User Guidelines For e-Permission of Utility Services

Public Works Department

Background

This document allows for a printed version of the Permission to lay Utility Services(Public Work Division Maharashtra)User Manual, which is an integral part of the e-Permission Software. The online user manual is a Help file within the software. The user can downloads the online user manual Help file while browsing this web application.

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1. Introduction

- The Public Works Department is in-charge of majority of the road network in the state. An efficient network of utility services is a prime requirement today. In view to regulate the activity of providing utility services on roads and Government Land, Public Works Department has adopted "Online e-Permission of utility services system".
- This system will receive Online application for permissions along with required documents.
- The application received will be checked for feasibility with joint inspections.
- The relevant fees will be collected Online.
- Online approval from the concerned Approving Authority.
- Online generation of Permission Letter.
- To speed up the process of Permission to lay Utility Services, simplified online process is proposed as below:

2. Process Analysis and Flow Diagram of ePermission:

Applicant Login

Applicant will fill the Intention form.

Superintendent login

- SE will able to view the Intention Form filled by applicant
- Forward the Intention to Concerned Executive Engineer Office

Executive Engineer login

- EE will able to view the intention form
- EE will set the Joint Inspection date, Place, officer name and designation of officer who will do the joint inspection along with Applicant.
- Once set the joint inspection, Applicant will got email with all detail of Joint Inspection.
- After Joint Inspection happened, EE will approve the Intention.

Executive Engineer login

After Payment done by Applicant, EE will forward the case to approving authority.

Applicant Login

Applicant will do the payment via payment gateway.

Once payment done, Applicant will get the payment receipt.

Executive Engineer Login

Once Application filled by Applicant, EE will fill the replies over the application and set the Security deposit amount or estimated amount of restoration with Self restoration or PWD restoration respectively. Once Amount set, EE will send case to Applicant for payment.

Applicant Login

Once Intention has approved, applicant will get the email to fill the Application form.

Applicant will fill the Application Form.

As per the category of utility service, the approving authority will login and approve / reject the case.

Approving Authority Login

Once the case is approved by approving authority, case will again land to Executive engineer login for certificate generation.

Executive Engineer Login

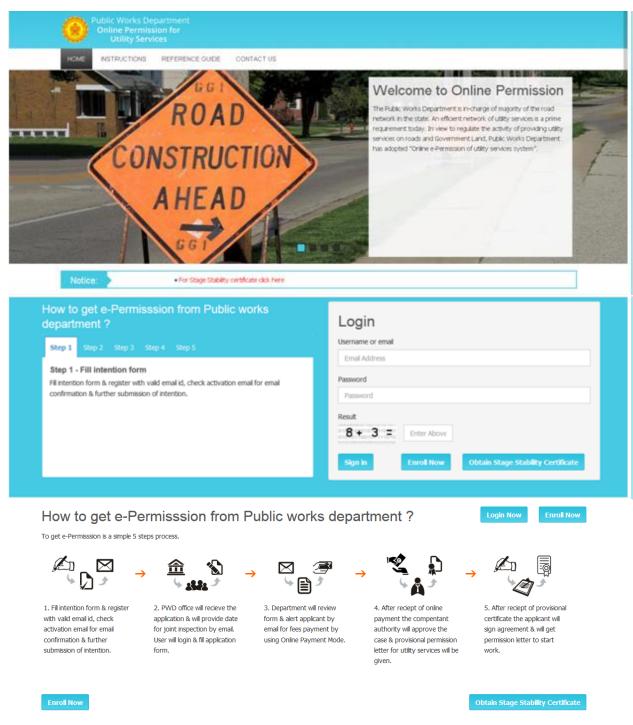
Executive Engineer will generate the certificate and take the print.

