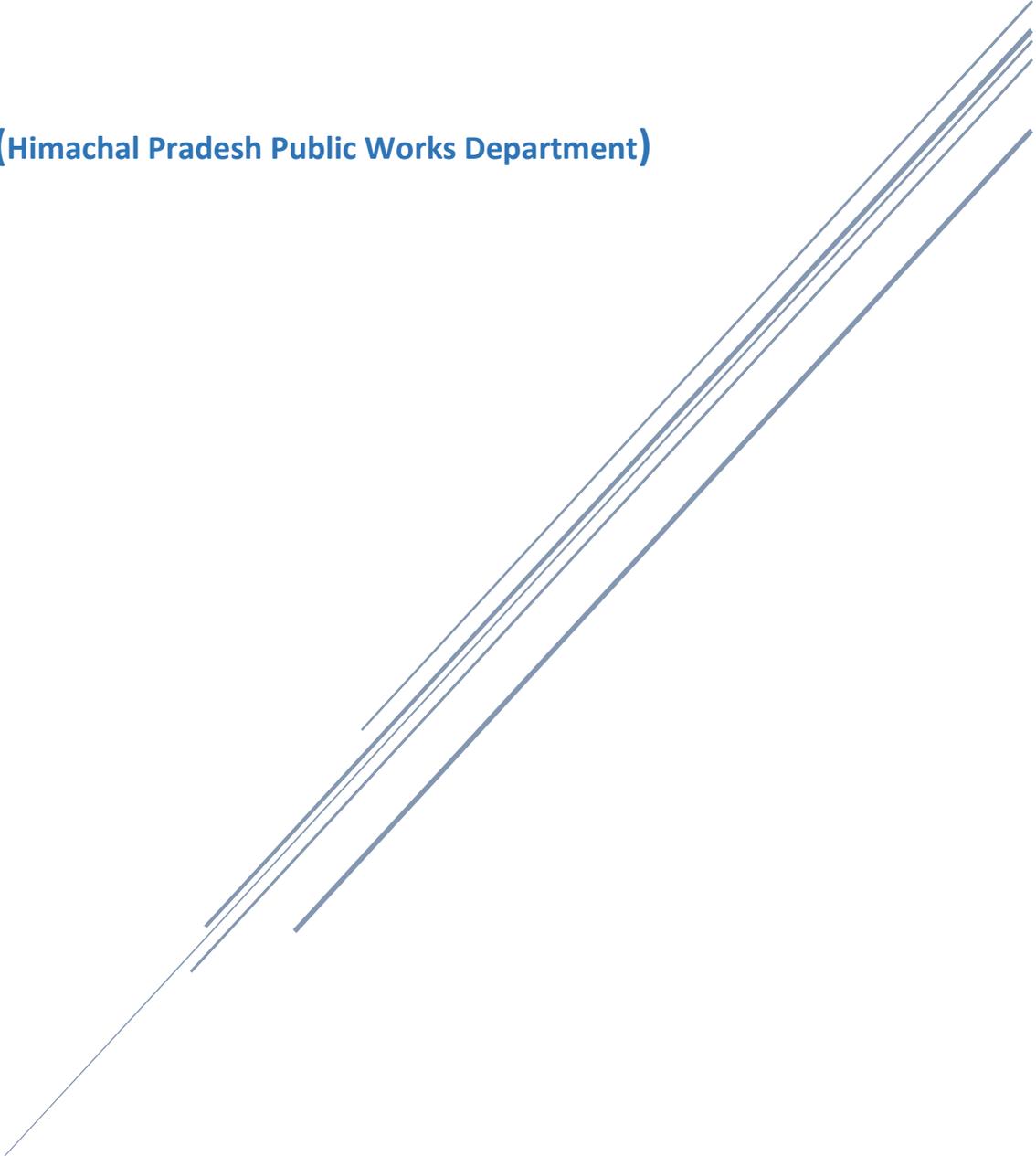


# **USER MANUAL FOR PERMISSION REQUEST APPLICATION**

**(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

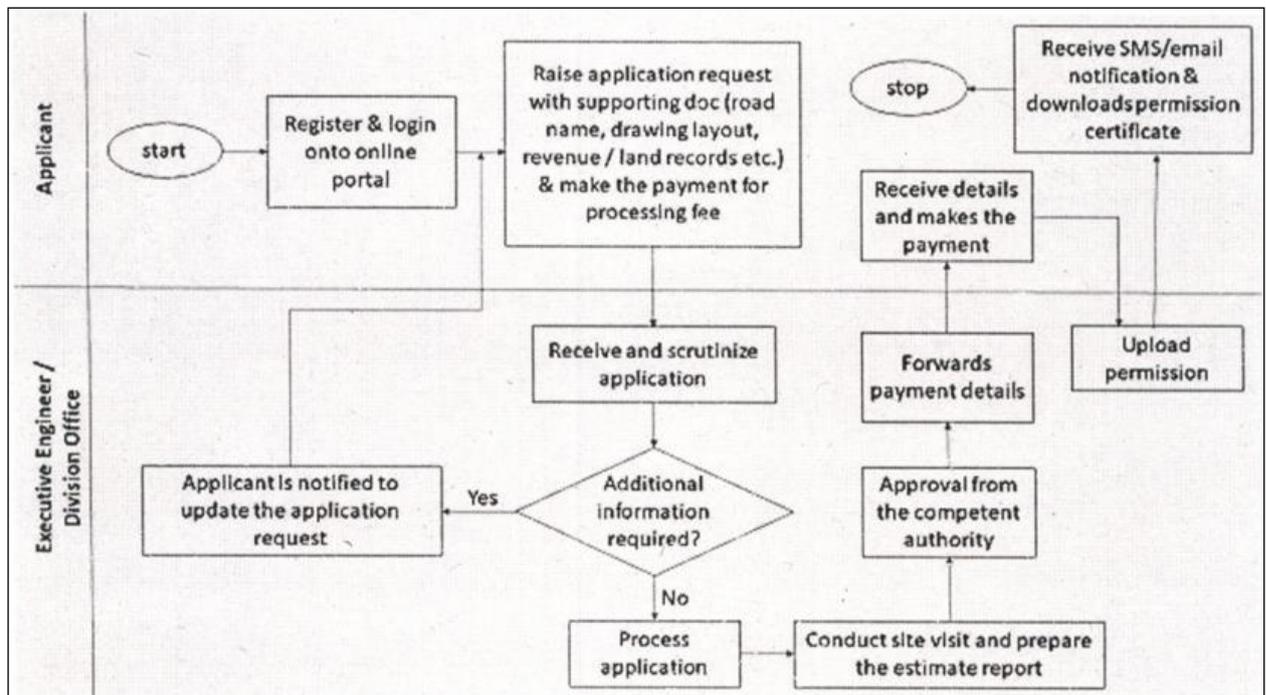


Figure 2-1: Process Flow - Road Cutting Permission

### 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

Permission system is a web application which needs a Login ID and a Password in order to get started. User has to first register by clicking on Register button on the Login Page.

**PORTAL FOR ROAD CUTTING AND ACCESS PERMISSION**  
Government of Himachal Pradesh, India

**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

**Login**

User name

Enter password

057P7 Refresh

Enter Captcha

Remember Me [Forgot Password?](#)

Log in

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

REGISTER

Login DashBoard

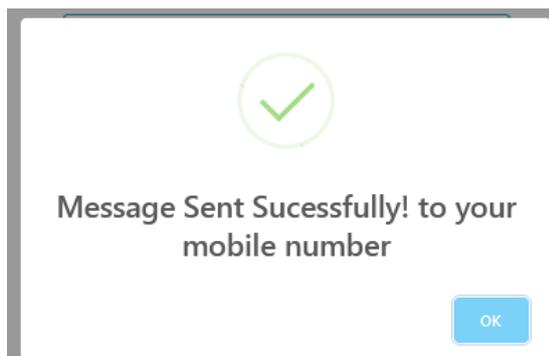
## Register

User can register as an individual User / Citizen or can register as a Firm / Organisation/Company. There is an option in the screen to select User or Institution.

- When Individual User signup, the applicant should enter Individual PAN Number followed by other attributes like First Name, Last Name, Email, Mobile Number etc.
- When Institution / Firm User signup, the application should ask for GST Number followed by other attributes like Firm/Institution Name, Represented By, Email, Contact Number etc.

