

Single Window Portal

Permission for Road Cutting

User Manual

Govt. of Odisha

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Introduction

Industries Department of the Govt. of Odisha has developed the online *Single Window Portal* in order to facilitate 'Ease of Doing Business' and foster a conducive business environment in the State. It acts as a single window for clearances from 15 state departments, leveraging technology to bring in transparency, improve efficiency and extend time-bound clearances to the investors.

The *Single Window Portal* allows seamless integration with portals of different government departments thereby eliminating the need to fill forms multiple times, ensuring time-bound clearance, as well as ensuring single login credential for all applications. It acts as a one-stop solution for information, registration, approvals, e-payment and application tracking for clearances/approvals. It also provides updated information relating to relevant rules, regulations, orders and policy initiatives and schemes for guiding the investors. In addition to this, the portal sends alerts, via email and SMS, to applicants about the progress on their submitted applications.

Other key features are:

- Information regarding status of approved proposals, proposed investments and pending applications.
- An online grievance redressal and feedback mechanism, to timely address issues faced by investors.
- Existing online systems such as Land Bank (GO iPLUS), Central Inspection Framework and Automated Post Allotment Application (APAA), and the CSR portal are integrated into the *Single Window Portal*, making it a one-stop-shop for a plethora of services.

This document is intended to serve as a User Manual for grant of “Permission for Road Cutting” service from the respective departments of Housing & Urban Development, Works, Rural Development & Odisha Industrial Infrastructure Development Corporation (IDCO), Govt. of Odisha and National Highway Authority of India (NHAI).

General Instructions

Depending on the type of road that needs to be cut, the applicant needs to apply to the respective department, namely Housing & Urban Development (H&UD), Works, Rural Development & Odisha Industrial Infrastructure Development Corporation (IDCO), Govt. of Odisha and National Highway Authority of India (NHAI). Based on the geographical location entered by the applicant, the application will be routed to the designated Section Engineers for Works, Rural Development, H&UD and NHAI, or the Divisional Head for IDCO. Prior to applying to this service, if the applicant has applied for PEAL, the first section of the Road Cutting Request form will get auto-populated from the PEAL form. Applicant who did not fill the PEAL form, will have to fill all the fields.

Fields marked with “*” are mandatory and should be filled in before submitting the form on the single window portal. Leaving fields blank in the Form is not allowed. In case applicants wish not to enter data in a field, they can put “NA” if it is a text/description field or a “0”, if it is a numeric field. In case of errors, the form will show an error message. The applicant may correct the data and save the form again.

Some of the fields can accept multiple values. If the applicant wishes to furnish more than one item, he may use the “+” button to add more rows. Similarly, if he wishes to remove a row, he may use “x” button.

Applicants can attach documents in digital format as documentary evidences which the department will use for verification. Clicking on the choose button will let them select the document to be uploaded. Before submitting the document, they need to ensure that all the information furnished by them is satisfactory and correct to the best of their knowledge and understanding. After checking that the information furnished in all the fields are in order, they can submit the application by clicking on the ‘Submit’ button.

After the form is successfully submitted, applicants can pay the required either online or offline. If they wish to pay offline, they may choose the ‘Over the Counter’ option on the Cyber Treasury payment gateway. A challan with the account details of the department will then be generated. The applicant will take the hard copy of the challan to the nearest branch of the bank selected and deposit the amount either by Cash, or by means of Demand Draft. Once the fee is processed by the bank, the bank will send a transaction ID via SMS, which then will have to be entered on the Cyber Treasury portal to complete the application process.

Upon payment the applicant will receive an SMS & Email notification with the application number from the single window portal.

Checklist of Documents

The applicant will need to attach the following documents with the application:

- Road Identification on Map
- Valid Address Proof
- Govt. issued ID Proof
- Sanctioned Building Plan
- Tax Payment Certificate Receipt (last year)
- Plan and Layout Drawing

Timeline

Permission for Road Cutting is provided within 7 working days from the date of submission of application. The department can however raise queries on the application within 7 working days of receipt of application.

Field Instructions

<u>Sl. No.</u>	<u>Field Name</u>	<u>Instructions</u>
1	Contact Person	Enter the name and contact details of the person in-charge for executing the road cutting in the respective fields
2	Work Details	Enter the exact address of the place where the road is required to be cut
3	Concerned official for the road	Select from the dropdown list, the jurisdiction of the concerned official of the selected department responsible for giving the permission.
4	Purpose of Road cutting	Select the purpose for which the road needs to be cut
5	Details of road crossing/cutting	Enter the details, giving reasons and the exact requirements for cutting the road

Application Procedure

1. Applicants will go to the URL: <https://investodisha.gov.in>

The screenshot shows the homepage of the Invest Odisha website. The browser address bar displays <https://invest.odisha.gov.in>. The website header includes the Odisha Government logo, the text "ODISHA NEW OPPORTUNITIES", and navigation links for "Advantage Odisha", "Policy Framework", "Focus Sectors", "Ease of Doing Business", "Industrial Land Bank", "Success Stories", and "Project Profiles". A prominent banner titled "Educational Hub of the East - Availability of Industry-Ready Manpower" features two columns of text. The left column, "Large pool of skilled manpower", states that 1,25,000 technical manpower pass out annually from 773 technical training institutions and lists the presence of national institutes of higher learning, including IIT, IIM, NIT, and OUAT. The right column, "Nationally acclaimed research institutions", lists several institutes such as CIPET, ICAR, NISER, and IISER. Below the banner, there are three highlighted blocks: "Compendium of Business Reforms", "GO/PLUS Govt. of Odisha Industrial Portal for Land use and Services", and "SWP (Single Window Portal)". To the right of these blocks are portraits and names of Shri Naveen Patnaik (Hon'ble Chief Minister), Shri Niranjan Pujari (Hon'ble Minister of Industries), and Shri Sanjeev Chopra (Principal Secretary). A "Focus Sectors" section is visible at the bottom of the page.