3. Use Cases: The applicant can apply from any website given below:

- www.mahapwd.com
- MAITREE portal

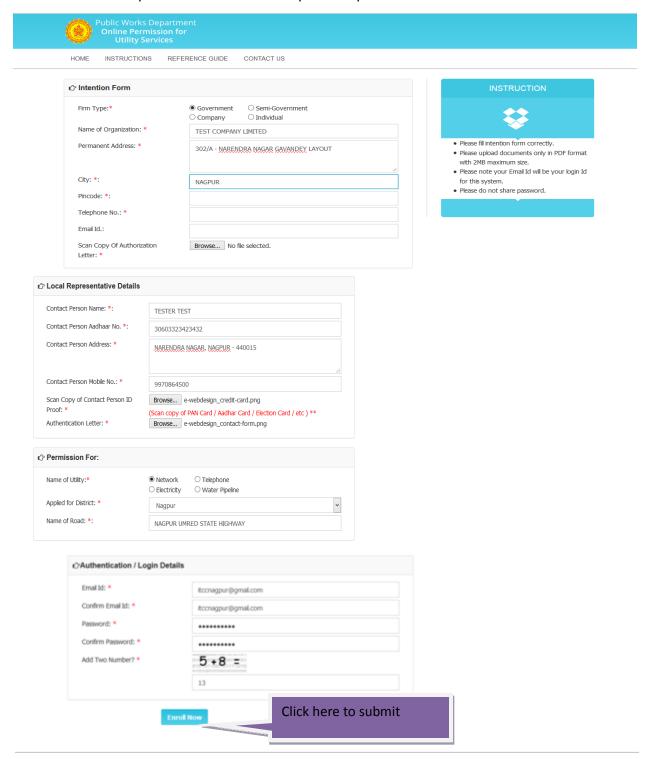


Home Page: Please read all the information carefully and then create login.

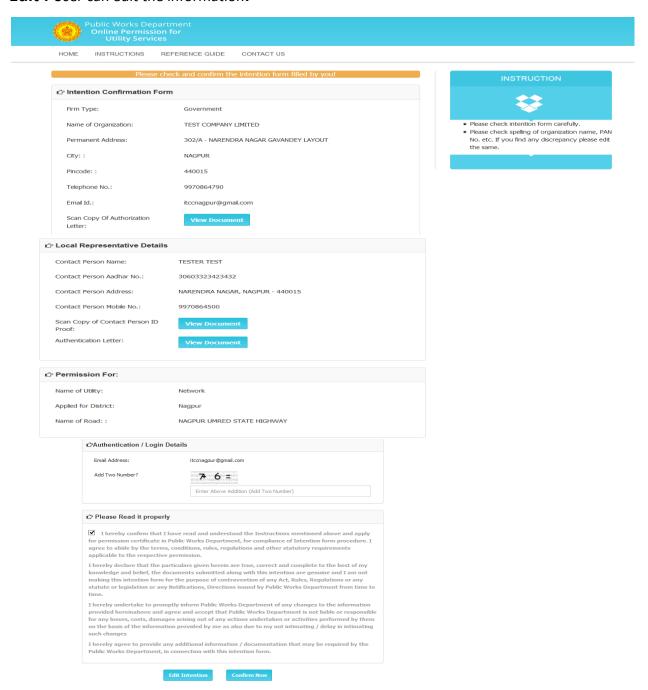


3.1 Intention Form:

Please fill all the requisite information and upload required documents.

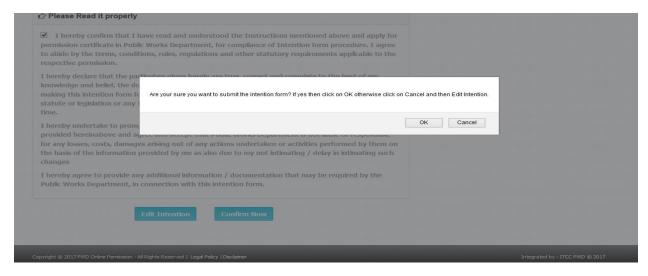


Edit: User can edit the information.

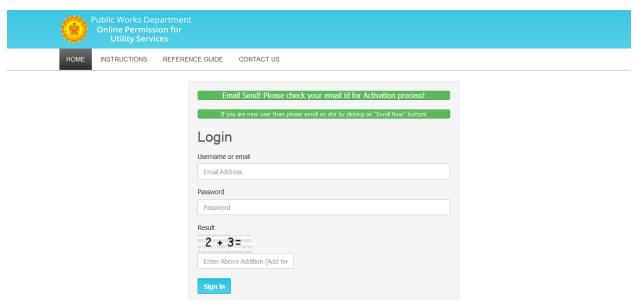


The submitted intention form will be available in login.

After this, following screen will take your permission to proceed further.

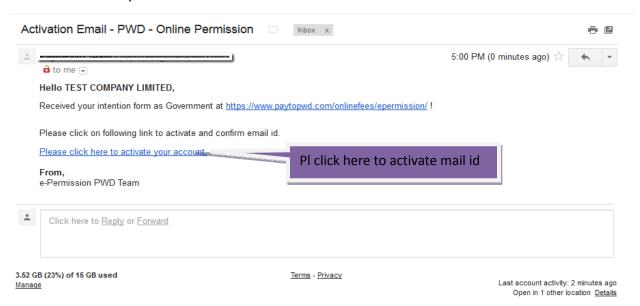


Activation of mail id: All the correspondence is done via email. Hence proper and correct mail id is very important aspect. The applicant needs to activate the provided email id.

