West Bengal Electronics Industry Development Corporation - IT&E:

Mobile Tower Approval

Provided as a service through 'SilpaSathi', the Online Single Window portal of the State (West Bengal)

User Manual

Mobile Tower Approval (WBEIDC – IT&E) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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Introduction

This document is intended to serve as a User Manual for grant of the service **Mobile Tower Approval by IT&E Govt. of West Bengal** through Single window of the State, 'SilpaSathi'. The service is integrated with the Single Window (SilpaSathi) and can be accessed through the SilpaSathi portal. This document has been designed as a user-friendly guide to assist applicants in filling their application forms. It will help them to familiarise with the entire procedure in a seamless manner for successful submission of application and download final Approval certificate from the SilpaSathi portal without the requirement of physical visit to the Department(s).

<u>**Salient Features of Silpasathi Portal:**</u>

- The Single Window Portal of the State of West Bengal (SilpaSathi) allows seamless integration with portals of different government departments thereby providing single login credential for various applications, eliminating the need to provide common information multiple times in different forms of various Departments, and ensuring all clearances are available from a single portal.

- It serves as a digital gateway for providing the necessary statutory compliances under the applicable Acts, Rules, Policies and Schemes of the Govt of West Bengal from a single portal.

- Business Entrepreneurs can get certificates and licences required for setting up and operating business in the State in a smooth and time-bound manner, smooth and time-bound manner, without the need to visit any government department or office.

About the Service

Mobile Tower Approval by IT&E Govt. of West Bengal is to ensure that local laws and regulations are followed when installing a mobile tower. The primary purpose of this service is to obtain permission to install and operate mobile towers, also known as cell towers or base stations, in a specific area. The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

Comprehensive Checklist of Documents to be submitted online

The applicant is required to submit the following documents in order to apply for the service:

#	Documents Required	Detailed Description
1.	Applicant / Licensee's License / Registration Certificate granted by Central Government	document issued by the Indian government to entities or individuals who have been granted a license or registration to operate a particular activity or business
2.	NOC given by the Land / Building owner	A No Objection Certificate (NOC) is a legal document that a land or building owner can provide to certify that there are no objections to transferring property

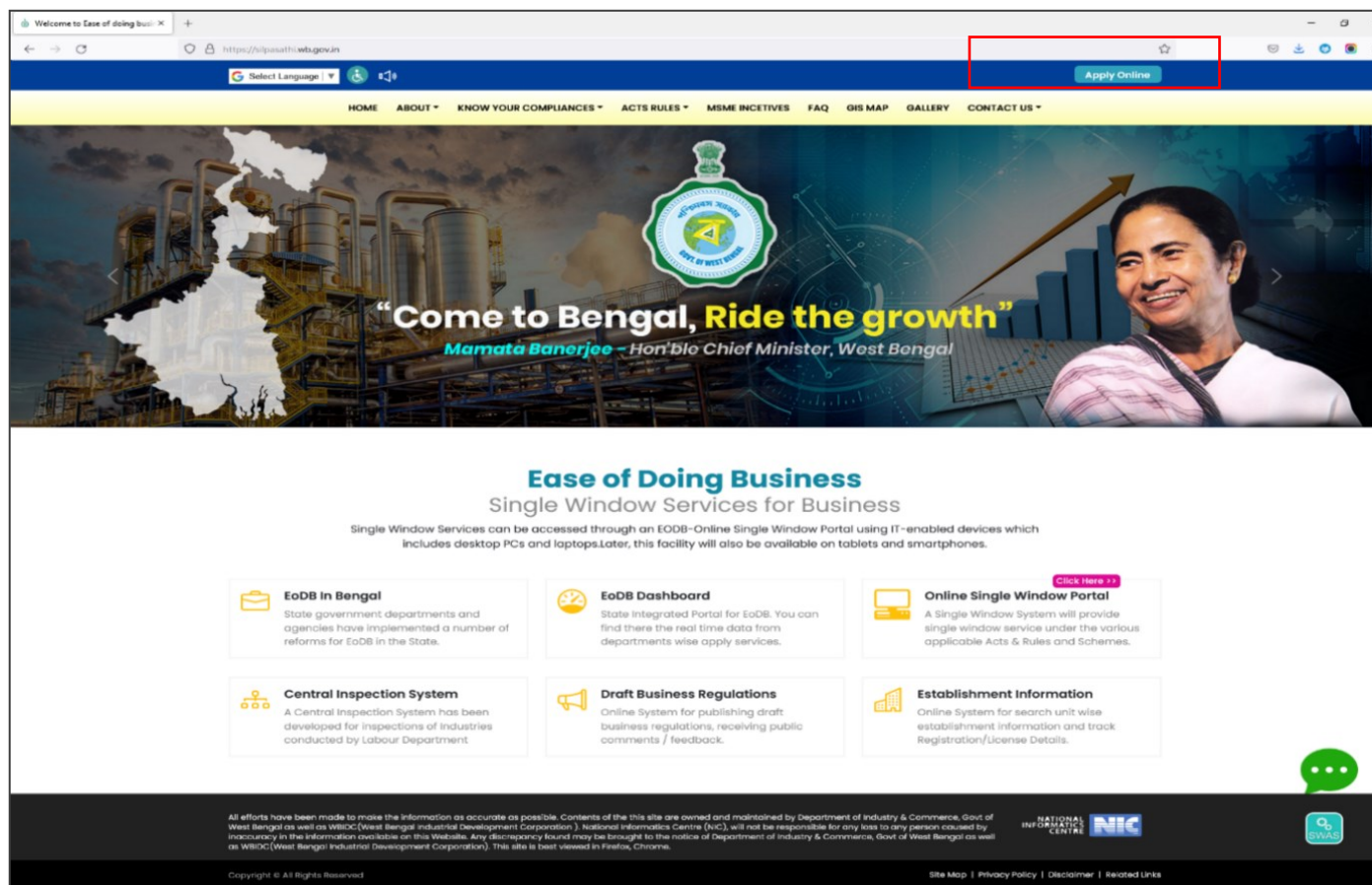## *Mobile Tower Approval (WBEIDC – IT&E)* provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