2. Clicking on the SWP (Single Window Portal) block will take the applicant to the Single Window Portal.

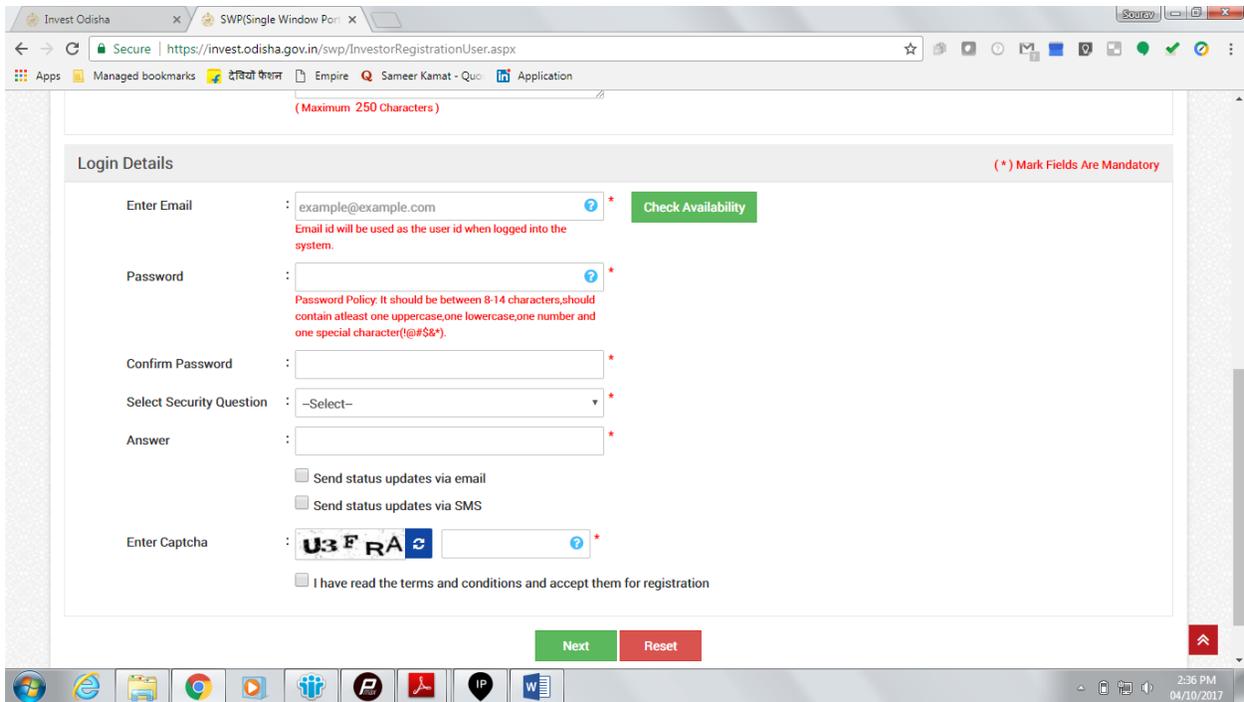
The screenshot shows the Single Window Portal website. The browser address bar displays <https://invest.odisha.gov.in/swp/>. The website header includes the Odisha Government logo, the text "ODISHA NEW OPPORTUNITIES", and navigation links for "User Manual", "Contact Us", "Investor Login", and "Department Login". The main heading is "SINGLE WINDOW PORTAL". Below this, there is a navigation menu with links for "HOME", "ABOUT US", "SERVICES", "DEPARTMENTS", "DOING BUSINESS IN ODISHA", "INCENTIVES", "ACTS & RULES", and "FAQ". A large banner titled "LARGE SCALE INDUSTRIES" features the text "The state by providing necessary support services" and an image of an industrial facility. Below the banner, there is a "Notifications" section. The "About Us" section describes the Industrial Promotion & Investment Corporation of Odisha Limited (IPICOL) as the State Level Nodal Agency of the Government of Odisha for investment promotion and facilitation. The "News" section includes a "View All" link and two news items: "Odisha showcases investment potential at investors' meet" and "Odisha Govt, FICCI join hands to promote culture, tourism".

3. Applicant will click on 'Investor Login' to sign-in into the Single Window Portal. The following login page opens up.

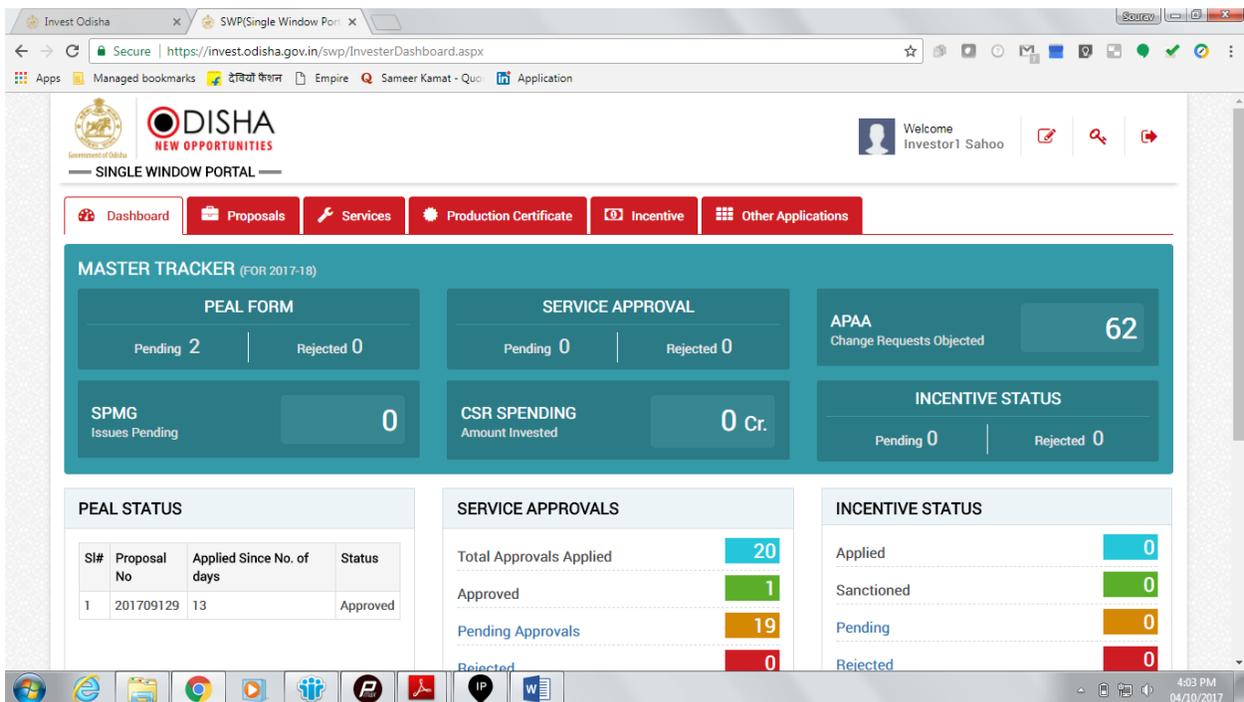
The screenshot shows the 'Investor Login' page of the Single Window Portal. The page features the Government of Odisha logo and the 'DISHA NEW OPPORTUNITIES' branding. The main heading is 'Single Sign On'. Below this, there are three bullet points: 'Users in APAA/ CIF/ GOiPLUS/ CSR Portal/ eSuvidhaa can login through existing credential.', 'Users can use their registered email id as the user id for the login process.', and 'New investors can create login credentials also.' To the right, there is a login form with fields for 'Email ID', 'Password', and 'CAPTCHA'. A red 'LOGIN' button is positioned below the form. At the bottom of the form, there are links for 'Forgot Password?' and 'New user Register Now'. A 'Back to Home' link is located at the bottom left of the page.

4. Existing users of APAA/CIF/GO-iPLUS/CSR Portal/eSuvishaa can log into the Single Window Portal using the same credentials. New applicants can register themselves on the portal by clicking on the 'Register Now' button. They'll have to fill the registration form and verify themselves by entering the OTP sent to the mobile number entered.

The screenshot shows the 'Investor Registration' form on the Single Window Portal. The page includes the Government of Odisha logo and 'DISHA NEW OPPORTUNITIES' branding. A navigation bar at the top contains links for 'User Manual', 'Contact Us', 'Investor Login', and 'Department Login'. Below this is a red navigation menu with options: 'HOME', 'ABOUT US', 'SERVICES', 'DEPARTMENTS', 'DOING BUSINESS IN ODISHA', 'INCENTIVES', 'ACTS & RULES', and 'FAQ'. The main content area is titled 'Investor Details' and features a progress indicator with three steps: 'Profile Creation', 'OTP Confirmation', and 'Success'. The registration form includes the following fields: 'Unit Name', 'Name of Entrepreneur' (with sub-fields for 'First Name', 'Middle Name', and 'Last Name'), 'Address' (with a note '(Maximum 250 Characters)'), 'Category', 'Block', 'Sub Sector', 'Site Location', 'Country' (set to 'India'), 'Mobile Number', 'GSTIN', 'District', and 'Sector'. A note at the bottom right of the form states '(*) Mark Fields Are Mandatory'.