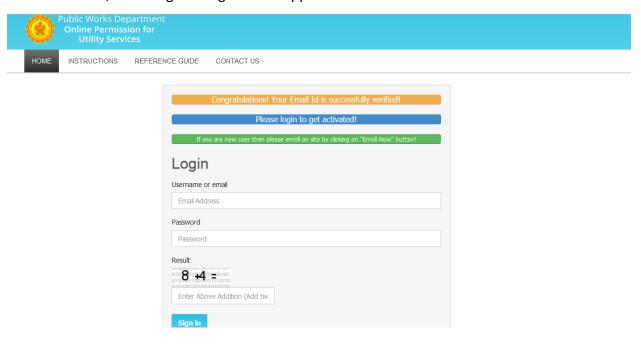


All the mail are system generated mails, please do not respond it.

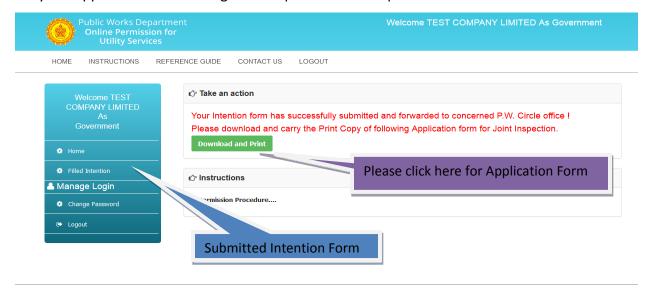
After this screen, pl check your mail id and click on provided link. This step will be able to confirm the validity of email id.



After activation, following message will be appear.

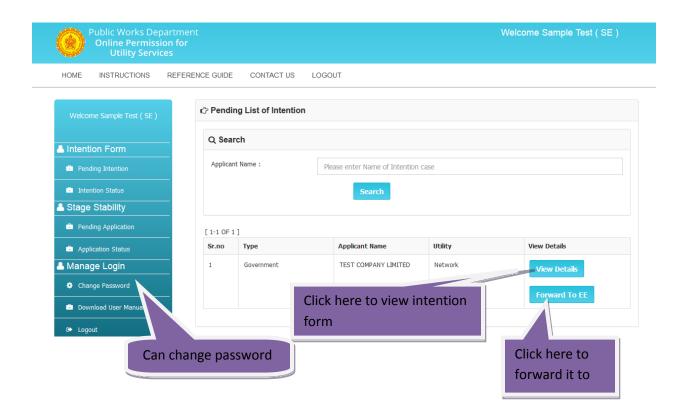


Please login again. Application form will be available in the login. Please read it carefully. Please carry the application form during Joint Inspection with Department.