| #	Documents Required	Detailed Description
3.	For Forest / Protected Areas, the copy of NOC from State Environment and Forest Department (if applicable)	This document is necessary to ensure compliance with environmental regulations and to verify authorization for development activities within protected areas or forests
4.	Signed project report with details of installation of all items / machineries / fitting with description of all dimensions/ length/ height/ weight/ technical specifications with technical vetting from competent Authority	This document is likely a comprehensive summary of a construction or installation project.
5.	Adequate Bank Guarantee to indemnify the restoration work, self -assessed and self- certified by the applicant	An Adequate Bank Guarantee (ABG) is a financial instrument that ensures timely completion of restoration work
6.	Signed Deed with Land / Building Owner	A signed deed with a land or building owner is a formal document that transfers ownership of a property
7.	Location map from any publicly available source (scale 1: 1000) showing the site with its latitude and longitude	Location map mentioning latitude and longitude
8.	Detailed technical design and drawing of tower / past or other above ground infrastructure including the specification of foundation	detailed technical design and drawing of tower/past above ground infrastructure, including the specification of the foundation
9.	Underwriting to take care of any loss or injury due to accident caused by the tower (including a declaration to the effect that the applicant shall take special precaution for fire safety, lightning and he shall be slowly responsible for civil or criminal case arising therefrom) (should be given in company letterhead with seal and signature)	Underwriting to take care of any loss or injury due to accident caused by the tower

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| #	Documents Required	Detailed Description
10.	Structural stability certificate	A structural stability certificate is a document issued by a government agency or a certified structural engineer to confirm that a building or structure meets the minimum requirements for stability and safety.
11.	Signed NOC issued by the fire and emergency department (in case of high rise buildings where fire clearance is mandatory)	A signed No Objection Certificate (NOC) from the fire and emergency department is a document that verifies a structure's overall fire safety and ensures the safety of its occupants
12.	SACFA clearance certificate / SACFA application for the said location submitted to WPC wing of the DOT with Registration number as WPC acknowledgement	A SACFA clearance certificate is a document that allows a service provider to operate a radio station or similar facility within a specific frequency range
13.	Acknowledge received/ issued by TERM cell on the basis of self-certificate submitted by license in respect of mobile / base Trans receiver station (BTS) / establishing / certifying that all general public areas around the tower shall be within safe electromagnetic radiation (EMR) exposure limit as per peak measurement after the antenna's stars radiating	Acknowledge received/ issued by TERM cell
14.	Any other documents (old NOC)	Any other documents

Timeline (WBRTPS)

Mobile Tower Approval *(Timeline not issued)*

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Instructions related to the application form

