



Guidelines to Apply for NOC for Establishment of Mobile Tower

Step 1- Register on Portal

- Open Telecom Infrastructure Facilitation and Management System through <https://www.mits.odisha.gov.in/apps/Account/Register> and select/fill Agency Category, Name of Agency, License No., GST Number, Authorized Person Name, Email ID, Mobile No. and Captcha in the respective fields and click on **Register** button.
- Thereafter, entered Mobile No. will be verified through One Time Password (OTP).
- Once the verification is done, Login Credentials (Username and Password) will be sent on the registered Email ID and Mobile No.

Agencies once registered on the portal can apply for NOCs for Establishment/Laying of multiple Infrastructures in Odisha from same login. Agencies do not require to register again on portal for separate application.

Step 2- Login

- Enter Username, Password and Captcha in the respective fields and click on **Login** button.
- Applicant will have to change the auto-generated password on first login for security reasons.

*In case applicant forgets his/her password, click on **Forgot Password?** link to recover the password.*

Step 3- Submit Application Form for NOC for Establishment of Mobile Tower

- After login, applicant will be redirected to the dashboard. Click on **Application Form** side menu/tab. Thereafter, click on **Mobile Tower (GBT/RTT/RTP)** tab. Application Form for NOC for Establishment of Mobile Tower will open on the screen thereafter. Applicant will have to submit the form by filling details in following 06 steps appearing on screen:

1 – Submit Basic Details

- Fill following details at this step:
 - Regulatory Name
 - Email ID
 - Mobile No.
 - Applicant Name
 - Project Name
 - Project Code
 - Project Description



Telecom Infrastructure Facilitation and Management System
Electronics & Information Technology Department
GOVERNMENT OF ODISHA

- **Registered Address of Agency (Head Office)**
 - Address
 - State
 - District
 - PIN Code
 - Website URL
 - Contact Person
 - Designation
 - Email ID
 - Mobile No.
- **Address of State/Circle Office of Agency**
 - Address
 - State
 - District
 - PIN Code
 - Website URL
- **CTO Details**
 - Name
 - Mobile No.
 - Email ID
- **Upload Documents** (File Format: PDF| Max File Size: 5 MB each)
 - MOU with IP/TSP
 - Access Service License
 - Internet Service Category (A/B/C)
- After filling all details in the respective fields correctly, click on **Save & Continue** button. Applicant will be redirected to next step to fill further details.

2 - Submit Infrastructure Related Details

- Fill following details at this step:
 - Select Category of Tower (Ground Based Tower/Roof Top Tower/Roof Top Pole)
 - On the basis of selected Category of Tower, applicant will have to fill following details:
 - **In case of Ground Based Tower**
 - District
 - Area Category
 - Local Authority from whom Permission is required
 - **Details of Installation Site for GBT (Details of Land)**
 - Plot/Khasra No.



Telecom Infrastructure Facilitation and Management System
Electronics & Information Technology Department
GOVERNMENT OF ODISHA

- Address
- Road/Street
- Block/Village/Locality
- City/Town
- District
- PIN Code
- Area of Land to be Occupied (in sq. ft.)
- Period of Agreement (No. of Years)
- Map you want to use (Google Map/Open Street Map) – **select the map and then select the location of proposed site from the map to auto-fetch its latitude and longitude**
- Type of Land
- Wireless Network Connectivity Type
- Number of BTS Capacity
- Number of Antennas
- Height of Tower (in meter)
- Weight of Tower (in kg)
- Is Electricity Connection Available? (Yes/No)
- **Details of Land/Building Owner**
 - Department Name
 - Address
 - State
 - District
 - PIN Code
 - Phone No.
 - Mobile No.
 - Email ID
- **In case of Roof Top Tower/Roof Top Pole**
 - District
 - Area Category
 - Local Authority from whom Permission is required
 - **Details of Installation Site For RTT/RTP (Details of Building)**
 - Building Name
 - Building Height (in meter)
 - Area of Building to be Occupied (in sq. ft.)
 - Period of Agreement (No. of Years)
 - Number of Floors in Building



Telecom Infrastructure Facilitation and Management System
Electronics & Information Technology Department
GOVERNMENT OF ODISHA