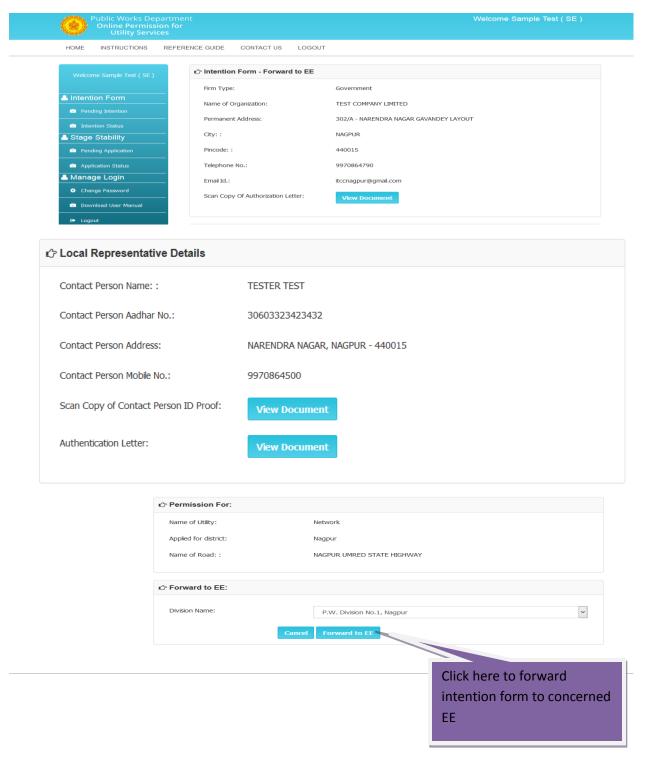


3.2 District Authority:

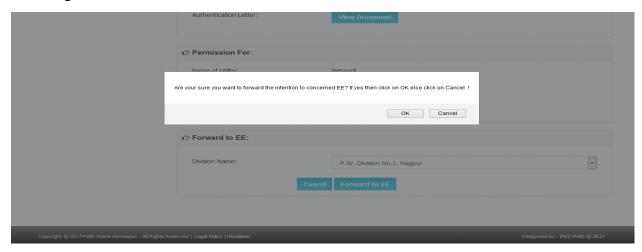
Superintending Engineer (SE): As per the selected District, the intention form will be available in the login. As per the intention form, SE will online forward the intention form to the respective Executive Engineer (EE).



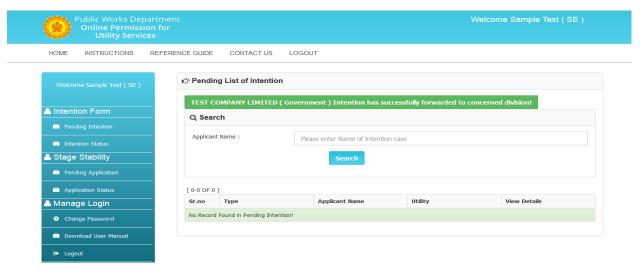
Forward to EE: The intention form will be available alongwith Forward button.



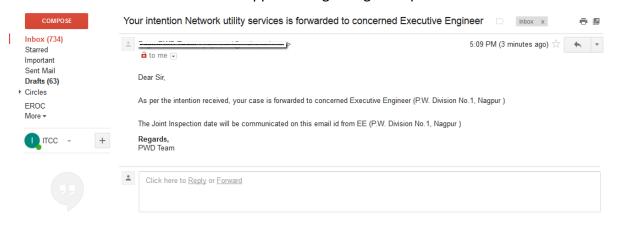
Following screen will confirm the action to forward the case to concerned EE.



Confirmation regarding intention form is forwarded to concerned EE.



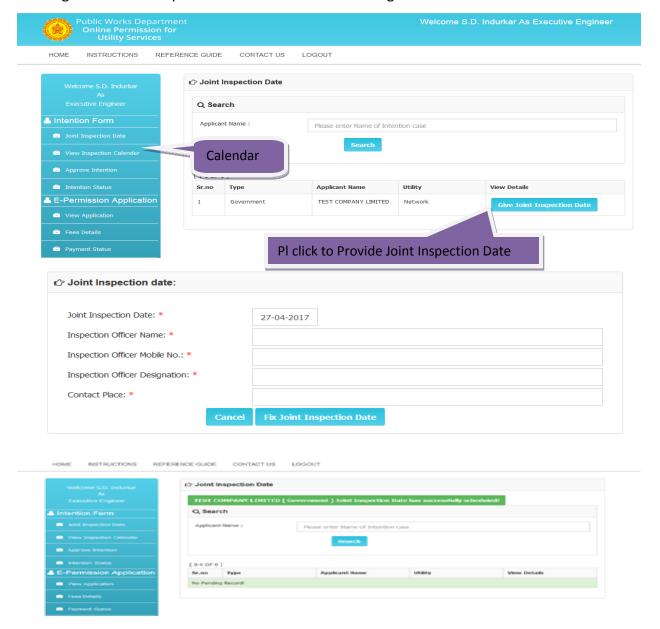
Automatic mail will be forwarded to applicant regarding this updation.



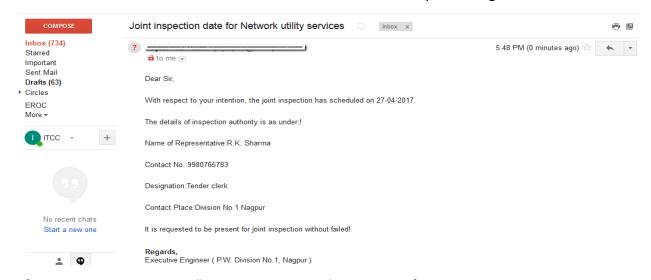
3.3Joint Inspection (EE Login):

In this login, Intention and Application forms are available.