Sl. No.	Field Name	Instructions
Details of Applicant / Licensee		
1.	Name of Applicant / Licensee	Enter full name of applicant
2.	Complete Registered Postal Address with Pin	Enter in detail the full address of the applicant
3.	Mobile Number	Enter phone number
4.	Alternate Mobile Number	Alternative number if any
5.	Email ID	Enter email ID
6.	Landline Phone	Enter Landline number if any
Details of the proposed Work		
1.	Application Type	Select type of application from dropdown (Ex – Installation of Tower (Telecom/ Mobile)
2.	Infrastructure Type	Select from drop-down (Overground/Roof Top/etc)
3.	Area of Land or Roof Top	Enter approximate area of Land area
4.	Specific Name and Nature of Work	Enter description of the work in detail
5.	Complete Site Address	Enter address of site
Details of the Property		
1.	Property Type	Select from dropdown (Public Property/ private property/ etc)
2.	Property Region Type	Select from drop down (Urban / rural)
3.	Consent given by Landowner	Select Yes / No
4.	Landowner Contact Number	Enter Contact details of landowner
Other Information		
1.	Entire duration of execution of work	Calculate and enter days
2.	Entire restoration work to be completed within (According to telecom guidelines Para 6.(b) (3)(iv)	Enter tentative date
3.	Approximate amount of money	Enter amount of money to be invested for completing the project
4.	Location Map	Location Map from any Publicly Available Source (Scale 1:1000) showing the site with its Latitude & Longitude

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Application Process through SilpaSathi

1. Online Application submission along with online submission of documents

In order to complete the user registration, the applicant has log on to **https://silpasathi.wb.gov.in**/ and click on 'Apply online' button.

Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and **proceed for registration**.

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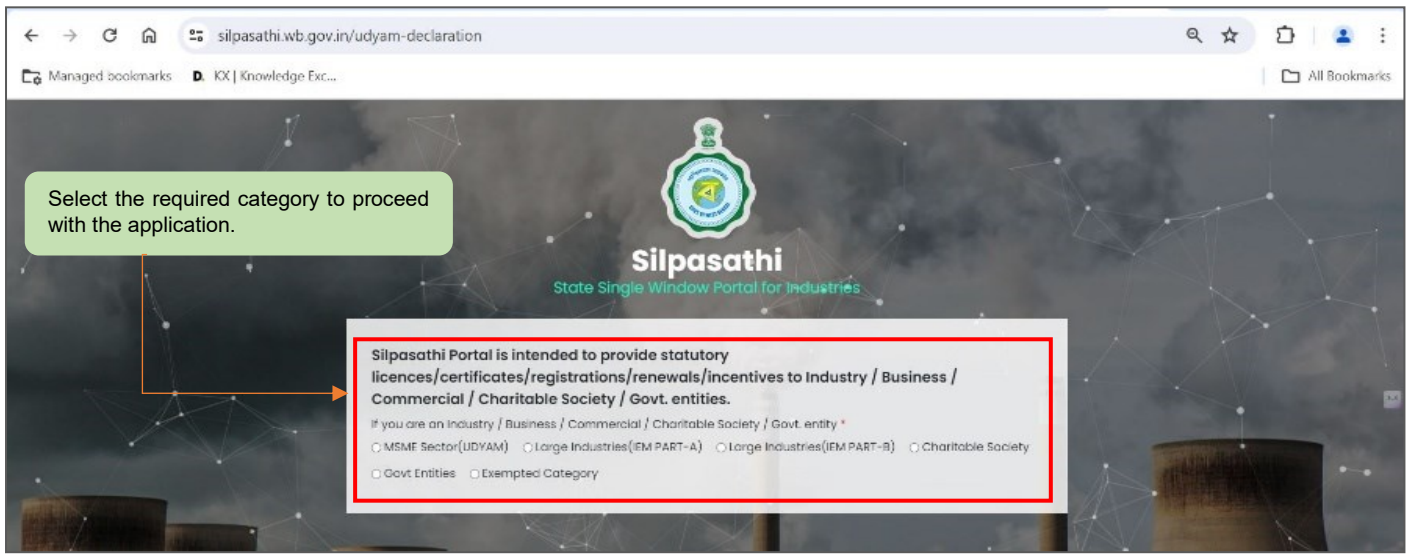
A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

