



## ONLINE APPLICATION SUBMISSION PROCEDURE

### PERMISSION FOR LAYING/ ESTABLISHING UNDERGROUND TELEGRAPH INFRASTRUCTURE/ OFC OR TAKING FIBRE TO HOME (FORM-2)

1. Applicant sign-in (login) to RajSSO (<https://sso.rajasthan.gov.in>) portal using his/ her SSOID as shown in figure below.

Digital Identity (SSOID/ Username)

Password

3 5 9 5 6 5 Enter Captcha

Login

[I Forgot my Digital Identity \(SSOID\). Click Here](#)

[I Forgot my Password. Click Here](#)

2. After successful sign-in (login), applicant selects “TELECOM INFRASTRUCTURE (UDH/ LSG)” from the available list of applications as shown in figure below.

RAJASTHAN SINGLE SIGN ON v19.2 GOVERNMENT OF RAJASTHAN

Recent Apps Applications Bill Payments BPAS.TEST Quick Search SORT BY SIMPLE VIEW

TELECOM INFRASTRUCTURE (UDH/ LSG)

HELPDESK



## UDH/ LSG DEPARTMENT eSERVICES

3. Applicant will see the following interface i.e. CITIZEN DASHBOARD where all the applications submitted by him/ her would be listed along with their present status.

The screenshot shows the 'CITIZEN DASHBOARD' interface. On the left, a vertical sidebar has 'Menu', 'Dashboard' (selected), and 'Application' (highlighted with a red box). The main area has a 'Search Criteria' section with dropdowns for 'Form Type' (set to 'ALL') and 'App. Status' (set to 'ALL'). A 'Search' button is below. Below this is a search bar with placeholder 'Search...', a magnifying glass icon, and a clear 'X' button. To the right is a table header with columns: S.NO., SUBMITTED TO, SERVICE, APP. ID, APP. DATE/ TME, APPLICANT NAME, STATUS, and VIEW. A large warning icon (!) is centered in the table area, and the message 'There are no items that can be shown in this section.' is displayed below it. At the bottom, a footer bar includes the text 'Site designed, developed & hosted by Department of Information Technology & Communication, Govt. of Rajasthan. [Website Policy](#)' and the Indian national emblem.

4. Applicant clicks on “APPLICATION” icon as highlighted in the figure below and selects “FORM-2 Under Ground” to submit application afresh.

The screenshot shows the 'CITIZEN DASHBOARD' interface. The 'Application' icon in the sidebar is highlighted with a red box. The 'Search Criteria' section shows 'Form Type' set to 'ALL' and 'App. Status' set to 'ALL'. Below it is a list of application forms: '+Form 1: Above Ground' and '+Form-2: Under Ground', with 'Form-2: Under Ground' also highlighted with a red box. A 'Search' button is to the right. The main area is identical to the previous screenshot, showing an empty table with a warning icon and the message 'There are no items that can be shown in this section.' The footer bar includes the text 'Site designed, developed & hosted by Department of Information Technology & Communication, Govt. of Rajasthan. [Website Policy](#)' and the Indian national emblem. The URL 'https://swcstest.rajasthan.gov.in/TELECOM/Dashboard#' is visible in the browser address bar.



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5. Applicant fills all the required mandatory inputs and uploads the required and relevant supporting documents and then clicks the “SUBMIT” button to submit the application as highlighted in the figure below.