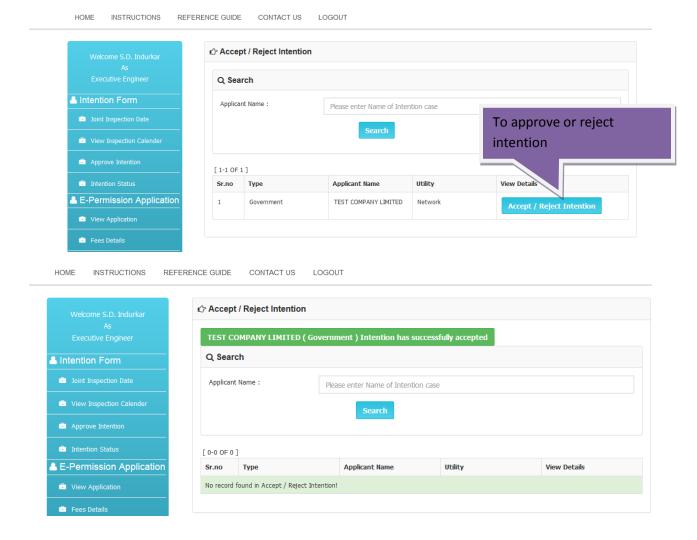
Intention Form: The concerned EE will login and view the intention form. Provide the joint inspection date. System will automail this to applicant. The same will be available to the user in their login also. Joint Inspection calendar is available in login.



The date will be communicated to user via mail and to their respective login also.

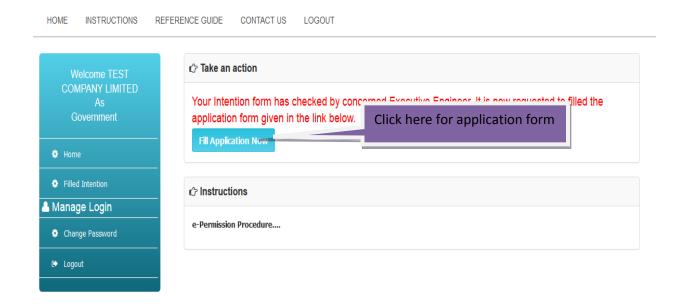


After Joint Inspection, EE will approve or reject the intention form.

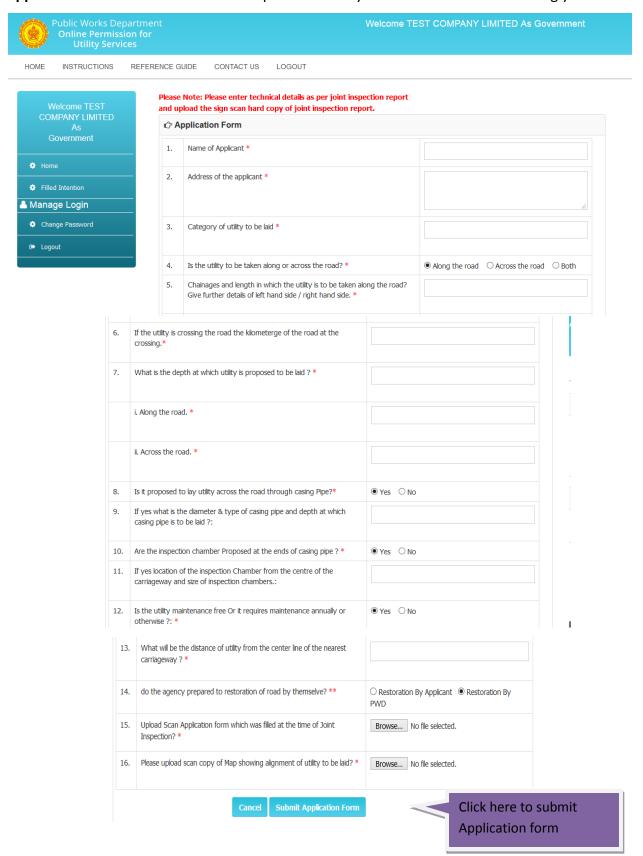


3.4 Online Application by Applicant

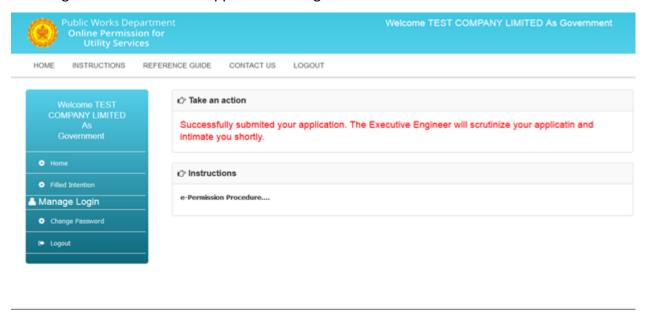
The acceptance or rejection of intention form will be communicated to user via mail and to their respective login also.