The 'User Registration' window will appear with the relevant fields that the applicant needs to fill accurately and click on 'Register' as shown by the below screenshot. In case the applicant already has an account, click on the 'Sign In' button and login using valid **User ID, password and Captcha.**
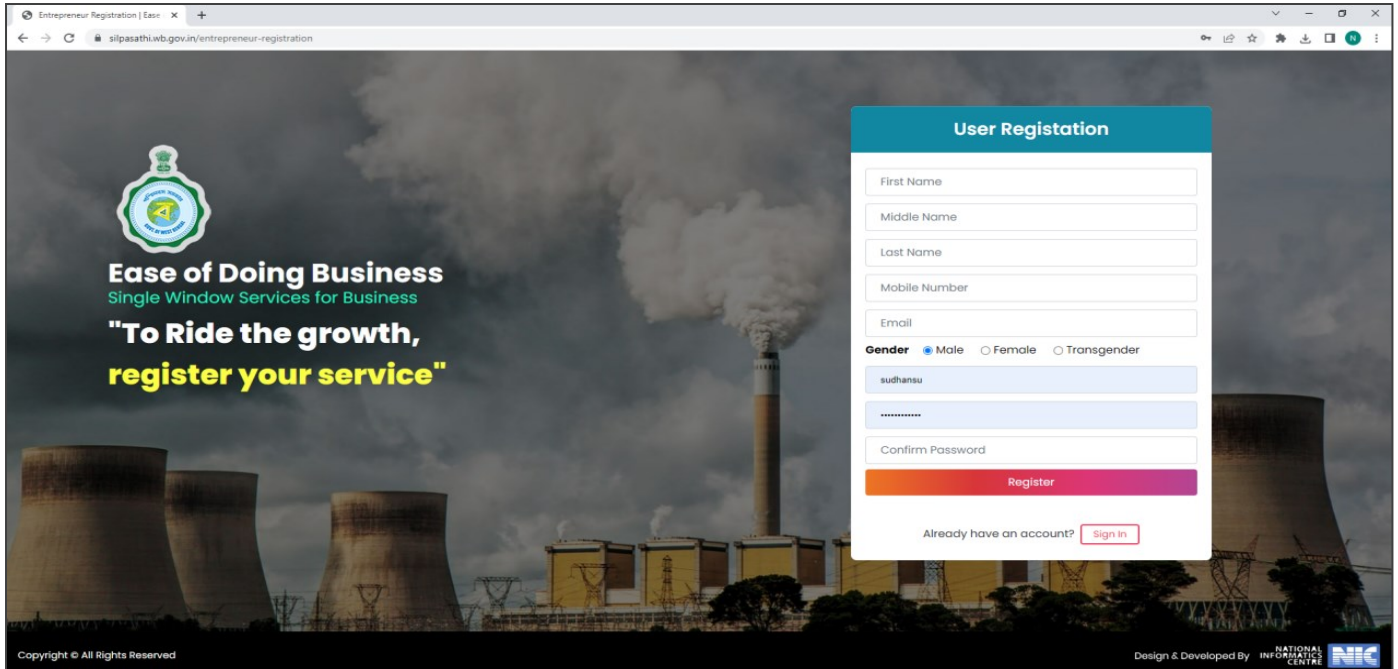
Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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Mobile Tower Approval (WBEIDC – IT&E) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)
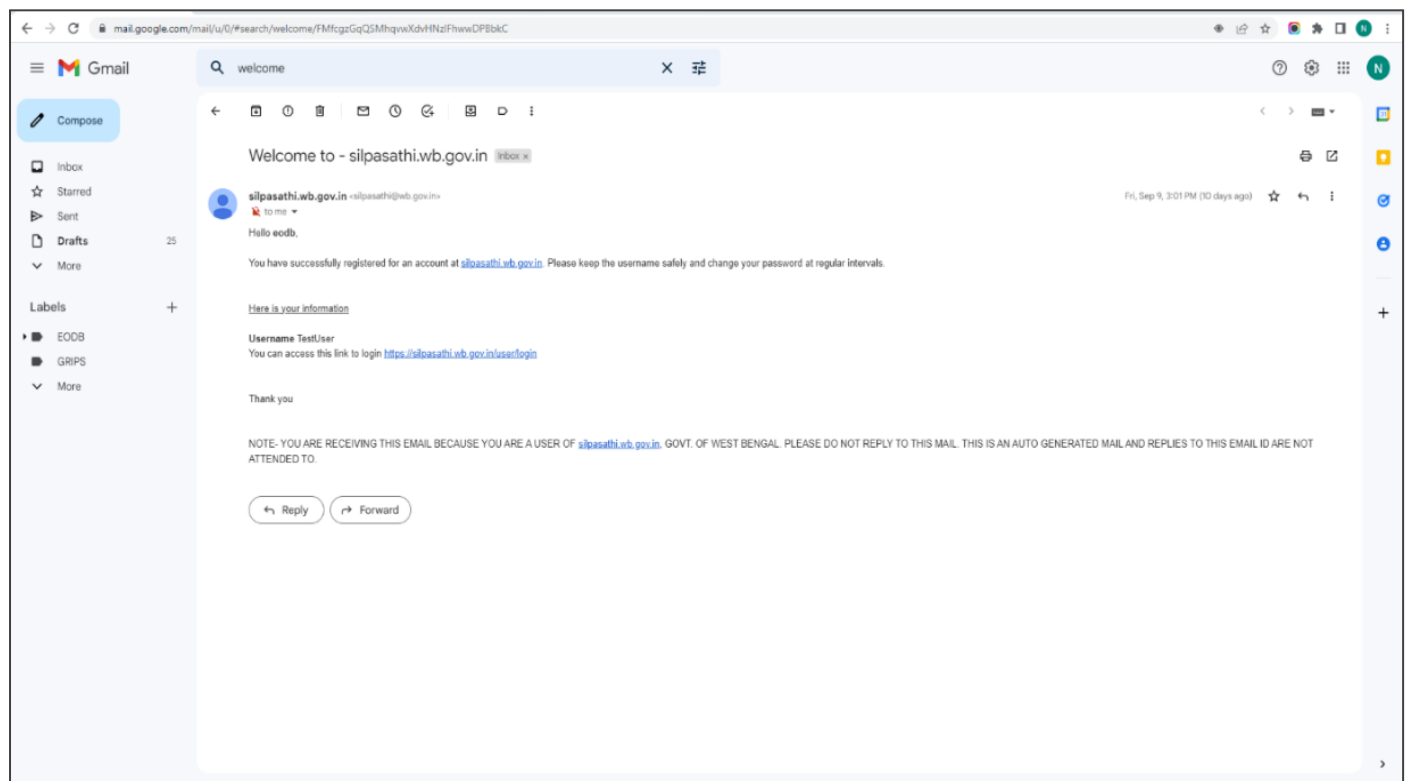
Online Application submission

Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.
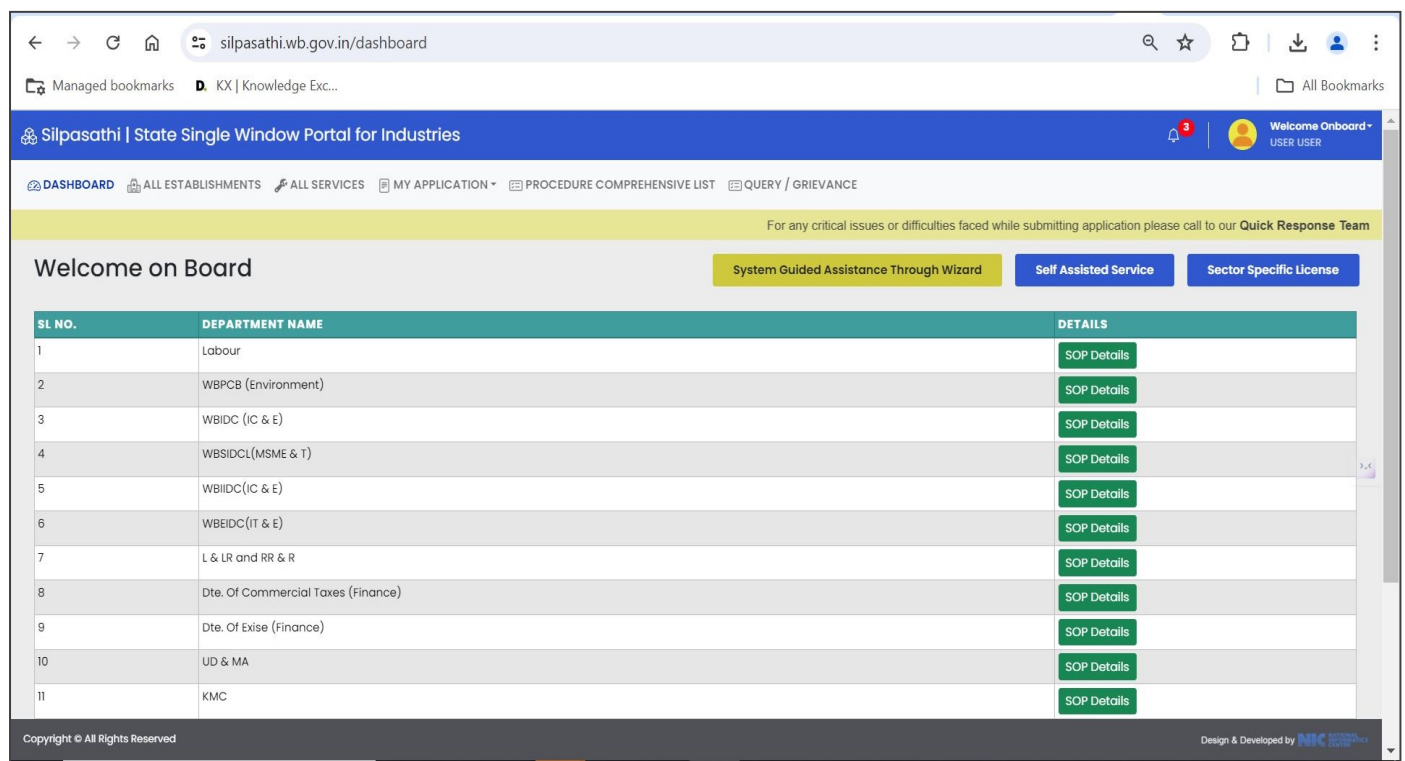
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The applicant has to click on 'ALL SERVICES' to view the list of all services mapped with their corresponding departments.
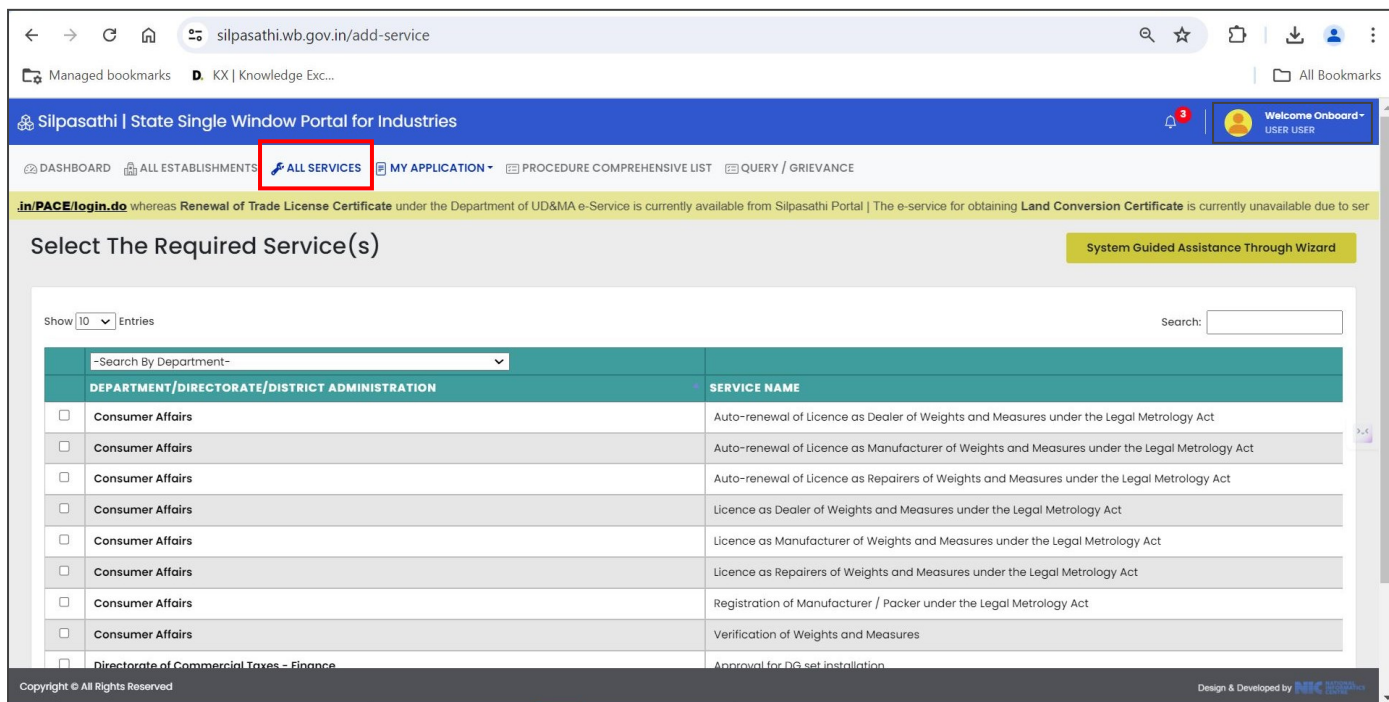