5. Upon registration/logging in, the applicant can view their dashboard.



6. In the 'Services' section, the applicant can view the list of services offered by the Single Window Portal.

The screenshot shows the DISHA Single Window Portal interface. The user is logged in as 'Investor1 Sahoo'. The 'Services' section is active, displaying a table of available services:

Sl#	Department	Services	Application Fee	Apply Now
1	Commercial Tax Organization	Registration for Professional Tax	NA	<input checked="" type="checkbox"/>
2	Department of Energy	Power Connection Application	NA	<input checked="" type="checkbox"/>
3	Department of Energy	Certification of Electrical Installation by Chief Electrical Inspector	NA	<input checked="" type="checkbox"/>
4	Food Supplies and Consumer Welfare Department (FSCW)	Licences as manufacture of weight and measure under the legal metrology	50000.00	<input checked="" type="checkbox"/>
5	Housing and Urban Development Department (H UD)	Building plan approval	NA	<input checked="" type="checkbox"/>
6	Housing and Urban Development Department (H UD)	Trade licensing	NA	<input checked="" type="checkbox"/>

7. From the list of services, applicant can apply to the service "Permission for Road Cutting" by clicking on . The following form will open up, which allows the applicant to fill in the required details. After filling up the form, the applicant can submit the form by clicking on the "Submit" button.

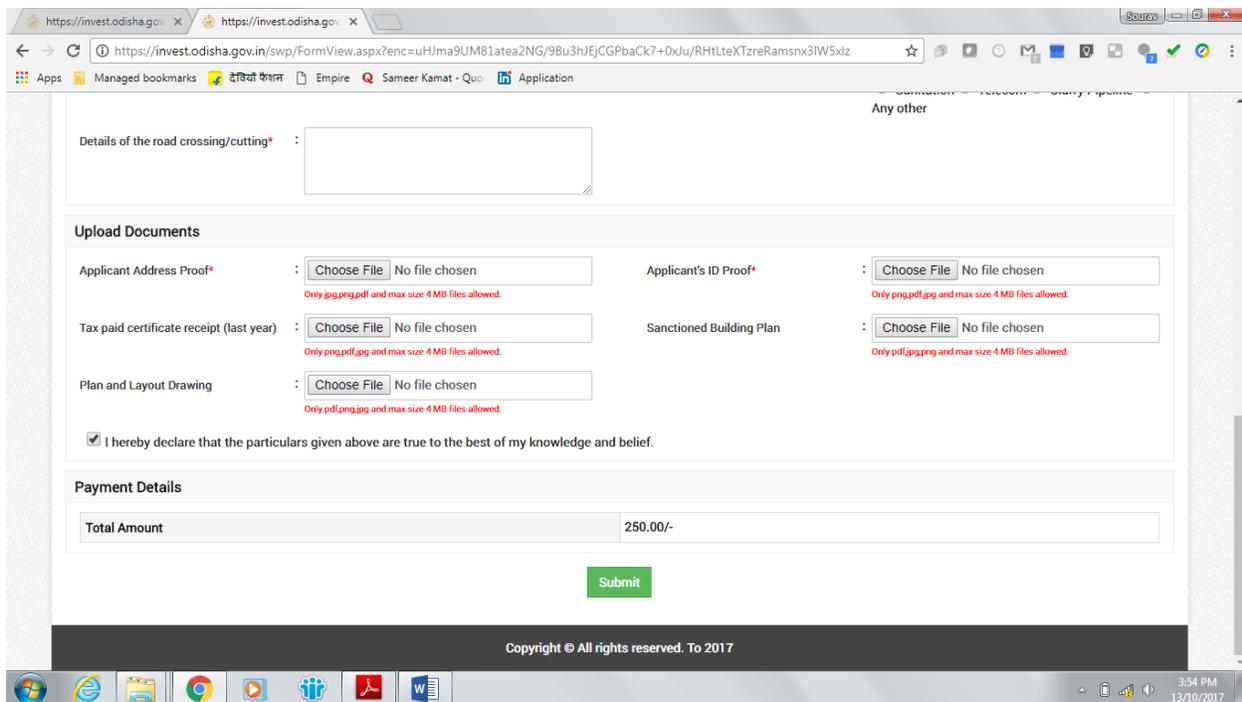
The screenshot shows the 'Form Registration' step for the 'Road Cutting Request Form' in the Industries Department, Government of Odisha. The form is divided into two main sections:

Applicant Details

- Applied To: IDCO RD WORKS ULB NHAI
- Contact Person*:
- Mobile No*:
- Email id*:

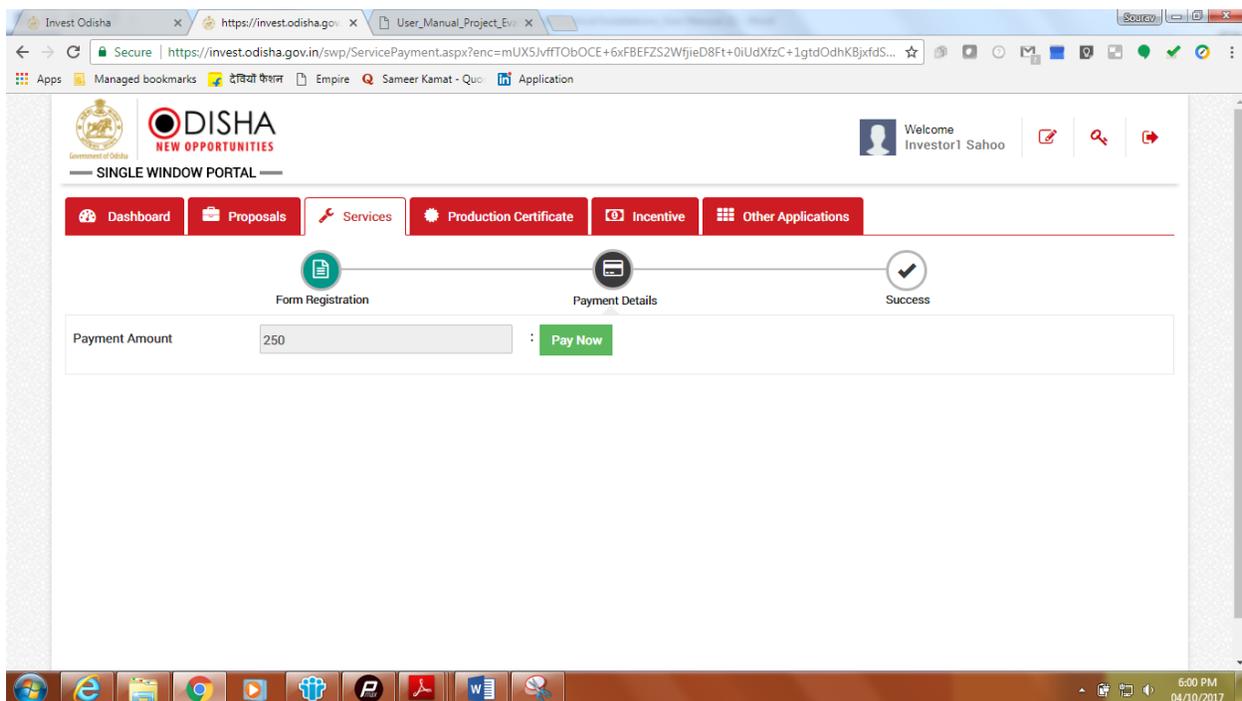
Work Details

- District*:
- Town/Village*:
- Address*:
- Street*:
- Landmark*:

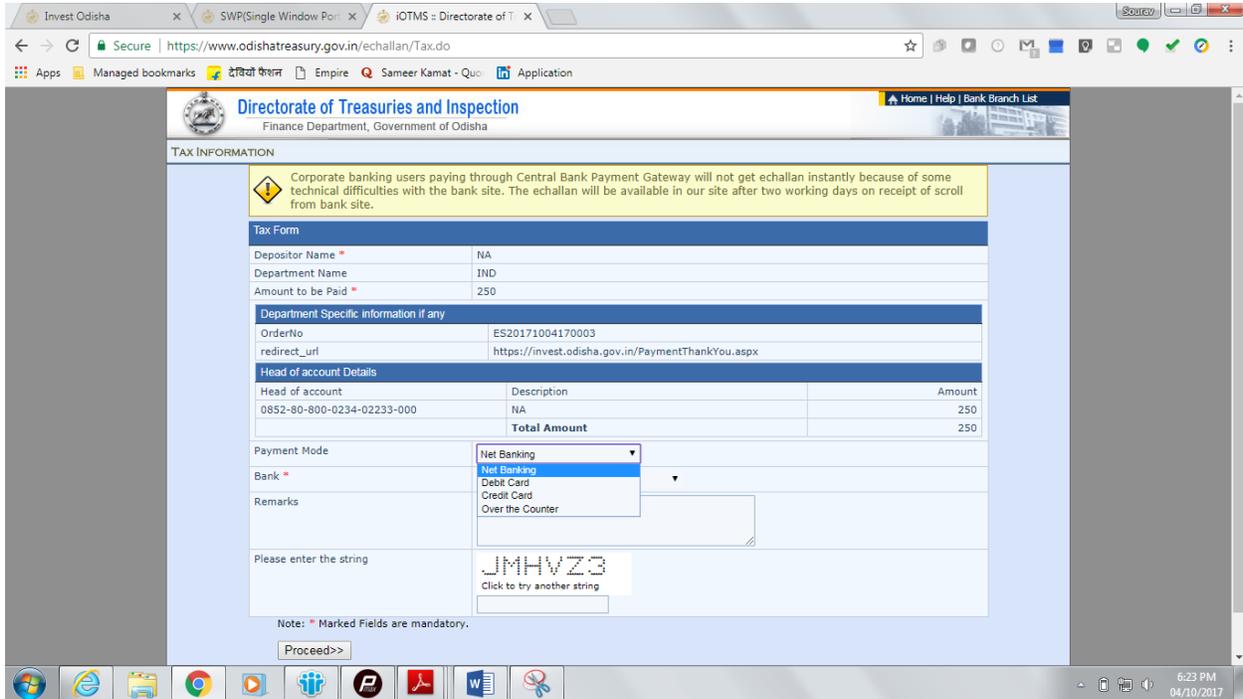


While filling up the application form, the applicant can upload scanned copies of the required documents in the respective fields. Application fee will be calculated automatically based on the information filled by the applicant and displayed at the bottom of the form.

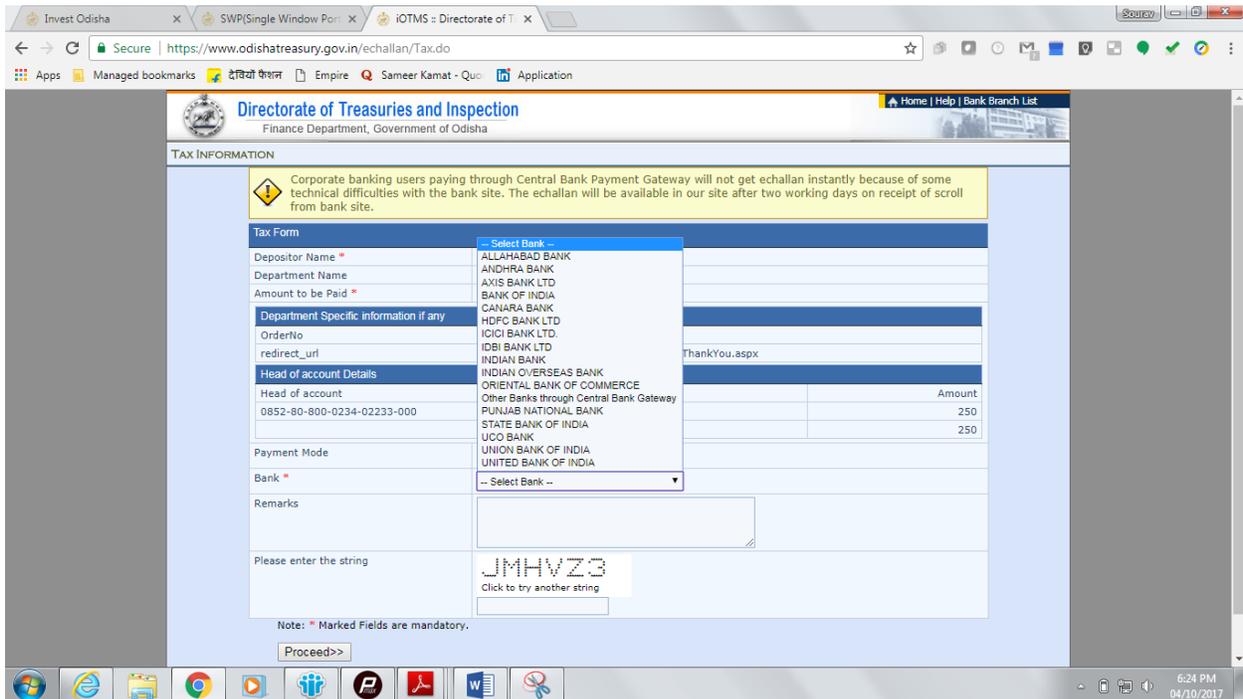
8. Upon submission, the applicant will confirm payment of fees by clicking on the 'Pay Now' button.