Signup	Signup
<input checked="" type="radio"/> User <input type="radio"/> Institution	<input type="radio"/> User <input checked="" type="radio"/> Institution
<input type="text" value="First Name"/>	<input type="text" value="Organisation Name"/>
<input type="text" value="Last name"/>	<input type="text" value="Rep. by"/>
<input type="text" value="PAN No / Aadhar No(optional)"/>	<input type="text" value="GST No / TAN No(optional)"/>
<input type="text" value="Email Id"/>	<input type="text" value="Email Id"/>
<input type="text" value="Mobile Number"/>	<input type="text" value="Mobile Number"/>
<input type="button" value="Get OTP"/>	<input type="button" value="Get OTP"/>
<input type="text" value="OTP"/>	<input type="text" value="OTP"/>
<input type="text" value="Enter password"/>	<input type="text" value="Enter password"/>
<input type="text" value="confirm password"/>	<input type="text" value="confirm password"/>
<input type="button" value="Register"/>	<input type="button" value="Register"/>
Already have an Account? <a href="#">Login Now!</a>	Already have an Account? <a href="#">Login Now!</a>

- After entering the phone number user has to click on Get OTP to verify the Mobile number entered. OTP is sent to the mobile



- After entering the OTP, user has to enter the preferred password and confirm the password entered.
- Click on Register to complete the user registration. Application will redirect to login page.

## Login

To logging in to system (*Application URL: <https://online.hppwd.gov.in/Permission>*)

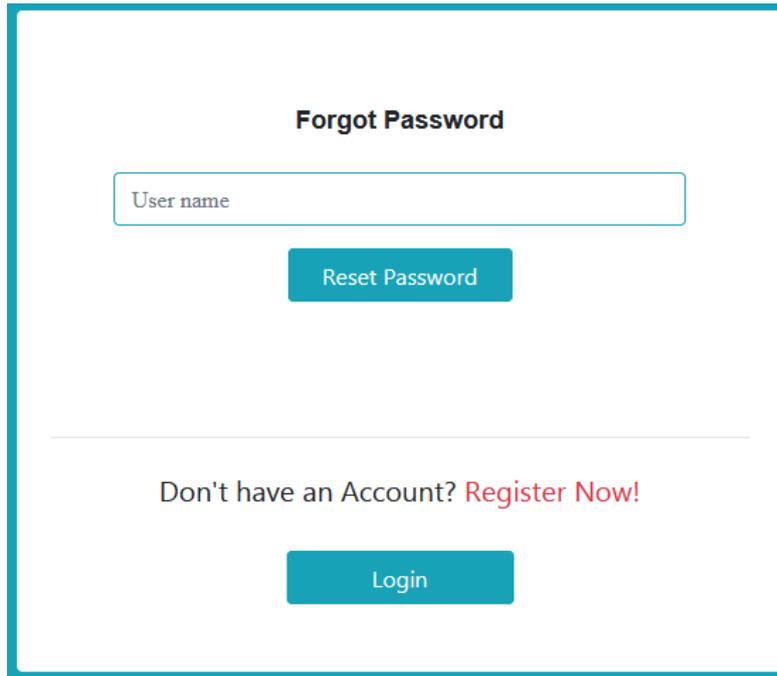
1. Enter User Name i.e. Email ID that was given at the time of Registration.
2. Enter the password.
3. Click on Login

The screenshot shows the login interface for the 'PORTAL FOR ROAD CUTTING AND ACCESS PERMISSION' on the Government of Himachal Pradesh website. The page features a teal header with the department's logo and name. On the left, there are instructions for users. The main login area includes fields for 'User name', 'Enter password', and 'Enter Captcha' (with a 'Refresh' button). Below these fields are checkboxes for 'Remember Me' and a 'Forgot Password?' link. A 'Log in' button is positioned below the form. At the bottom, there is a 'REGISTER' button and a link for 'Don't have an Account? Register Now!'. On the right side of the page, there are buttons for 'Login' and 'DashBoard'.

