List of Reference Documents	1) G.O.(Ms)No.25/2018/ITD Dated 11/10/2018 2) G.O.(Ms)No.59/2020/PWD Dated 30/07/2020 3) Guidelines for road cutting by open trenching and HDD method-CE's

	Circular dt 24-9-2020 4) Revised PWD Manual-2012
Time line for completing the process	**All applications for Right of way and Road Cutting by TSP/ISP and other agencies shall be submitted through the online portal. Application can be submitted at any time. The applicant shall follow the timelines specified in the demand note/permissions issued by the Road Authority***(If joint inspection is not done within the specified time, then the application will be rejected)*
Checking of Application Status	Application status can be checked by the applicant after logging in to the portal
Key Contact Person from department	For rules, regulations and general matters Contact concerned PWD Division/Sub-Division/Section Contract info available in the below link https://www.pwd.kerala.gov.in/maincontacts	For queries and issues related to portal Mission Coordinator(RoW Portal), Kerala State IT Mission Ph- 0471 272 6881

Application for	*Road Cutting Permissions for laying Utilities by Infrastructure Service Providers like KWA, KSEB etc*
Mandatory supporting documents required	1) Duly filled application 2) The ISP shall provide the road restoration charges and security deposit/BG (amount shall be based on relevant orders and circulars depending upon the method of cutting and whether the subject road is under DLP or not), in case the road restoration is done by PWD 3) If the road restoration is done by the ISP, then supervision charges is to be deposited to PWD along with security deposit in the form of BG 4) The Location map showing the alignment of trenching for various reaches with cross section of trenching and GIS map of stretches in kml format
Process description	Step 1 : Contact Kerala State IT Mission and get applicant userid and password for the RoW Portal Step 2 : Visit https://rowservices.kerala.gov.in/ and login using the given userid and password by selecting the Applicant category Step 3 : Select the Road Authority and add the road stretches and upload sketches Step 4 : Upload the GIS map of stretches in KML format Step 5 : Generate acknowledgement number and submit the application to the Road Authority Step 6: Once the Road authority gives intimation to remit the restoration charges and submit security deposit, remit the required restoration charges in treasury/bank, take BG and upload a copy of BG and remittance receipt in the online system and submit to the Road Authority(hard copy of restoration charges remittance slip, BG in original to be submitted to the Road Authority office) Step 7 : After getting permission from Road Authority, execute required agreements with the Road Authority, proceed with the work as per the conditions stipulated in the permission letter.
Procedure for Fees payment	Online payment is not incorporated. Hence all fee payments are to be made either through State Treasury or through Bank and proof to be uploaded in the online system

List of Reference Documents	1) G.O.(Ms)No.25/2018/ITD Dated 11/10/2018 2) G.O.(Ms)No.59/2020/PWD Dated 30/07/2020 3) Guidelines for road cutting by open trenching and HDD method-CE's Circular dt 24-9-2020 4) Revised PWD Manual-2012	
Time line for completing the process	**All applications for Right of way and Road Cutting by TSP/ISP and other agencies shall be submitted through the online portal. Application can be submitted at any time. The applicant shall follow the timelines specified in the demand note/permissions issued by the Road Authority.** *(If joint inspection is not done within the specified time, then the application will be rejected)*	
Checking of Application Status	Application status can be checked by the applicant after logging in to the portal	
Key Contact Person from department	For rules, regulations and general matters Contact concerned PWD Division/Sub-Division/Section Contract info available in the below link https://www.pwd.kerala.gov.in/maincontacts	For queries and issues related to portal Mission Coordinator(RoW Portal), Kerala State IT Mission Ph- 0471 272 6881

2. Standard Operating Procedure for Road Authority

Application for	*Issue of Road Cutting Permission*
Mandatory supporting documents required	1. Duly filled application 2. In case of Telecom Service Providers or other special projects, relevant Government order granting RoW permissions, original of Bank Guaranty or security deposit in case it if required, original of agreement or MoU 3. In case of other applications, copy of remittance of restoration charges if required, original of Bank Guaranty or security deposit in case it if required, original of agreement or MoU 4. The Location map showing the alignment of trenching for various reaches with cross section of trenching and GIS map of stretches in kml format
List of Reference Documents	1) G.O.(Ms)No.25/2018/ITD Dated 11/10/2018 2) G.O.(Ms)No.59/2020/PWD Dated 30/07/2020 3) Guidelines for road cutting by open trenching and HDD method-CE's Circular dt 24-9-2020 4) Revised PWD Manual-2012
Time line for completing the process	*a) Road cutting permission* *1) Application Scrutiny – within 3 days after receiving the Application.* *2) Physical Verification and Demand Note approval for Payment and intimation to applicant- Within 15 days after receiving the Application(If joint inspection is not done within the specified time, then the application will be rejected)* *3) Road cutting Permission Letter Issuance – Within 7 days after the submission of receipt of payment of restoration charges, original of security deposit and agreement*

	b) Right of Way permission 1) Application Scrutiny – within 3 days after receiving the Application 2) Physical Verification and granting online permission by the concerned authority - Within 15 days after receiving the Application provided all application documents are in order 3) Issue of NOC after the applicant uploads the details of completion of road restoration works - Within 7 days after uploading details by the applicant in the portal.
Departmental Work Flow	Online application by applicant → EE → AEE → AE → Joint Inspection EE ← AEE ⤶

3. Verification/Inspection Procedure:

Joint Inspection shall be conducted with the representative/Engineer of the applicant and the Engineer of the Road Authority. The representative/Engineer of the applicant shall be available for such Joint inspections and if the representative/Engineer of the applicant failed to come-up for such joint inspection, then the application shall be rejected on this ground.

4. Checklist of Documents

a. Road Cutting Permissions for laying OFCs by the Telecom Companies

☐ Duly filled application

☐ The TSPs/IPs remit an amount of Rs.75,000/- per km as One Time Contribution(One Time Track Rental) to the Director, Kerala State IT Mission(KSITM)- to be paid for granting RoW permission by the Government

☐ A Performance Bank Guarantee @ Rs.50 per route meter with a validity of one year initially (extendable if required till satisfactory completion of work) shall have to be furnished- to submitted for granting RoW permission by the Government

☐ RoW permission order

☐ The Telecom Company shall furnish a Bank Guarantee equal to 1/3rd (one third) of the estimated restoration charges to the Department/ Organisation /Local Body owning the road till the end of Defect Liability Period (DLP)

☐ The Location map showing the alignment of trenching for various reaches with cross section of trenching and GIS map of stretches in kml format

b. Road Cutting Permissions for laying Utilities by Infrastructure Service Providers like KWA, KSEB etc

☐ Duly filled application

☐ The ISP shall provide the road restoration charges and security deposit/BG (amount shall be based on relevant orders and circulars depending upon the method of cutting and whether the subject road is under DLP or not), in case the road restoration is done by PWD

☐ If the road restoration is done by the ISP, then supervision charges is to be deposited to PWD along with security deposit in the form of BG

☐ The Location map showing the alignment of trenching for various reaches with cross section of trenching and GIS map of stretches in kml format