Application Form: Please read all the options carefully and fill information accordingly.

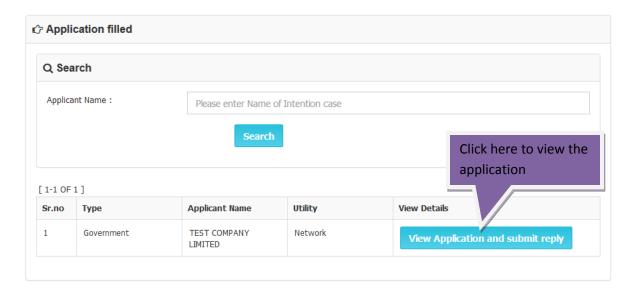


The option to be entered as per the report of Joint Inspection. After successful submission, following confirmation will be appear on the login .



3.5 Online Scrutiny of Application (EE Login):

EE will login. View and scrutinize, verify the application. Submit the reply.

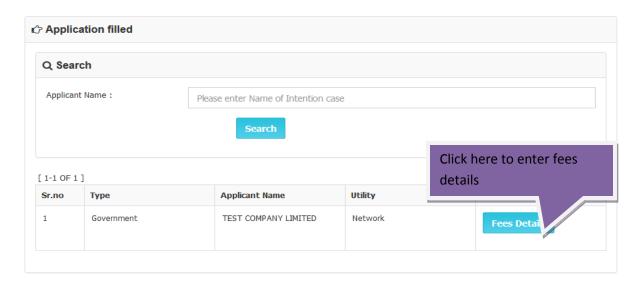


Submit Reply: EE will submit his reply.

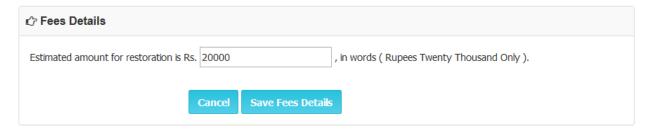
Sr.		REPLIES BY THE APPLICANT	REPLIES BY THE E.E.
1.	Name of Applicant *	Test Company Limited	Test Company Limited
2.	Address of the applicant *	Narendra nagar, gavandey layout, nagpur - 440025	Narendra nagar, gavandey layout, nagpur - 440025
3.	Name of the road *	Do not reply	
4.	Category of the road *	Do not reply	
	Width of the road way *	Do not reply	
	Is the road in cutting or in embankment? *	Do not reply	○ Road In Cutting ○ Road In Embankment ○ Both
	Category of utility to be laid *	Pipeline	Pipeline
	Is the utility to be taken along or across the road? *	Along the road	Along the road Across the road Both
-	Chainages and length in which the utility is to be taken along the road? Give further details of left hand side / right hand side. *	231KM to 345KM	231KM to 345KM
	If the utility is crossing the road the kilometerge of the road at the crossing.*	300KM	300KM
	What is the depth at which utility is proposed to be laid ? *	2 Meter	2 Meter
	i. Along the road. *	10 Meter	10 Meter
3.	Upload Scan Application form which was filled at the time of Joint Inspection?	View Scan Document	Do not reply
).	Upload scan copy of Map showing alignment of utility to be laid	View Scan Document	Do not reply

EE

Fees Details : As per the option selected by applicant, EE will provide the fees details. The same will be intimated to applicant via mail and available in their login.



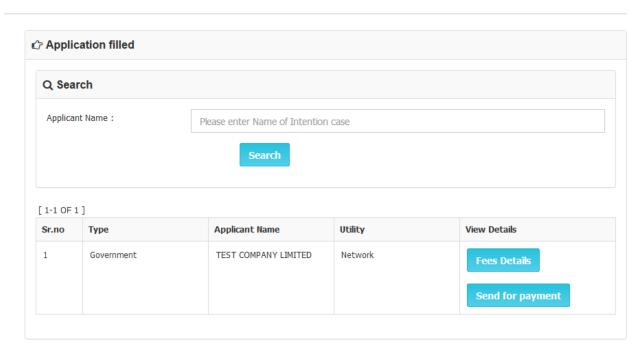
If the applicant choose option, Restoration by PWD then EE will calculate Restoration
 Fees amount. Enter the same in the following screen. After this, click on Send for
 Payment.