**Figure 4-1: Login**

## Forgot Password

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



**Forgot Password**

User name

Reset Password

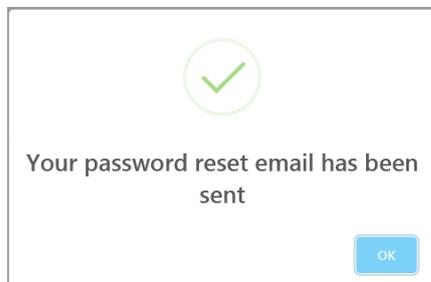
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Don't have an Account? [Register Now!](#)

Login

**Figure 4-2: 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).

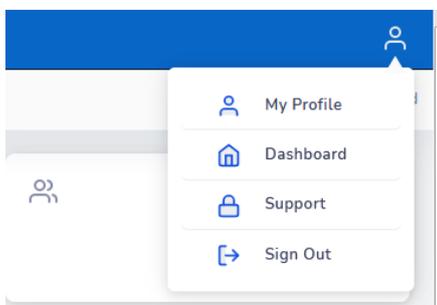
**Figure 4-3: Home (Profile)**

3. In the **Profile** form, 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 4-4: Logout**

### Dashboard

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

- Users/Institutions can view status of their application submitted online
- Users/Institutions can change their Profile using Profile Menu, like change of passwords, updating contact / address details
- Users/Institutions can apply online for the following list of Permissions as per the HP Road Infrastructure Protection Rules, 2004
  - An approach to private property from the road infrastructure;

## Himachal Pradesh Public Works Department

- Laying of service such as pipeline, sewerage line, electrical cables, telephone cables etc. either along or across the road or bridge;
  - Mining activities within 50 metres from either side of existing road or 500 metres upstream or downstream of a bridge;
  - Carrying out any private or commercial activity within the acquired and controlled area;
  - Display of hoardings within the acquired and controlled area;
  - Installation of hand pumps within the acquired and controlled area;
  - Parking of accidented vehicles/machinery on the road up to 48 hours;
  - Temporary stacking of construction materials/goods on the road for a period not exceeding 48 hours.
- View clarifications requested by department on application submitted and submit the additional information sought
  - User gets the notification on the dashboard for the payment of permission charges after the recommendation of Inspection Authority.
  - User gets the notification on the dashboard for the download of the permission sanction letter.
  - Make online payment for application processing fees
  - Download Permission/Sanction letters

The dashboard features a blue header with the HP PWD logo and a navigation menu on the left. The main content area includes three summary cards for 'Applied', 'Rejected', and 'Approved' applications. Below these are sections for 'Recent Activities' and 'Application Status'.

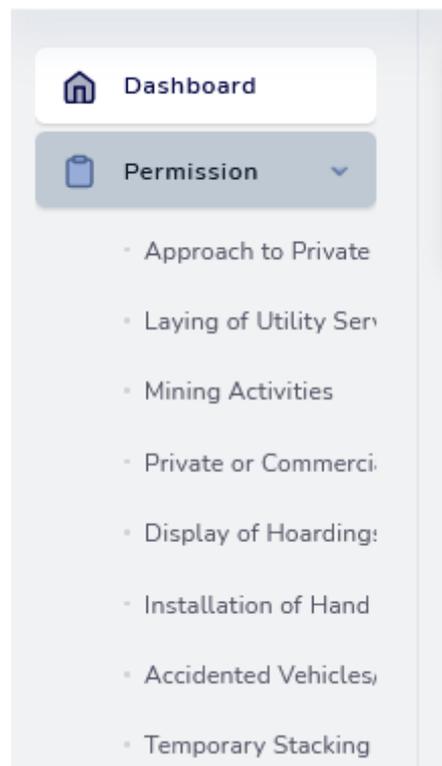
S NO.	ZONE / CIRCLE	APPLIED DATE	APPLICATION FEE PAID	TYPE OF PERMISSION SOUGHT	INSPECTED DATE	INSPECTION STATUS	PERMISSION FEE	PERMISSION STATUS	DOWNLOAD PERMISSION LETTER
1	Haminpur / 10th Circle Bilaspur	23-12-2020 17:21:27	0 <a href="#">Pay Now</a>	(I) An approach to private property from the road infrastructure					

