

USER MANUAL FOR INSPECTION & PERMISSION REQUEST APPLICATION – PWD USER

(Himachal Pradesh Public Works Department)



1. Introduction

The State Government of Himachal Pradesh (GoHP) through the Government of India (GOI) had received a loan from International Bank for Reconstruction and Development (IBRD) for implementation of Himachal Pradesh State Roads Project (HPSRP) and intends to apply a portion of this loan to finance the consultancy services for Technical Assistance to help and establish Road Management System (RMS), so that could be used for all state core road network (CRN) in Himachal Pradesh.

Himachal Pradesh Road and Other Infrastructure Development Corporation Limited (HPRIDC) awarded the consultancy services contract entitled, Consulting Services for Technical Assistance to Upgrade Road Maintenance Management System to Road Management System in the State of Himachal Pradesh, with Contract No. 4860-IN & 8199-IN to HIMS Ltd, New Zealand in joint venture with SATRA Services and Solutions Pvt Ltd (Formerly SATRA Infrastructure Management Services Pvt Ltd), India. The project commenced on 25 May 2016 with an expected completion date of 24 May 2018. Under the Variation Order No.5 this assignment IT Solutions for Promoting “Ease of Doing Business” in HPPWD has been awarded on 02 September 2020. The project commenced on 04 September 2020 with an expected completion date of 31 October 2020..

Himachal Pradesh Road and Other Infrastructure Development Corporation Limited (HPRIDC)

Himachal Pradesh Road & Other Infrastructure Development Corporation Limited, a wholly owned Company of Government of Himachal Pradesh was incorporated on 10.06.1999 under the Companies Act, 1956, with the main objective of developing Roads, Bridges & other infrastructure in the State of Himachal Pradesh.

The construction and maintenance of the State Highways (1,504 km), Major District Roads (2,139 km) and Rural Roads (27,575 km) totalling to 31,218 km are being looked after by the Himachal Pradesh Public Works Department (HPPWD). While NHs, SHs and MDRs carry the bulk of the traffic and are the principal carrier of economic activities, the State Core Road Network (CRN) comprises of SHs, MDRs and Other roads connecting NHs in the State with the rural and other roads, totalling to 4,200 km.

2. Permission Application

This module is for a Residential user or an institution who intends to raise a request for road cutting permission for his new premises either for installing sewage line, pipe line etc.

Design and implement an online single window system with functionality for online application submission, payment and approvals and mandate that all applications are submitted online.

For Road Cutting permission application form (Form-III rule 3(5)) available in HP Road Infrastructure Protection Rules, 2004 is designed / developed so that the identity of applicant, location and layout documents, address of locality with some identifiable landmark and name of road along/across which permission for cutting/access are included.