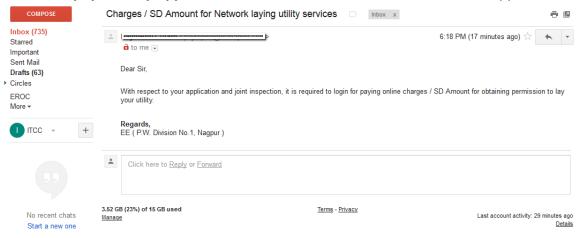
• If the applicant choose option , Restoration by applicant then EE will calculate SD amount. Enter the same in the following screen. After this, click on Send for Payment .



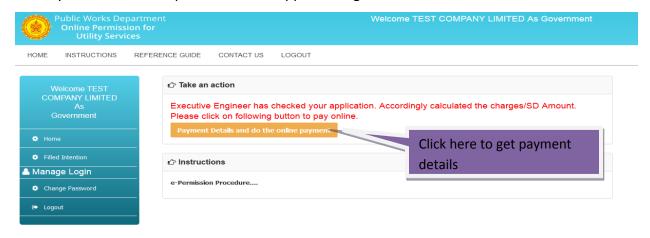
After this, click on Send for Payment.

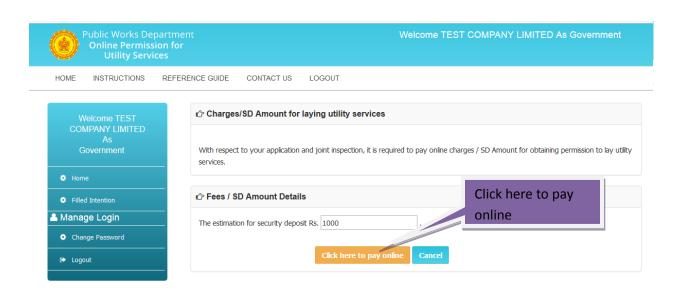


3.6 Online payment by Applicant: The status will be communicated to the applicant via mail.

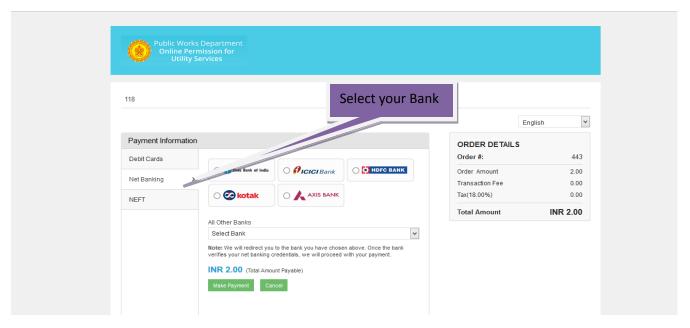


The Payment link will be provided in the applicant login.

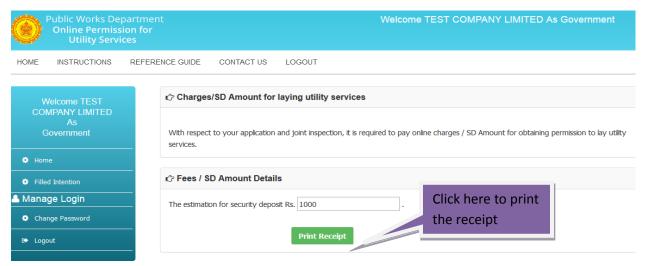




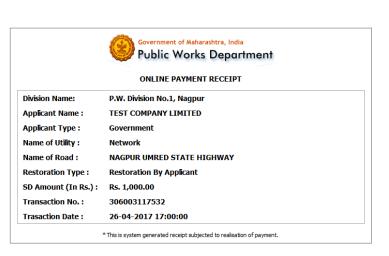
The following screen will appear to pay online with Debit card, NET Banking and NEFT (Challan)



After successful payment, Please print the receipt.

