

**PROCEDURE AND CHECKLIST
FOR INSPECTION
AND SIGNAGE / HOARDING
ACCESS PERMISSION**

(Himachal Pradesh Public Works Department)



INSPECTION CARRIED OUT FOR (GRANTING SIGNAGE / HOARDING ACCESS PERMISSION & VERIFICATION TO ENSURE PROPER RESTORATION):

a) Checklist for the Service:

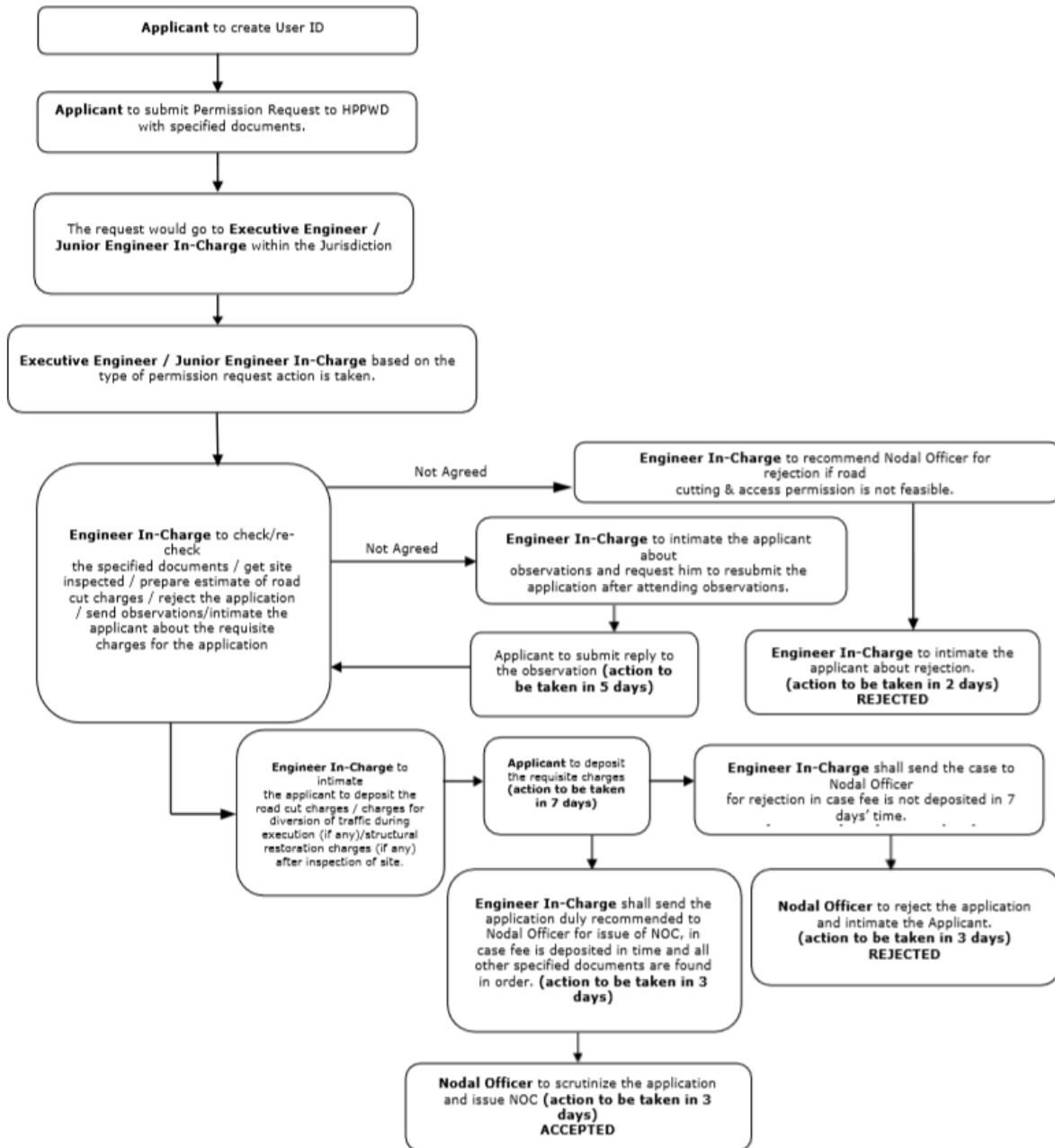
List of documents to be submitted to NOC