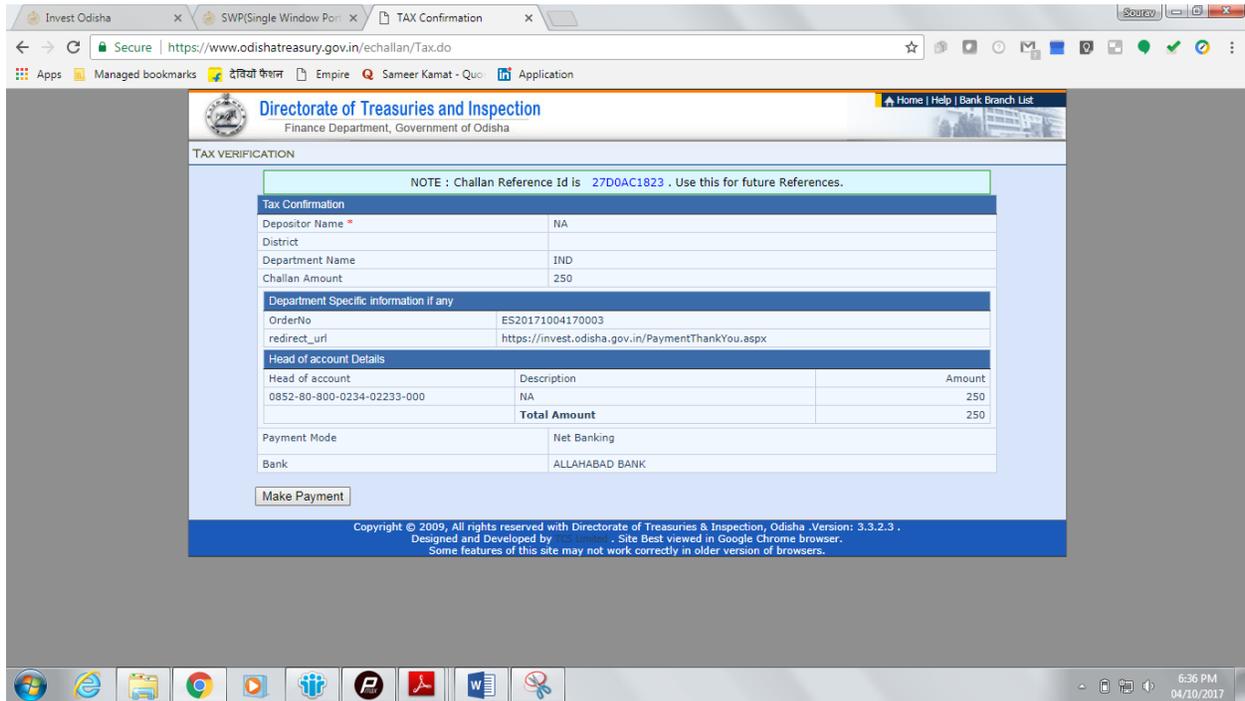
- The page redirects to the payment gateway. The applicant, after confirming that the amount displayed on the page is correct, can select the mode of payment from the available options. (Net Banking/Debit Card/Credit Card/Over the Counter)



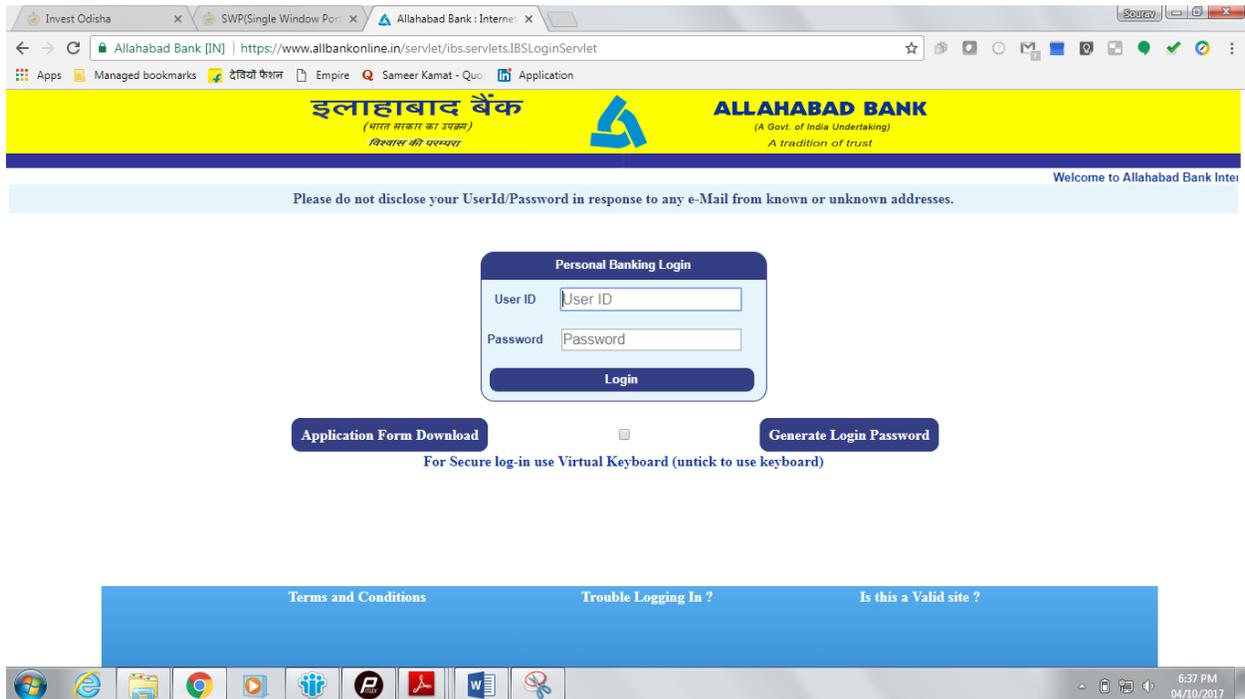
- Applicants can select the bank of their preference and proceed to payment.



11. If the mode of payment is online (Net Banking/Credit Card/Debit Card), upon clicking the 'Make Payment' button, the page will be redirected to the selected bank's payment portal.



12. Applicant can fill in their details and pay the requisite amount at their selected bank's payment portal.



13. If the mode of payment is offline (Over the Counter), the applicant can generate the Challan for that transaction by clicking the 'Generate Challan' button. The page will be redirected to the selected bank's payment portal.

The screenshot shows the 'TAX VERIFICATION' page on the Directorate of Treasuries and Inspection website. The form contains the following information:

Tax Confirmation		
Depositor Name *	NA	
District		
Department Name	IND	
Challan Amount	250	
Department Specific information if any		
OrderNo	ES20171004170004	
redirect_url	https://invest.odisha.gov.in/PaymentThankYou.aspx	
Head of account Details		
Head of account	Description	Amount
0852-80-800-0234-02233-000	NA	250
	Total Amount	250
Payment Mode	Over the Counter	
Bank	ALLAHABAD BANK	

At the bottom of the form, there is a 'Generate Challan' button. Below the form, a copyright notice states: 'Copyright © 2009, All rights reserved with Directorate of Treasuries & Inspection, Odisha .Version: 3.3.2.3 . Designed and Developed by . Site Best viewed in Google Chrome browser. Some features of this site may not work correctly in older version of browsers.'

14. A downloadable e-Challan receipt will be displayed mentioning the head of account and the amount to be paid.

The screenshot shows the 'E-Challan Receipt' page on the Directorate of Treasuries and Inspection website. The receipt includes the following details:

Government of Odisha
Offline Challan Deposit Form
Depositor's Copy

Challan of Cash/Cheque/DD paid through ALLAHABAD BANK, at Cyber Treasury, Odisha, Bhubaneswar

- Name of the Depositor : NA
- Mobile Number : NA
- Department Identification Id :
- Challan Generation Date & Time : 04/10/2017 06:10:47 PM

Purpose	Head of Account	Amount
5. NA	0852-80-800-0234-02233	250
Total Amount		250

- Treasury Reference Id : 27D0AC2310
- Bank Transaction Id & Time : To be filled up by the bank

* In case of Cheque bank transaction id will be available after realization of the cheque.
 † This challan is valid for 7 days from the date of online entry.
 ‡ In case of Cheque/DD, it should be payable to 'State Government Receipts- <Challan Reference Id>'.

Signature of the Depositor _____ Signature of Bank Officer with Seal _____

Government of Odisha

The applicant can take the copy of the challan to the nearest branch of the bank selected and pay the amount.