**Telecom Infrastructure (UDH/LSG)**  
Government of Rajasthan

FORM-2: APPLICATION FOR PERMISSION FOR LAYING/ ESTABLISHING UNDER GROUND TELEGRAPGH INFRASTRUCTURE/ OFC OR TAKING FIBRE TO HOME

\*mandatory input

**Authority Details**

Category\*  
Select Category

Authority Name\*  
[Input Field]

**Details of the Applicant (Licensee)**

License Details\*  
Max. 500 Character

Name of Licensee\*  
[Input Field]

Registered Address\*  
Max. 500 Character

Rajasthan Circle office Address\*  
Max. 500 Character

Name of Authorized Person\*  
[Input Field]

Designation of Authorized Person\*  
[Input Field]

Mobile No.\*  
[Input Field]

E-mail\*  
[Input Field]

Pin Code\*  
[Input Field]

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FORM-2: APPLICATION FOR PERMISSION FOR LAYING/ ESTABLISHING UNDER GROUND TELEGRAPGH INFRASTRUCTURE/ OFC OR TAKING FIBRE TO HOME

**Details of the Proposed work to be laid**

Length etc. of the proposed work (in KMS)\*  
[Input Field]

Route planned for the proposed work\*  
[Input Field]

Nature of the proposed work\*  
[Input Field]

Methodology for execution of the proposed work\*  
[Input Field]

Details of expenses that local body will necessarily be put in consequence of the proposed work\*  
Max. 500 Character

Address Type\*  
 Rural  Urban

State\*  
[Input Field]

District\*  
[Input Field]

Tehsil\*  
[Input Field]

Block\*  
[Input Field]

**Other Information for proposed work**

The details of land or building or structure where the laying of OFC/ Telegraph infrastructure is proposed.\*  
Max. 500 Character

The mode of and the time duration for, execution of the work.\*  
Max. 500 Character

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**Telecom Infrastructure (UDH/LSG)**  
Government of Rajasthan

FORM-2: APPLICATION FOR PERMISSION FOR LAYING/ ESTABLISHING UNDER GROUND TELEGRAPH INFRASTRUCTURE/ OFC OR TAKING FIBRE TO HOME

**Other Information for proposed work**

The details of land or building or structure where the laying of OFC/ Telegraph infrastructure is proposed.\*  
Max. 500 Character

The mode of and the time duration for, execution of the work.\*  
Max. 500 Character

The time of the day when the work is expected to be done in case the applicant expects the work to be done during specific time of the day.\*  
Max. 500 Character

The inconvenience that is likely to be caused to the public and the specific measures proposed to be taken to mitigate such convenience.\*  
Max. 500 Character

The specific measures proposed to be given to ensure public safety during execution of the work.\*  
Max. 500 Character

Any other matter relevant, in the opinion of the licensee, connected with or relative to the work proposed to be undertaken.  
Max. 500 Character

**Attachments**

A1  If Not Applicable, Click on Checkbox Copy of relevant license granted by the DoT\*  
Max. Size 5MB , File Format PDF, JPG, PNG

A2  If Not Applicable, Click on Checkbox The location map showing the details of under ground or over ground OFC/ Telegraph infrastructure including route planned, exact latitude and longitude, natu

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**Attachments**

A1  If Not Applicable, Click on Checkbox Copy of relevant license granted by the DoT\*  
Max. Size 5MB , File Format PDF, JPG, PNG

A2  If Not Applicable, Click on Checkbox The location map showing the details of under ground or over ground OFC/ Telegraph infrastructure including route planned, exact latitude and longitude, natu

A3  If Not Applicable, Click on Checkbox Certificate by a structural engineer attesting to the structural safety of building where the post or other above-ground contrivances is proposed to be establish

A4  If Not Applicable, Click on Checkbox Certificate of technical design by a structural engineer attesting to the structural safety of the over ground telegraph infrastructure.\*  
Max. Size 5MB , File Format PDF, JPG, PNG

A5  If Not Applicable, Click on Checkbox The detailed technical design and drawing of the post or other above-ground contrivances (in case of over ground cabling)\*  
Max. Size 5MB , File Format PDF, JPG, PNG

A6  If Not Applicable, Click on Checkbox Copy of approval issued by the DoT for locations of the above-ground contrivances proposed to be used for the transmission of Radio waves or Hertzian waves