Process Flow

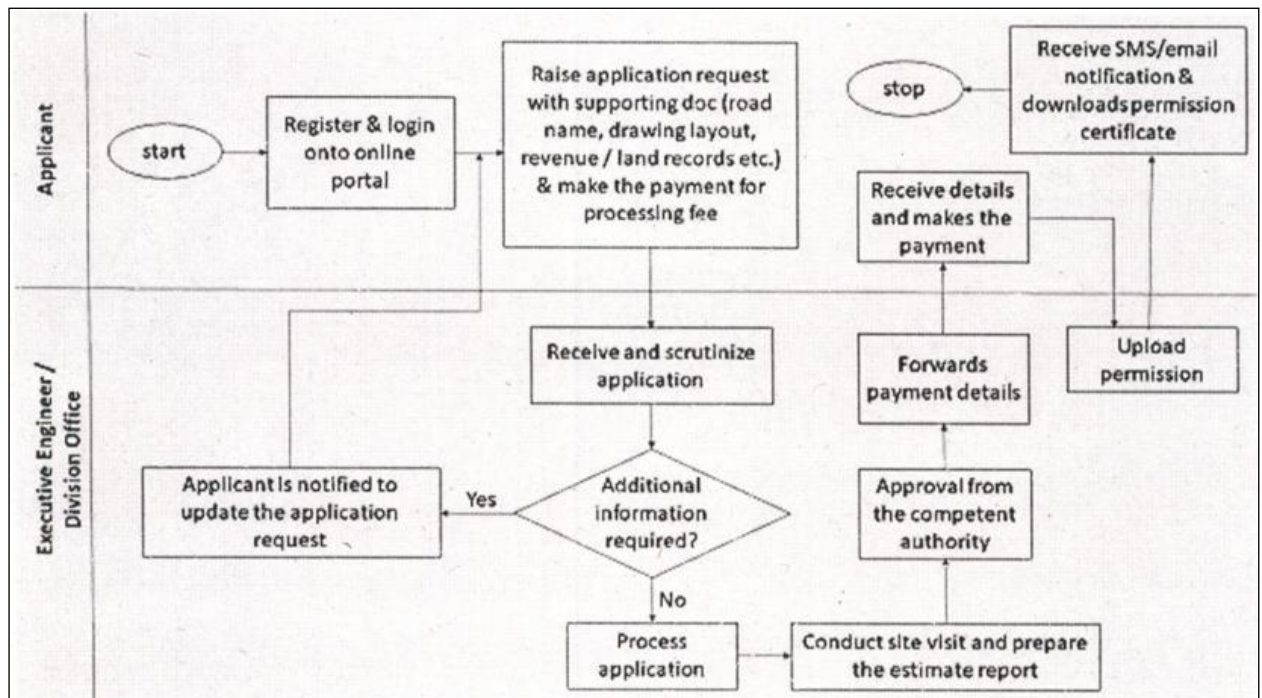




Figure 2-1: Process Flow - Road Cutting Permission

3. Software Recommendations

Supported Browsers

This Permission System has been designed in compliance with W3C web standards and supports most of the browsers. However, the following browsers are recommended for best results.

Table 3-1: Browser and Version

Browser	Name	Version
	Mozilla Firefox	Version 45 and above.
	Google Chrome	Version 45 and above.

4. Getting Started

4.1 Login

To logging in to system use the following application URL

For Verifier Login - (<https://online.hppwd.gov.in/Permission/VerifierLogin>)

For Approver Login - (<https://online.hppwd.gov.in/Permission/ApproverLogin>)

1. Enter User Name i.e. Email ID (departmental Email)
2. Enter the password default password is (Hppwd@123) or as provided
3. Enter Captcha
4. Click on Login


Instructions

1. Guidelines for Road Cutting and Access Permission
2. Guidelines for Signage/Hoarding Access Permission
3. Guidelines for Stocking of Construction Materials / Goods Permission

Verifier Login

User name

Enter password

 Refresh

Enter Captcha

Remember Me [Forgot Password?](#)

Log in

Figure 4-1: Login – Verifier

Instructions

1. Guidelines for Road Cutting and Access Permission
2. Guidelines for Signage/Hoarding Access Permission
3. Guidelines for Stocking of Construction Materials / Goods Permission

Approver Login

User name

Enter password

rc12D Refresh

Enter Captcha

Remember Me [Forgot Password?](#)

Log in

Figure 4-2: Login – Approver

Forgot Password

1. If forgot the password, click on Forgot Password Option. Once clicked below screen is opened.

Forgot Password

User name

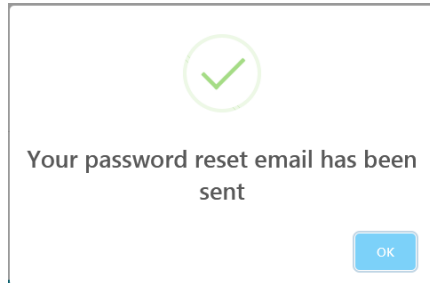
Reset Password

Don't have an Account? [Register Now!](#)

Login

Figure 4-3: Forgot Password

2. In the above screen, enter the Username / Email ID and click on Reset Password.
The new password is sent to email.



Change Password

To change the password:

1. Login to application, after login Click on the profile menu.
2. Profile screen is option (Figure 1-3).

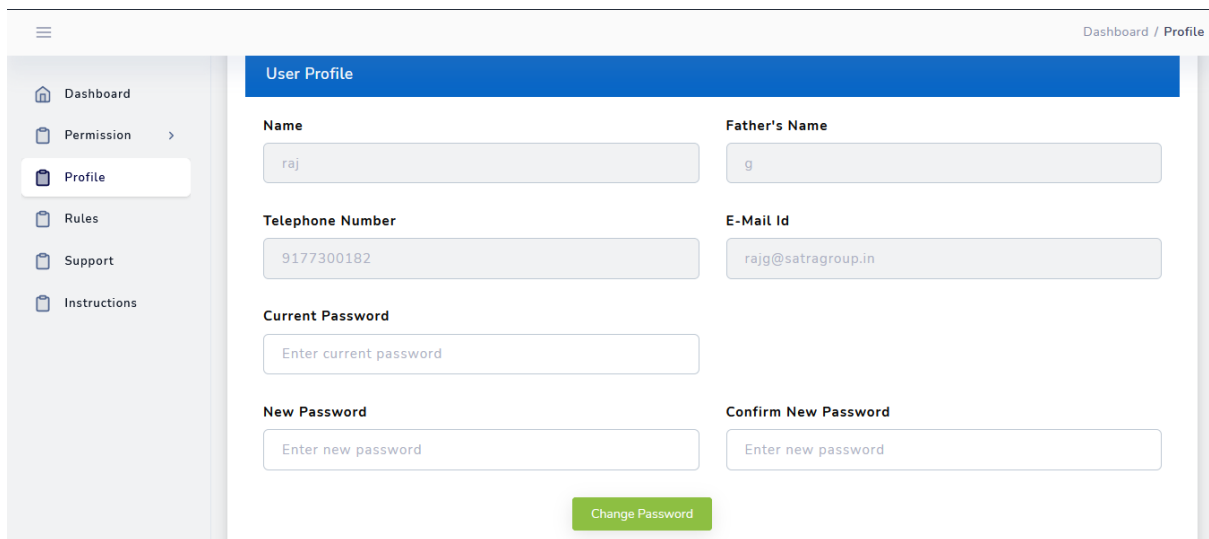
A screenshot of a web application's "User Profile" page. The page has a blue header with "User Profile" and "Dashboard / Profile" in the top right. A left sidebar contains a menu with items: Dashboard, Permission, Profile (highlighted), Rules, Support, and Instructions. The main content area has several input fields: "Name" (value: raj), "Father's Name" (value: g), "Telephone Number" (value: 9177300182), "E-Mail Id" (value: rajg@satragroup.in), "Current Password" (placeholder: Enter current password), "New Password" (placeholder: Enter new password), and "Confirm New Password" (placeholder: Enter new password). A green "Change Password" button is at the bottom center.