Once done, a list of services will appear. Applicants need to click on the checkbox adjacent to the service named **Mobile Tower Approval**
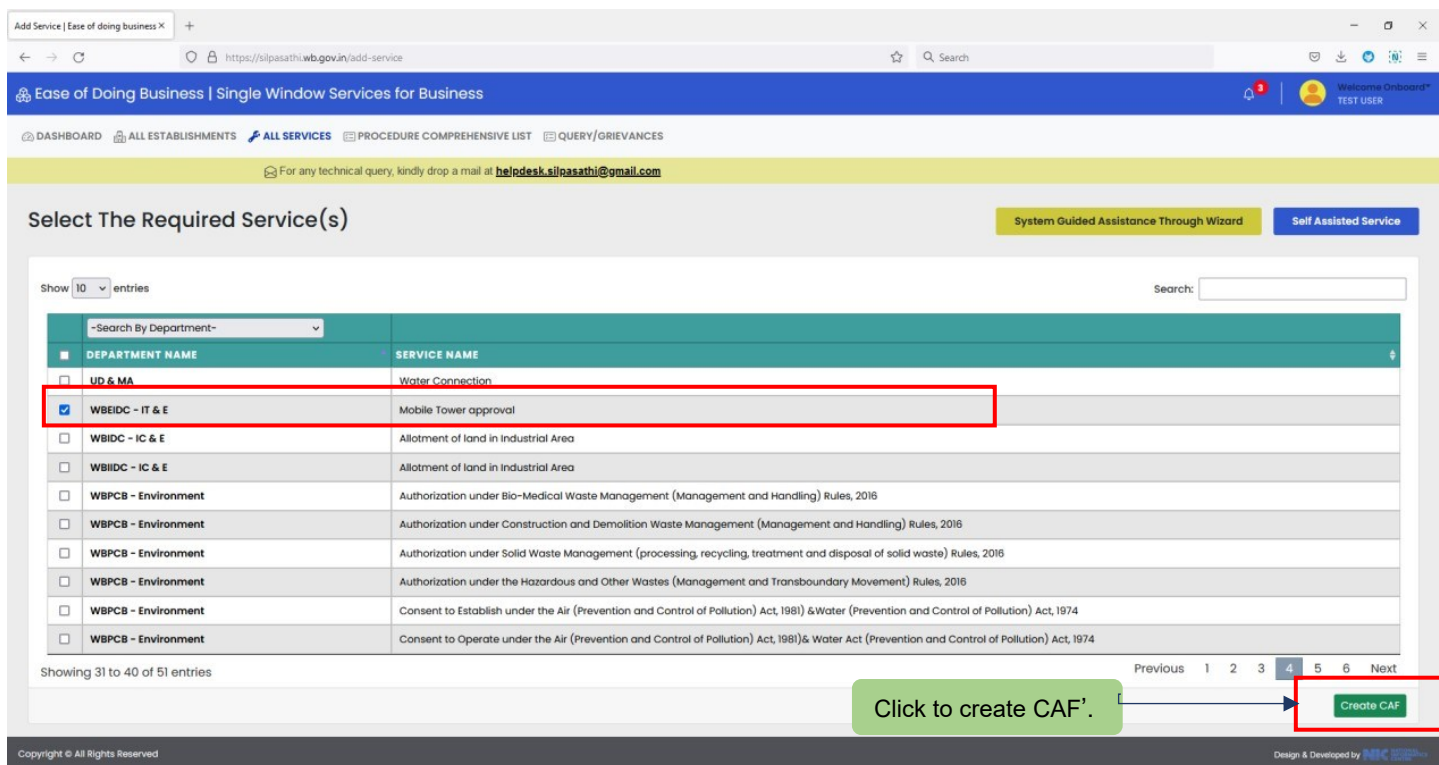
After selecting the service **Mobile Tower Approval**, the applicant has toclick on **'Create CAF'.** Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