- Type of Building
- Address
- District
- PIN Code
- Map you want to use (Google Map/Open Street Map) – **select the map and then select the location of proposed site from the map to auto-fetch its latitude and longitude**
- Wireless Network Connectivity Type
- Number of BTS Capacity
- Number of Antennas
- Height of Tower (in meter)
- Weight of Tower (in kg)
- Is Electricity Connection Available? (Yes/No)
- **Details of Land/Building Owner**
 - Department Name
 - Address
 - State
 - District
 - PIN Code
 - Phone No.
 - Mobile No.
 - Email ID
- After filling all details in the respective fields correctly, click on **Save & Continue** button. Applicant will be redirected to next step to fill further details.

3 – Submit Other Details

- Fill following details at this step:
 - Methodology of Execution of Work
 - Time Duration of Execution of Work (in days)
 - Have you taken specific measures to reduce inconvenience? (Yes/No)
 - Have you taken safety measures for proposed work? (Yes/No)
 - Any other aspect relevant in the opinion of licensee related to the work proposed to be undertaken?
 - Any other aspect specified by Department of Telecommunication or Government of Odisha or Local Bodies?
 - Name and contact details of agency's concerned employee/person for communication purpose in regards to the application made



Telecom Infrastructure Facilitation and Management System Electronics & Information Technology Department GOVERNMENT OF ODISHA

- After filling all details in the respective fields correctly, click on **Save & Continue** button. Applicant will be redirected to next step to fill further details.

4 – Upload Documents

- Applicant will have to upload following documents in PDF format whose size should not exceed 5 MB each:
 - Copy of relevant License or Infrastructure Provider Registration Certificate from DoT
 - Soil Test Report duly signed by Competent Authority
 - Copy of the Type Test Certificate issued by Automotive Research Association of India (ARAI) or any other Authorized Agency to the manufacturers of the Diesel Generator (DG) Sets
 - Copy of Clearance from Fire Safety Department, if applicable
 - Copy of Clearance from State Environment & Forest Department, if applicable
 - Drawing of the Tower along with specifications of foundations and design parameters
 - Indemnity Bond (Original) to take care of any loss or injury to accident caused by the tower
 - Copy of Location Plan, Site Plan, Elevation Plan and Structure Plan
 - Copy of NOC from Building/Land Owner or Authorized Personnel
 - Any other Certificate/NOC required by the Authority from time to time
 - Data Sheet with Applicant Details and Building Details

If applicant is not uploading any document then he/she has to mention the reason for not uploading the same in the respective text box.

- After uploading all documents in the respective fields correctly, click on **Save & Continue** button. Thereafter, applicant will be redirected to next step.

5 – Preview the Filled Application Form

- After uploading the documents, applicant will be redirected to preview the submitted details. Read the declaration messages and check the **I Agree** checkbox. Thereafter, filled details will appear in a popup. Go through the filled details and make changes, if any, by going on respective step and then click on **Submit Application** button.
- After submission of application, applicant will be redirected to next step.



Telecom Infrastructure Facilitation and Management System
Electronics & Information Technology Department
GOVERNMENT OF ODISHA

6 – Submit Application Processing Fee

- After submission of application, applicant will be redirected to submit the fee through Debit Card/Credit Card/Net Banking.
- Click on **Proceed to Pay** button to pay the fee. Once the fee is paid, download its receipt for future references.

No changes will be allowed in application after fee payment; hence applicants are advised to do required modifications in application before fee submission.

Step 4- Processing of Application

- After fee payment, application will be forwarded to the concerned Local Authority for further processing. Thereafter, authority will process the application and generate Land Usage Charges. Same will be displayed on Applicant's login.
- Applicant will be intimated about the Land Usage Charges through SMS, Email and respective login. After the generation of charges, applicant will have to pay the charges through his/her login.
- Once the payment is done, authority will scrutinize the payment and other related details and Issue the Permission/Raise Query/Reject the application accordingly.

In case of Issuance of Permission, applicant can download the NOC from his/her login.

In case Authority Raises any Query, applicant will have to resolve the same from his/her login.

In case Authority Rejects the Application, fee amount will be refunded to the applicant.

Applicant will receive SMS and Email alerts at all necessary steps.