**Figure 4-5: User Dashboard**

### Permission Request Application Screen

Individual User / Institutions can apply online permission request as per the HP Road Infrastructure Protection Rules, 2004 for their respective categories on Dashboard menu options:

1. Approach to Private Property
2. Laying of Utility Services
3. Mining Activities
4. Private or Commercial Activity
5. Display of Hoardings
6. Installation of Hand Pumps
7. Accidented Vehicles/Machinery Parking
8. Temporary Stacking of Materials/Good



After selecting the respective application, New permission request application form is opened as shown below:

**Permission Application (i) An approach to private property from the road infrastructure**

**Facility to be availed**

(i) An approach to private property from the road infrastructure

<b>Zone</b>	<b>Circle</b>
<div style="border: 1px solid #ccc; padding: 5px; text-align: center;">Select Zone</div>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;">Select Circle</div>
<b>Division</b>	<b>Sub Division</b>
<div style="border: 1px solid #ccc; padding: 5px; text-align: center;">Select Division</div>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;">Select SubDivision</div>
<b>Name of the person seeking permission/ Represented By</b>	<b>Father's Name / Institution</b>
<input checked="" type="radio"/> Name of the person <input type="radio"/> Represented By	<input checked="" type="radio"/> Father's Name <input type="radio"/> Institution
<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>

- User to select jurisdiction (Zone, Circle, Division and Sub Division) to apply to seek permission for above mentioned facilities.
- After selecting the jurisdiction details, user need enter the following details
  - Name of Person / Institution seeking permission
  - In case of Institution – Name of the person Represented By
  - In case of Individual – Father’s Name
  - Address
  - Phone, Email etc.

## Himachal Pradesh Public Works Department

- User has to upload the sanction letter of house construction
- User has to upload complete Map sketch if any of the facility items (ii) to (vi) mentioned above.
- Provide additional information as description of facility requested
- Provide any other information
- Provide the details on if any such permission request was sought (Yes / No)
- If Yes then provide the date when requested
- Need to provide undertaking that the above provided details in the form are correct

<b>Address For Communication</b>	<b>Permanent Address</b>
<input type="text" value="Address For Communication"/>	<input type="text" value="Permanent Address"/>
<b>Telephone Number</b>	<b>Alternate Phone Number</b>
<input type="text" value="Telephone Number"/>	<input type="text" value="Alternate Phone Number"/>
<b>E-mail Id</b>	
<input type="text" value="E-Mail Id"/>	
<b>Please Enter a Valid Email Id</b>	
<b>(a) If Approach road then sanction letter of the house construction of the Competent Authority department</b>	
<input type="button" value="Browse..."/> No file selected.	

### Description (Max 500 Characters)

### Any Other Information

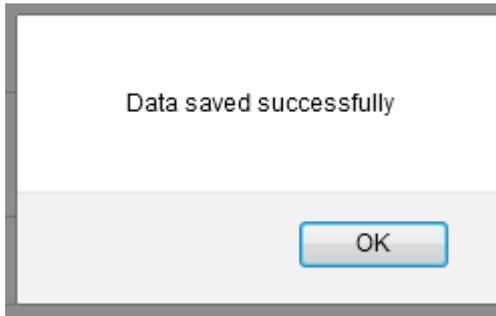
### Whether previously such permission has been sought or not ?

- Yes  No

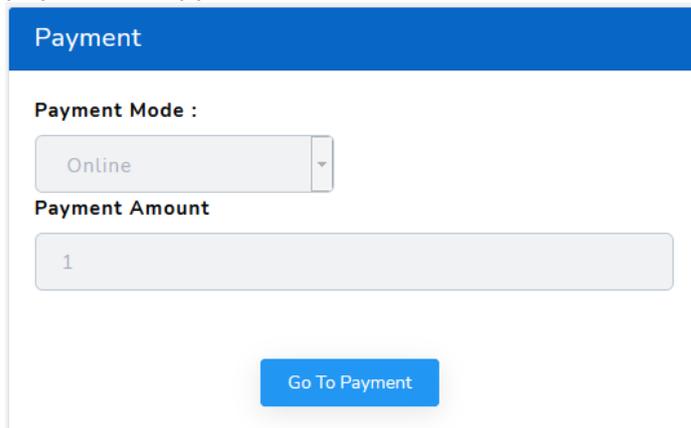
I Agree hereby solemnly affirm that the particulars along with documents in the above form so given by me ar true and correct. No part of it is wrong and nothing has been concealed in it. I Further declare that in case of failure to comply with the requiremnts (s) as required from me, the same amount as per the provisions of section - 11 of Himachal Pradesh Road Infrastructure Protection Act, 2003 may be recovered from me.