1. Copy of Infrastructure map
2. Tatima Parcha of Land in which construction is done
3. Demarcation report of Land
4. Self Certified copy of drawing showing requirements as per norms i.e. Location & Layout, Road Signs, Road Markings Drainage plan, & Crust composition of access road etc.,
5. The service road for access must be indicated / show in drawing
6. Site plan and cross -section
7. Liner Plan
8. Signed copy of agreement as per the draft approved
9. Undertaking for owner that the necessary alteration including complete removal / shifting of the approach road at its own cost in the interest of the safety in this section
10. Undertaking from owner ensure the conformity of these norms
11. Undertaking from owner that he shall not do or cause to be done any act in pursuance of the permission which may cause any damage to the HPPWD land or inconvenience to the traffic on the Highway
12. A proof for area where access is required whether it falls in Rural / Urban area
13. Inspection Report
14. Timeline for guarantee Approval / Reject counted on the basis of working days
15. Said permission is valid for 6 months
16. Application processing fee is not refundable
17. No permanent structure will be constructed in control Land / Area

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b) Service Delivery Process:

The process flow chart:



INSPECTION AND SIGNAGE / HOARDING ACCESS PERMISSION		
Sr. No.	Process Description	Responsibility Centre
1.	<p>If applicant wants to apply for INSPECTION AND SIGNAGE / HOARDING ACCESS PERMISSION from the Department, then applicant has to access the online application at http://hppwd.gov.in/ using online services → Signage Licence menu option</p> <p>or</p> <p>https://online.hppwd.gov.in/permission</p>	Applicant
2.	<p>If applicant is not registered in application, then User has to register at the online application & create the User ID and passwords. This can be done by following the listed steps:</p> <ul style="list-style-type: none"> • Click on “Register” button at the page (https://online.hppwd.gov.in/permission). • All necessary information should be entered. • Click Register. • User will receive “One Time Password” on registered mobile number. • User need to enter the received OTP. • After successful entering of OTP, user need to enter password and confirm password and click on Register button. • The account is created, applicant can use the user ID & Password to login. 	Applicant
3.	<p>Visit the website by following the link: https://online.hppwd.gov.in/permission.</p> <ul style="list-style-type: none"> • Enter Username/Email ID and Password & Captcha Code (displaying in the image) on the following screen and click on “LOG IN”. • After successful login, user is landed over to the page/dashboard. • User will raise application request. 	Applicant

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	<ul style="list-style-type: none"> • Here, the user is required to submit all the requisite information as mentioned in the webpage. • The user is required to submit the requisite documents. This can be done by selecting the file and uploading it. • Once all the details are entered click “Submit” button, user is landed on the next page where • After clicking on “submit” button, then in next step applicant has to pay the processing fee online. • After successful payment of the processing fee, the application will get submitted to the HPPWD. The applicant will also be informed with the sms and email notification once the application is successfully submitted to the HPPWD. 	
4.	This concludes the application submission procedure done online directly by the applicant.	Applicant
5.	Online application registers the service request made by the applicant and generates a Unique service request ID on e-mail/ mobile.	Online Application
6.	Applicant can check the status based on the Unique application request number by logging into the application.	Online Application
7.	Once the application is submitted, the application will appear on the dashboard of Executive Engineer/Division Engineer, HPPWD, for review of application request.	Executive Engineer/Division Engineer
8.	After review of application request by the Executive Engineer/Division Engineer, HPPWD. If he/she approves the application to be completed in all aspect (including correct document uploaded by applicant), the application will be further process for site Inspection.	Executive Engineer/Division Engineer

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9.	If the application is not completed in any aspect or uploaded documents are not correct, then applicant is notified to update the application request with necessary changes.	Executive Engineer/Division Engineer
10.	After the application will process for the site inspection, Executive Engineer/Division Engineer will conduct the site inspection and prepare the estimate report.	Executive Engineer/Division Engineer
11.	After the inspection done by the Executive Engineer/Division Engineer and prepared the estimate report, the application including estimate report will be forwarded to the Competent Authority for approval.	Competent Authority
12.	If the application along with estimate report will be approved by the Competent Authority, then the applicant will be informed to do the online payment of the requisite fees through his/her dashboard via sms/email.	Competent Authority
13.	After successful payment of the fee, the Executive Engineer/Division Engineer will upload the permission.	Executive Engineer/Division Engineer
14.	After the Executive Engineer/Division Engineer will upload the permission, then the applicant will be notified via SMS/Email to download the permission certificate.	Applicant

Fees:

Processing Fees (INR) – 500

Permission Fees (INR) – shall be intimated based on inspection