Figure 4-4: Profile

3. In the **Profile** page, fill-in Old password, New password and Confirm password.
4. Click on **Change Password**.

Logout

To Logout from the application:

1. Login to application, on the dashboard screen top right corner click on User Icon.
2. Click on **Sign Out** (Figure 1-5).

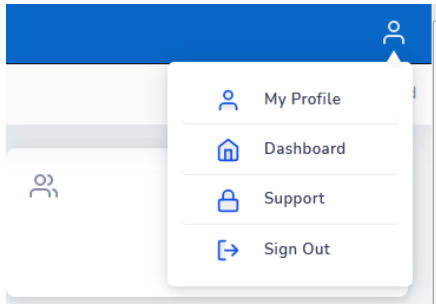


Figure 4-5: Logout

4.2 Dashboard - Verifier

After login, user is navigated to dashboard screen with the following features/functions:

- Verifier can view status of all the applications submitted online under their jurisdiction
- Verifier can change their Password using Profile Menu.
- Verifier can Verify / Approve the applications received
- Verifier can verify the selected application and submit observations (additional information sought) and inspection details to the applicant.
- Verifier submits the permission charges required to be paid by the applicant for the requested permission.

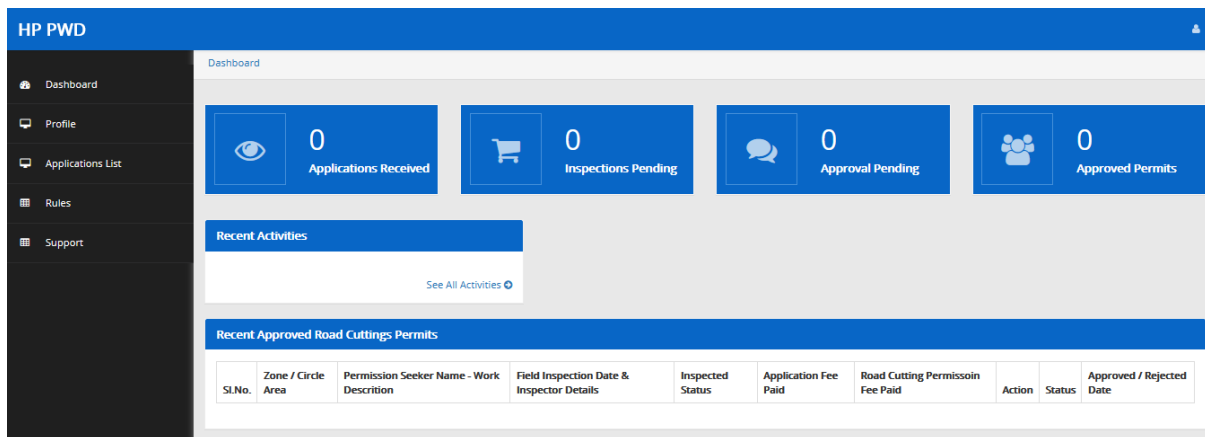


Figure 4-6: Verifier Dashboard

Rules

Rules menu on the dashboard will help the user to download / view the applicable rules or acts for seeking the Permissions.