Government of Odisha
Offline Challan Deposit Form
Depositor's Copy



Challan of Cash/Cheque/DD paid through ALLAHABAD BANK at Cyber Treasury, Odisha, Bhubaneswar

1. Name of the Depositor : NA
2. Mobile No. : NA
3. Department Identification ID : 04/10/2017 06:10:47 PM
4. Challan Generation Date & Time : 04/10/2017 06:10:47 PM
5. Purpose : NA
Head of Account : 0852-80-800-0234-02233
Rs. 250/-
Rs. 250/-
Total Amount : 2700A02310
6. Treasury Reference ID : 2700A02310
7. Bank Transaction Date & Time : To be filled by the bank

1. This challan is valid for 7 days from the date of online entry.
2. In case of Cheque, bank transaction id will be available after realization of the cheque.
3. In case of Cheque/DD, it should be payable to State Government Receipts -Challan Reference ID-

GOVERNMENT OF ODISHA
Department of Treasuries and Inspection

Signature of Bank Officer with Seal

Signature of the Depositor

Government of Odisha
Offline Challan Deposit Form
Bank's Copy



Challan of Cash/Cheque/DD paid through ALLAHABAD BANK at Cyber Treasury, Odisha, Bhubaneswar

1. Name of the Depositor : NA
2. Mobile No. : NA
3. Department Identification ID : 04/10/2017 06:10:47 PM
4. Challan Generation Date & Time : 04/10/2017 06:10:47 PM
5. Purpose : NA
Head of Account : 0852-80-800-0234-02233
Rs. 250/-
Rs. 250/-
Total Amount : 2700A02310
6. Treasury Reference ID : 2700A02310
7. Bank Transaction Date & Time : To be filled by the bank

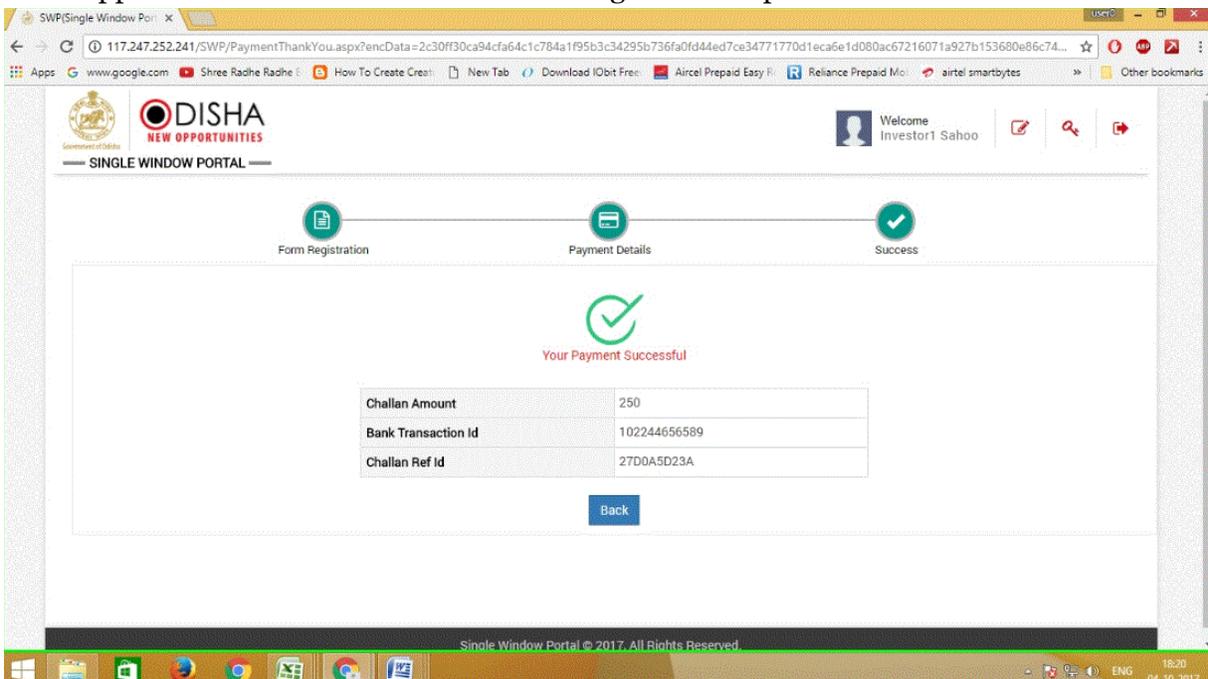
1. This challan is valid for 7 days from the date of online entry.
2. In case of Cheque, bank transaction id will be available after realization of the cheque.
3. In case of Cheque/DD, it should be payable to State Government Receipts -Challan Reference ID-

GOVERNMENT OF ODISHA
Department of Treasuries and Inspection

Signature of Bank Officer with Seal

Signature of the Depositor

15. Upon successful payment an Application No., Transaction ID and a Challan Reference ID will be generated and the page will be redirected the Single Window Portal. The following acknowledgement appears on the screen. An SMS/Email notification is also be sent to the applicant with all the details from the single window portal.



DISHA
NEW OPPORTUNITIES
SINGLE WINDOW PORTAL

Welcome Investor1 Sahoo

Form Registration Payment Details Success

Your Payment Successful

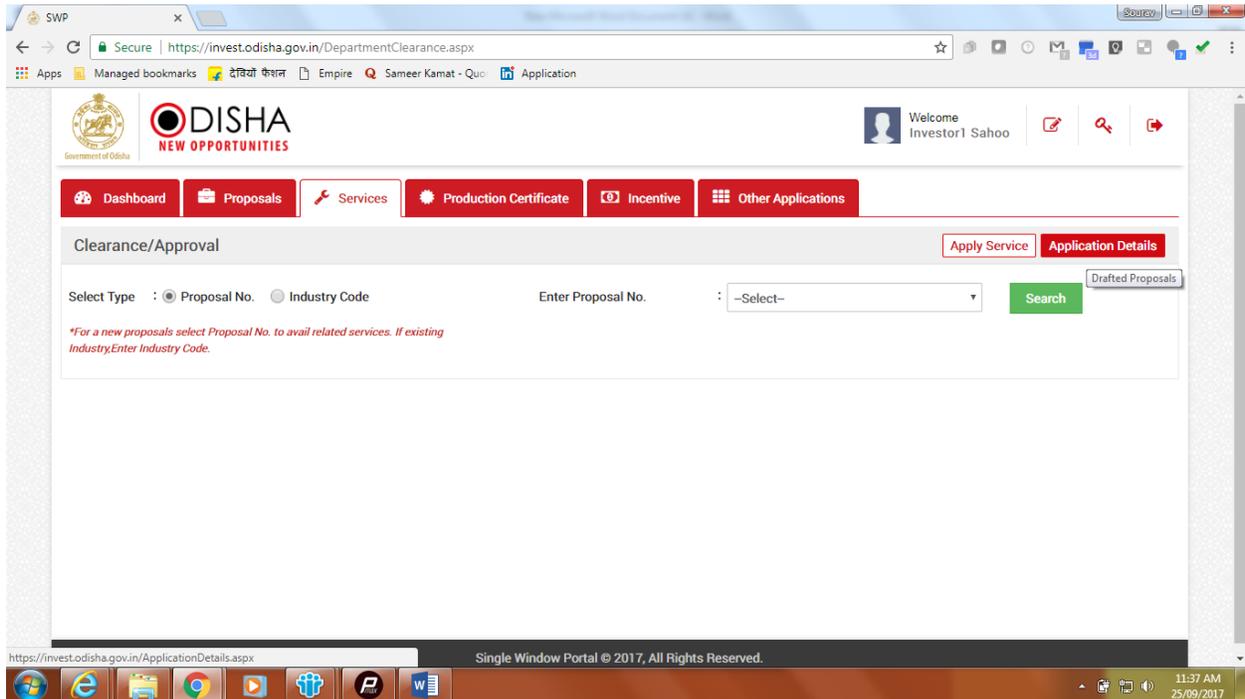
Challan Amount	250
Bank Transaction Id	102244656589
Challan Ref Id	2700A5D23A