A7  If Not Applicable, Click on Checkbox For Forest/ Protected Areas, the copy of clearance from State Environment & Forest Department, if applicable.\*  
Max. Size 5MB , File Format PDF, JPG, PNG

A8  If Not Applicable, Click on Checkbox Copy of consent of the owner of land/ building where the OFC/ Telegraph infrastructure proposed to be laid\*  
Max. Size 5MB , File Format PDF, JPG, PNG

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# UDH/ LSG DEPARTMENT eSERVICES

**Telecom Infrastructure (UDH/LSG)**  
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FORM-2: APPLICATION FOR PERMISSION FOR LAYING/ ESTABLISHING UNDER GROUND TELEGRAPH INFRASTRUCTURE/ OFC OR TAKING FIBRE TO HOME

Menu     Dashboard     Application

A6	<input type="checkbox"/> If Not Applicable, Click on Checkbox	Max. Size 5MB , File Format PDF, JPG, PNG
A7	<input type="checkbox"/> If Not Applicable, Click on Checkbox	For Forest/ Protected Areas, the copy of clearance from State Environment & Forest Department, if applicable* Max. Size 5MB , File Format PDF, JPG, PNG
A8	<input type="checkbox"/> If Not Applicable, Click on Checkbox	Copy of consent of the owner of land/ building where the OFC/ Telegraph infrastructure proposed to be laid* Max. Size 5MB , File Format PDF, JPG, PNG

**Declarations**

1. I hereby declare that I have carefully read the policy. I fully comply with the terms and condition therein.  
2. I understand that this application, if found incomplete in any respect and/ or if found with conditional compliance or not accompanied with the processing fee, shall be summarily rejected.  
3. I understand that processing fee is non-refundable irrespective of whether or not the permission is granted to me.  
4. I declare that if at any time any averments made or information furnished by me is found incorrect or false, my application shall be liable to be rejected and any permission granted on the basis of such information/ documents shall be liable to be cancelled/ rejected.  
5. I hereby make commitment that I will discharge the responsibility for restoration, to the extent reasonable and prudent, of the damage that the local body will necessarily be put in consequence of the work proposed to be undertaken.

Agree \*

**Submit** **Cancel**

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6. Applicant is presented with a confirmation window as highlighted in the figure below wherein he/ she is prompted to confirm the request submission.

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Menu     Dashboard     Application

A6	<input checked="" type="checkbox"/> If Not Applicable, Click on Checkbox	Copy of approval issued by the DoT for locations of the above-ground contrivances proposed to be used for the transmission of Radio waves or Hertzian wave
A7	<input checked="" type="checkbox"/> If Not Applicable, Click on Checkbox	For Forest/ Protected Areas, the copy of clearance from State Environment & Forest Department, if applicable Max. Size 5MB , File Format PDF, JPG, PNG
A8	<input checked="" type="checkbox"/> If Not Applicable, Click on Checkbox	Copy of consent of the owner of land/ building where the OFC/ Telegraph infrastructure proposed to be laid* Max. Size 5MB , File Format PDF, JPG, PNG

**Declarations**

1. I hereby declare that I have carefully read the policy. I fully comply with the terms and condition therein.  
2. I understand that this application, if found incomplete in any respect and/ or if found with conditional compliance or not accompanied with the processing fee, shall be summarily rejected.  
3. I understand that processing fee is non-refundable irrespective of whether or not the permission is granted to me.  
4. I declare that if at any time any averments made or information furnished by me is found incorrect or false, my application shall be liable to be rejected and any permission granted on the basis of such information/ documents shall be liable to be cancelled/ rejected.  
5. I hereby make commitment that I will discharge the responsibility for restoration, to the extent reasonable and prudent, of the damage that the local body will necessarily be put in consequence of the work proposed to be undertaken.

Agree \*

**Confirmation**

Are you sure?