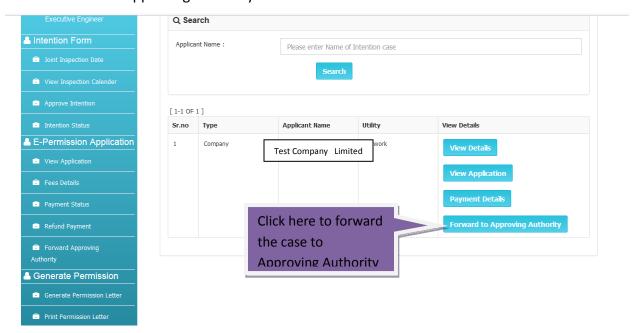


Sample Receipt



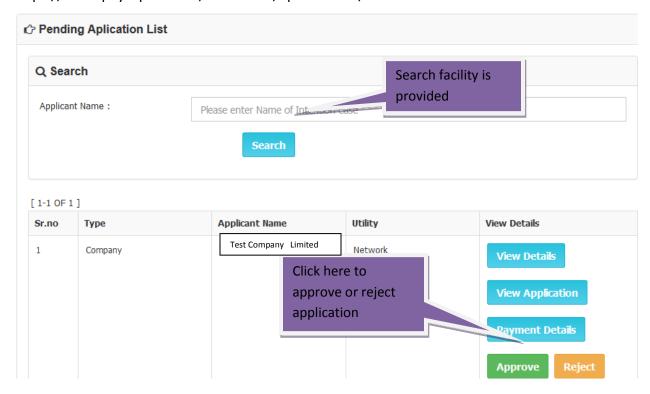
3.7 Approving Authority:

Payment status will be available in EE login. As per the category of utility, EE will forward the case to concerned approving authority.



Approving Authority can View the details, application, payment details. Approve or Reject the application.

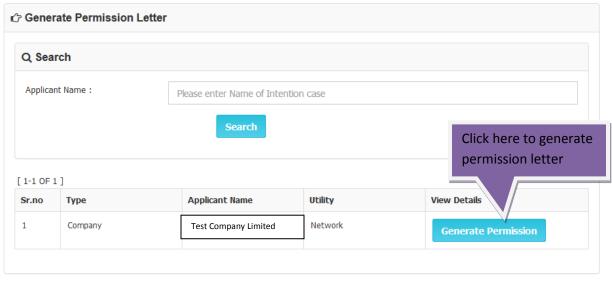
https://www.paytopwd.com/onlinefees/epermission/



3.8 Permission Letter: (EE Login)

Approval or rejection status will be available in the EE login. EE will generate the Permission letter. After this click on Print button to print the letter. The updations will be mailed to applicant on the registered email id.

EE Login:





Sample Copy of ePermission Letter:



GOVERNMENT OF MAHARASHTRA OFFICE OF THE EXECUTIVE ENGINEER Public Works Department

Provisional Permission for laying utility

To.

TEST COMPANY LIMITED, 302/A - NARENDRA NAGAR GAVANDEY LAYOUT, NAGPUR, 440015

Subject:-	Permission for laying Network on NAGPUR UMRED STATE HIGHWAY
Reference :-	Your Online Application No 8, Dated 2017-04-26 16:57:54

With reference to your application for obtaining permission for laying Network this office has received online for Rs 0 as restoration charges for NAGPUR UMRED STATE HIGHWAY

Based on the above, you are hereby granted permission with following terms and conditions

Terms and Conditions

- 1. This permission is accorded with all conditions and rules laid down as per Government circular /Gr-OFC/Pra-Kra-209/Road-7/Mantralaya, Mumbai-32, dated 07/04/2014 and as per MPWD manual clause 23-Section 329.
- 2. The work of carrying out laying of utility services shall be informed in advance and done under supervision of R.K. Sharma (Tender clerk), Mobile No.:9980765783,
- 3. The electric lines shall be laid perpendicular 14 to 15 meter from the center of the road and excavation of 0.6 meter width and 1.5 meters depth should be done for laying cable on road surface.
- 4. Before laying electric lines encasing should be done with concrete pipe or steel pipe if required of minimum 15 CM.
- 5. After laying encasing pipe and drain pipe in excavation drain it should be backfilled with metal and not murrum
 6. Applicant must take care that no inconvenience should be caused to traffic and vehicle movement. For any accidental event, the responsibility will lie with the applicant
- Before laying the utility the layout plan and schedule of doing work shall be approved by SDE/AE
 Applicant shall be helpd responsible for compensation if damages is done to road due to water leakages owing to pipe burst
- 9. Precautions should be taken while laying utility so that no damage is done to existing Governments/Semi Governments /Private Pipe Line/Telephone Cables/Electric Cables
 10. The excavated stuff should be carried and excavated drain should be refilled by sand and murrum
- 11. Excavation work shall be done from road boundary towards center of road and in future the road is to be widened or strengthened then applicant will have to pay the charges if required
- 12. The work of excavation should be carried during office hours and as per terms and conditions

·				
		Executive Engineer		