[Back](#)

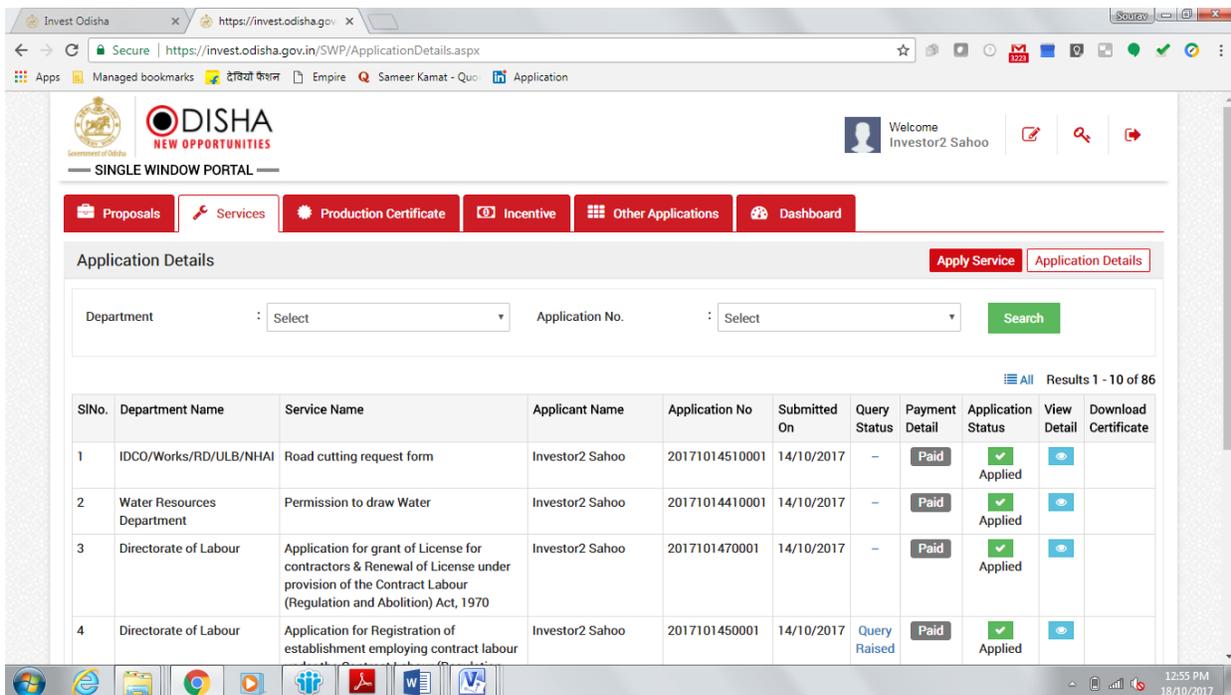
Single Window Portal © 2017. All Rights Reserved.

18:29
04-10-2017

16. Applicants can go to the Services button on the Menu bar and click on “Application Details” to check the status of their application.



17. Applicants can track and monitor the status of all applications done through the Single Window Portal.



18. Departments may raise queries on the application within 7 days of its submission. As and when queries are raised, the 'Query Status' column gets updated. Applicant can view and reply to the queries on an application by clicking on "Query Raised". Applicant is notified via email/SMS about the query raised at this stage.

SIno	Department Name	Service Name	Applicant Name	Application No	Submitted On	Query Status	Payment Detail	Application Status	View Detail	Download Certificate
1	IDCO/Works/RD/ULB/NHAI	Road cutting request form	Investor2 Sahoo	20171014510001	14/10/2017	Query Raised	Paid	Applied		
2	Water Resources Department	Permission to draw Water	Investor2 Sahoo	20171014410001	14/10/2017	-	Paid	Applied		
3	Directorate of Labour	Application for grant of License for contractors & Renewal of License under provision of the Contract Labour (Regulation and Abolition) Act, 1970	Investor2 Sahoo	2017101470001	14/10/2017	-	Paid	Applied		
4	Directorate of Labour	Application for Registration of establishment employing contract labour	Investor2 Sahoo	2017101450001	14/10/2017	Query Raised	Paid	Applied		

19. Applicant can submit additional information/documents sought by the department. Multiple files can be uploaded. After uploading all the required documents, the query can be resolved by clicking on the "Submit" button.

Application Status Details

Department Name : IDCO/Works/RD/ULB/NHAI Service Name : Road cutting request form

Applicant Name : Investor2 Sahoo Application No. : 2017101450001

Application Status : **Applied** Download Certificate : NA

Query

Query Status : **Raised**

Revert Query

Response Details :

Maximum 1000 characters left*

20. Once the query is resolved, the Query Status changes to 'Query Reverted'. An SMS & Email is sent from the portal notifying the applicant that all queries have been resolved and the application is being processed by the department.