S NO.	ANNEXURE DETAILS	CATAGEORY	REMARKS	ACTION
1	ROAD INFRASTRUCTURE PROTECTION ACT 2002	Road Cutting	ROAD INFRASTRUCTURE PROTECTION ACT 2002	Download

Figure 4-7: Rules

Support

Support menu of the dashboard will help the verifier/approver to submit any concerns or issues to be addressed by the administrator.

HP PWD

Dashboard / Support

Support

Subject

Name
hp-ham@nic.in

Telephone Number
Telephone Number

E-Mail Id
hp-ham@nic.in

Issue Description (Max 500 Characters)
Description (Max 500 Characters)

Submit

Contact Number: 9816131906 9805656401 9817070910
E-mail ID: eeict-pwd-shi@hp.gov.in

Figure 4-8: Support

4.3 Dashboard - Approver

After login, user is navigated to dashboard screen with the following features/functions:

- Approver can view status of all the applications submitted online under their jurisdiction
- Approver can change their Password using Profile Menu.
- Approver can Verify / Approve the applications received
- Approver can verify the selected application and submit observations (additional information sought) to the applicant.
- Upon payment against the permission charges, Approver can review the application details and approve the application.
- Approver can upload the Permission letter up on approval of the application

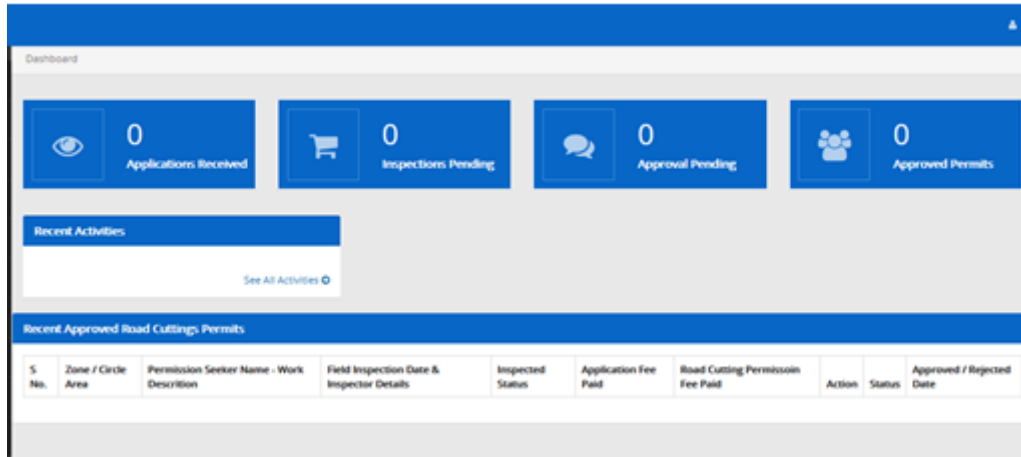


Figure 4-9: Approver Dashboard

Create Verifier

Approver can add Verifier user. On dashboard select Create Verifier Menu to add new verifiers.

- Enter the new verifier user details like User Name/Email ID, password, mobile no, circle and division details
- Click on Submit to create the verifier user.

The 'Create Verifier' form includes the following fields: Username (text input with placeholder 'Enter email'), Password (text input with placeholder 'Enter password'), Confirm Password (text input with placeholder 'Enter confirm password'), Mobile No (text input with placeholder 'Mobile No'), Circle (dropdown menu with placeholder 'Select Circle'), and Division (dropdown menu with placeholder 'Select Division'). At the bottom are 'Submit' and 'Cancel' buttons.

Figure 4-10: Create Verifier

Manage Verifier

Approver can manage Verifier users. On dashboard select Verifier List Menu to manage (activate / deactivate) verifiers.

Himachal Pradesh Public Works Department

Home / Verifier List

Verifier List

Show 10 entries

S.no	Username	Created Date	Division	Actions
1	ee-eteu.hp@nic.in	19-12-2020	Electrical Division Una	✖
2	ee-bim.hp@nic.in	19-12-2020	Mechanical Division Bilaspur	✖
3	ee-bil1.hp@nic.in	19-12-2020	Bilaspur Division No I	✖
4	ee-bil2.hp@nic.in	19-12-2020	Bilaspur Division No II	✖
5	ee-ghu.hp@nic.in	19-12-2020	Ghumannwin Division	✖
6	ee-pwd.jha-bil@hp.in	19-12-2020	Jhanduma Division	✖
7	ee-ham.hp@nic.in	19-12-2020	Hamirpur Division	✖
8	ee-tou.hp@nic.in	19-12-2020	Tauni-Devi Division	✖
9	ee-ber.hp@nic.in	19-12-2020	Berser Division	✖
10	ee-pwd-bhoranj@hp.gov.in	19-12-2020	Bhoranj Division	✖

Showing 1 to 10 of 14 entries

Previous 1 2 Next

Figure 4-11: Mange Verifier