Save & Continue

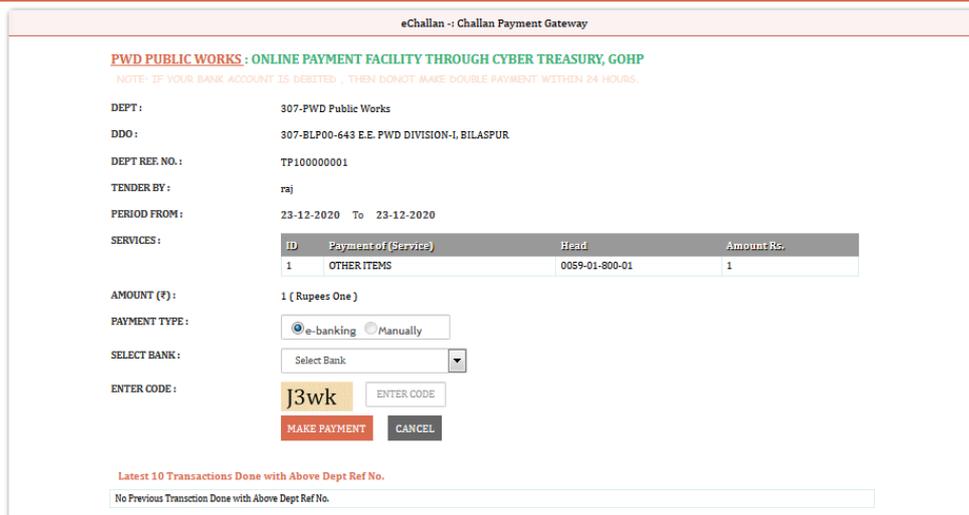
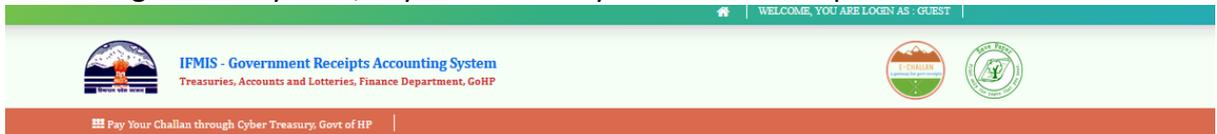
- Click on Save & Continue button to submit details.



- After successful saving of data, User is navigated to Payment screen to make online payment of application fees.



- Default payment mode and payment amount will be displayed and user need to click on Go To Payment option for making the online payment
- On clicking Go To Payment, Payment Gateway screen shall be opened



- After successful filling of payment details click on Make Payment button to complete the payment process.
- If any failure in the payment process, following message is displayed.

Payment

Payment Process Complete

Status : "Failed/Cancelled"

[Click here to go to Dashboard](#)  
In case of failed transactions please check with site administrator

- On successful payment, System shall generate the electronic receipt and displayed on the Dashboard.
- User shall receive an acknowledgement notification to his email / SMS with Application Number.

### 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	<a href="#">Download</a>

Figure 4-6: Rules

### Instructions

Instructions menu of the dashboard will help the user to view the list of instructions / checklist to be followed for submitting the Permission request application.

The screenshot displays a web application interface for the Himachal Pradesh Public Works Department. On the left, there is a vertical navigation menu with the following items: Dashboard, Permission, Profile, Rules, Support, and Instructions (which is highlighted). The main content area has a blue header bar labeled 'Instructions / Checklist'. Below this, the title 'List of documents to be submitted to NOC' is followed by a numbered list of 17 items:

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 from 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

At the bottom of the content area, there is a copyright notice: 'Copyright © 2020 HPPWD, All rights reserved.'

**Figure 4-7: Instructions**