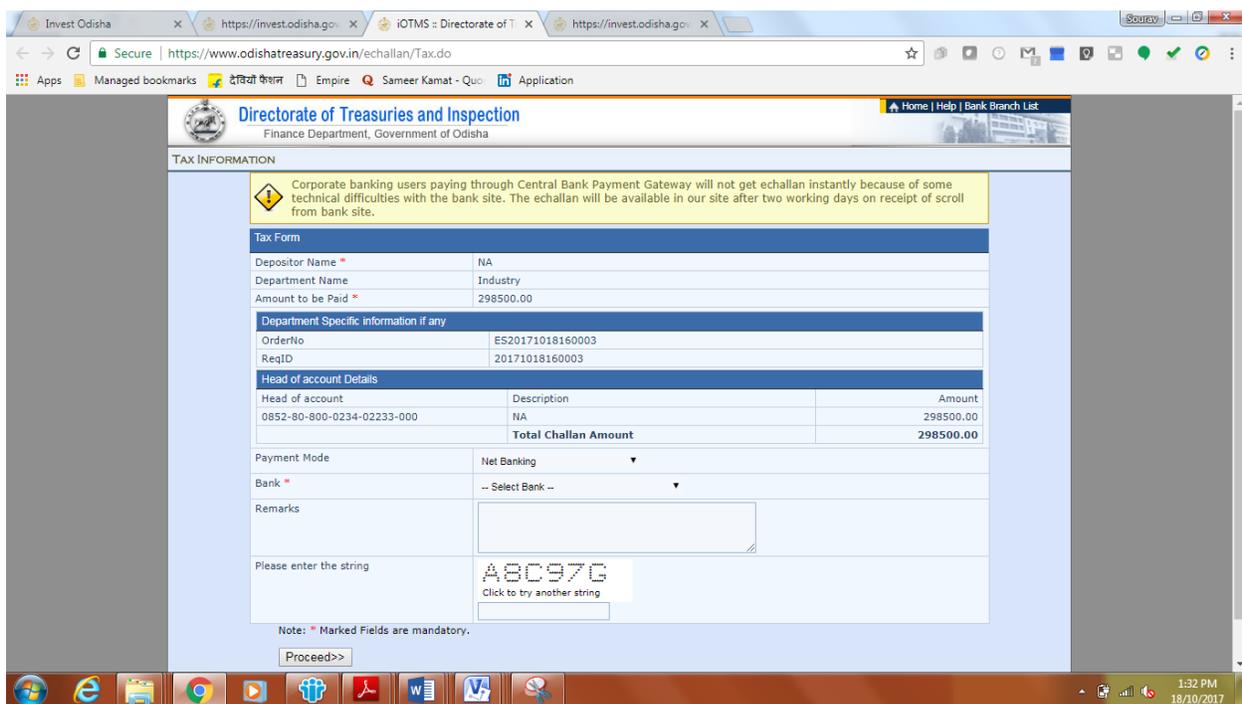
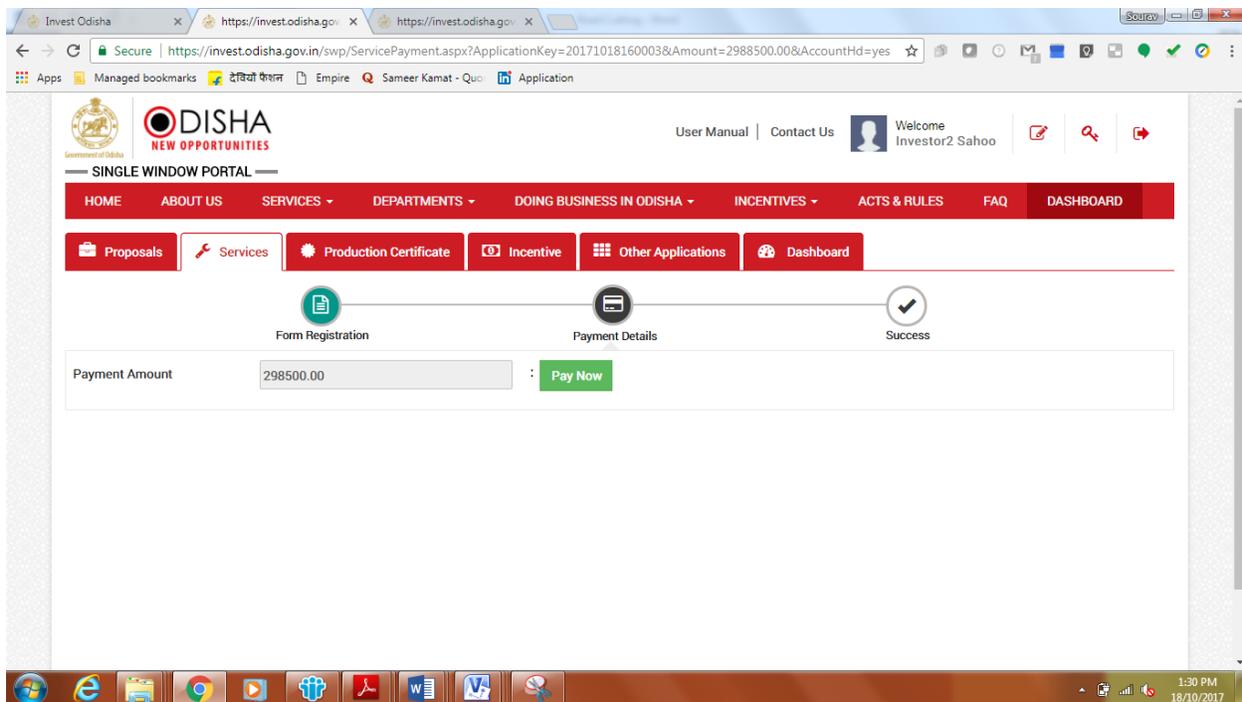
The screenshot shows the DISHA portal interface. The user is logged in as 'Investor2 Sahoo'. The 'Application Details' section is active, displaying a search form and a table of applications. The table has the following data:

SlNo.	Department Name	Service Name	Applicant Name	Application No	Submitted On	Query Status	Payment Detail	Application Status	View Detail	Download Certificate
1	IDCO/Works/RD/ULB/NHAI	Road cutting request form	Investor2 Sahoo	20171014510001	14/10/2017	Query Reverted	Paid	Applied		
2	Water Resources Department	Permission to draw Water	Investor2 Sahoo	20171014410001	14/10/2017	-	Paid	Applied		
3	Directorate of Labour	Application for grant of License for contractors & Renewal of License under provision of the Contract Labour (Regulation and Abolition) Act, 1970	Investor2 Sahoo	2017101470001	14/10/2017	-	Paid	Applied		
4	Directorate of Labour	Application for Registration of establishment employing contract	Investor2 Sahoo	2017101450001	14/10/2017	Query Raised	Paid	Applied		

21. Once the application is processed and inspection is done, the status of the application will read "Generate Demand Note". The applicant can generate the demand note and proceed to payment of the road cutting fees by clicking on the 'Pay Now' button.

The screenshot shows the DISHA portal interface. The user is logged in as 'Investor2 Sahoo'. The 'Application Details' section is active, displaying a search form and a table of applications. The table has the following data:

SlNo.	Department Name	Service Name	Applicant Name	Application No	Submitted On	Query Status	Payment Detail	Application Status	View Detail	Download Certificate
1	IDCO/Works/RD/ULB/NHAI	Road cutting request form	Investor2 Sahoo	20171014510001	14/10/2017	Query Reverted	Pay Now	Generate Demand Note		
2	Department of Energy	Power Connection Application	Investor2 Sahoo	20171018160003	18/10/2017	-	Pay Now	Not Paid		
3	Housing and Urban Development Department (H&UD)	Application for Trade License	Investor2 Sahoo	87/2017	18/10/2017	-		Applied		
4	Department of Energy	Certification of Electrical Installation	Investor2 Sahoo	20171018170001	18/10/2017	-	Paid			



Applicant shall follow the same procedure as described above to make the payment for the demand.

22. Once payment is successfully made and the same is verified by the concerned department, the status of the application changes to 'Approved'. Applicant can download the final signed certificate by clicking on the "Download Certificate" button.

The screenshot displays the DISHA Single Window Portal interface. At the top, there is a navigation menu with options: Proposals, Services, Production Certificate, Incentive, Other Applications, and Dashboard. Below this, the 'Application Details' section is active, showing a search bar with 'Department' and 'Application No.' dropdowns and a 'Search' button. The main content is a table listing applications, with the first five rows visible. The table columns are: S.No., Department Name, Service Name, Applicant Name, Application No., Submitted On, Query Status, Payment Detail, Application Status, View Detail, and Download Certificate.

S.No.	Department Name	Service Name	Applicant Name	Application No.	Submitted On	Query Status	Payment Detail	Application Status	View Detail	Download Certificate
1	IDCO/Works/RD/ULB/NHAI	Road cutting request form	Investor2 Sahoo	20171014510001	14/10/2017	Query Reverted	Paid	Approved		
2	Food Supplies and Consumer Welfare Department (FSCW)	Licences as manufacture of weight and measure under the legal metrology	Investor2 Sahoo	20171017180002	17/10/2017	-	Paid	Applied		
3	Department of Energy	Certification of Electrical Installation by Chief Electrical Inspector	Investor2 Sahoo	20171017170001	17/10/2017	-	Paid	Deferred		
4	Directorate of Factories & Boilers	License under The Boilers Act, 1923 & it's renewal	Investor2 Sahoo	20171017360001	17/10/2017	-	Paid	Applied		
25	Directorate of Factories &	Approval of plan and permission to	Investor2 Sahoo	20171017350001	17/10/2017	-	Paid	Applied		

The bottom of the screenshot shows the Windows taskbar with various application icons and a system tray displaying the time as 1:43 PM on 18/10/2017.

Approval Procedure