**Yes** **No**

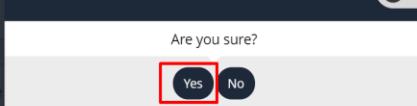
**Submit** **Cancel**

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7. Applicant clicks on the YES button as highlighted in the figure below to submit the application.



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Checkbox Max. Size 5MB , File Format PDF,JPG,PNG

A6  If Not Applicable, Click on Checkbox Copy of approval issued by the DoT for locations of the above-ground contrivances proposed to be used for the transmission of Radio waves or Hertzian waves. Max. Size 5MB , File Format PDF,JPG,PNG

A7  If Not Applicable, Click on Checkbox For Forest/ Protected Areas, the copy of clearance from State Environment & Forest Department, if applicable Max. Size 5MB , File Format PDF,JPG,PNG

A8  If Not Applicable, Click on Checkbox Copy of consent of the concerned local body to be laid Max. Size 5MB , File Format PDF,JPG,PNG

**Confirmation**

Are you sure?

**Yes** **No**

Declarations

1. I hereby declare that I have carefully read the application form and its instructions.
2. I understand that this application, if found incomplete in any respect and/ or if found with conditional compliance or not accompanied with the processing fee, shall be summarily rejected.
3. I understand that processing fee is non-refundable irrespective of whether or not the permission is granted to me.
4. I declare that if at any time any averments made or information furnished by me is found incorrect or false, my application shall be liable to be rejected and any permission granted on the basis of such information/ documents shall be liable to be cancelled/ rejected.
5. I hereby make commitment that I will discharge the responsibility for restoration, to the extent reasonable and prudent, of the damage that the local body will necessarily be put in consequence of the work proposed to be undertaken.

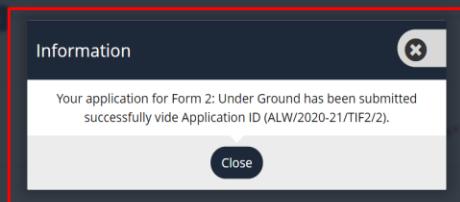
I Agree \*

Submit Cancel

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8. Applicant is immediately acknowledged the receipt of his/ her submission as highlighted in the figure below. Also, an Email/ SMS acknowledgement is sent to the applicant by system.

*Note: - System also notifies the applicant about site inspection by respective department officer.*



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FORM-2: APPLICATION FOR PERMISSION FOR LAYING/ ESTABLISHING UNDER GROUND TELEGRAPH INFRASTRUCTURE/ OFC OR TAKING FIBRE TO HOME

Authority Details

Category: URBAN IMPROVEMENT TRUST

Authority Name: UTT ALWAR

Information

Your application for Form 2: Under Ground has been submitted successfully vide Application ID (ALW/2020-21/TIF2/2).

Close

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9. Application status is now updated as “PENDING WITH <DEPT-OFFICER>” by the system as highlighted in the figure below.

The screenshot shows the 'CITIZEN DASHBOARD' of the UDH/ LSG Department eSERVICES. The search criteria are set to 'Form Type: ALL' and 'App. Status: ALL'. The search results table has columns: S.NO., SUBMITTED TO\*, SERVICE, APP. ID, APP. DATE/ TIME, APPLICANT NAME\*, STATUS, and VIEW\*. A single row is displayed, showing an application submitted to 'UIT ALWAR' for 'FORM-2: UNDER GROUND TELEGRAPH INFRASTRUCTURE' with the status 'PENDING WITH DA'. The 'STATUS' and 'VIEW\*' columns for this row are also highlighted with a red box.

S.NO.	SUBMITTED TO*	SERVICE	APP. ID	APP. DATE/ TIME	APPLICANT NAME*	STATUS	VIEW*
1	UIT ALWAR	FORM-2: UNDER GROUND TELEGRAPH INFRASTRUCTURE	ALW/2020-21/TIF2/2	29/01/2021 5:46PM	DVSD	PENDING WITH DA	

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THANK YOU