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Applicant's Dashboard

> **CAF ID generated.**

> **Click on 'Apply Online' to proceed with the application.**

After clicking on '**Apply Online'** option, the applicant shall be redirected to the main application form. The applicant will have to fill in the required details and review the application form (screenshot below):

> **Application Form**

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Upon completion of the application process the applicant clicks on the **'Submit'** button for final submission of the application. Please refer to the screenshots below for detailed illustrations.

The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on '**Browse'.** Once the required file is selected, the applicant has to click on **'Upload'** button to upload the files successfully.

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The applicant must select the files and upload.
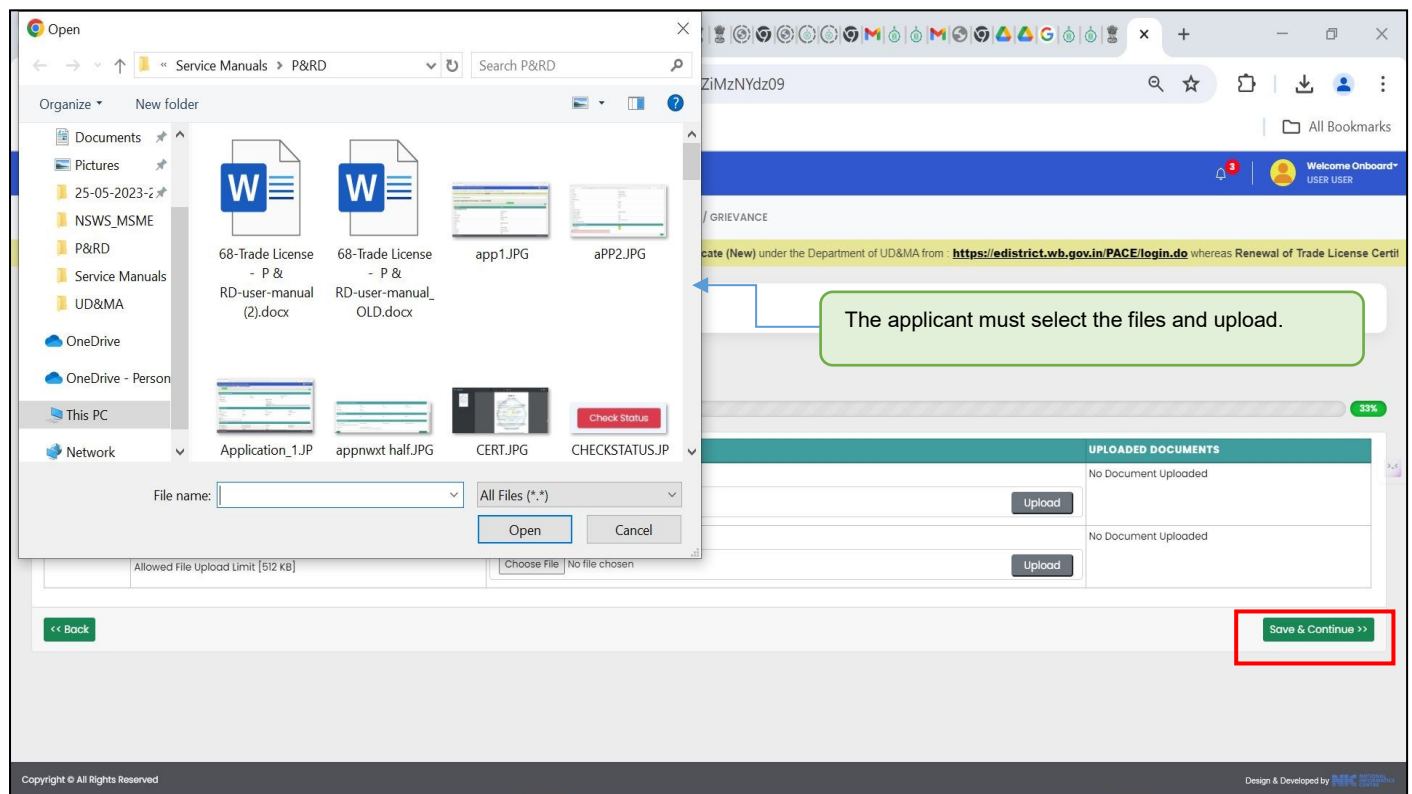
The applicant is required to upload **required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue'**to proceed with the application.

The applicant can upload all required files.
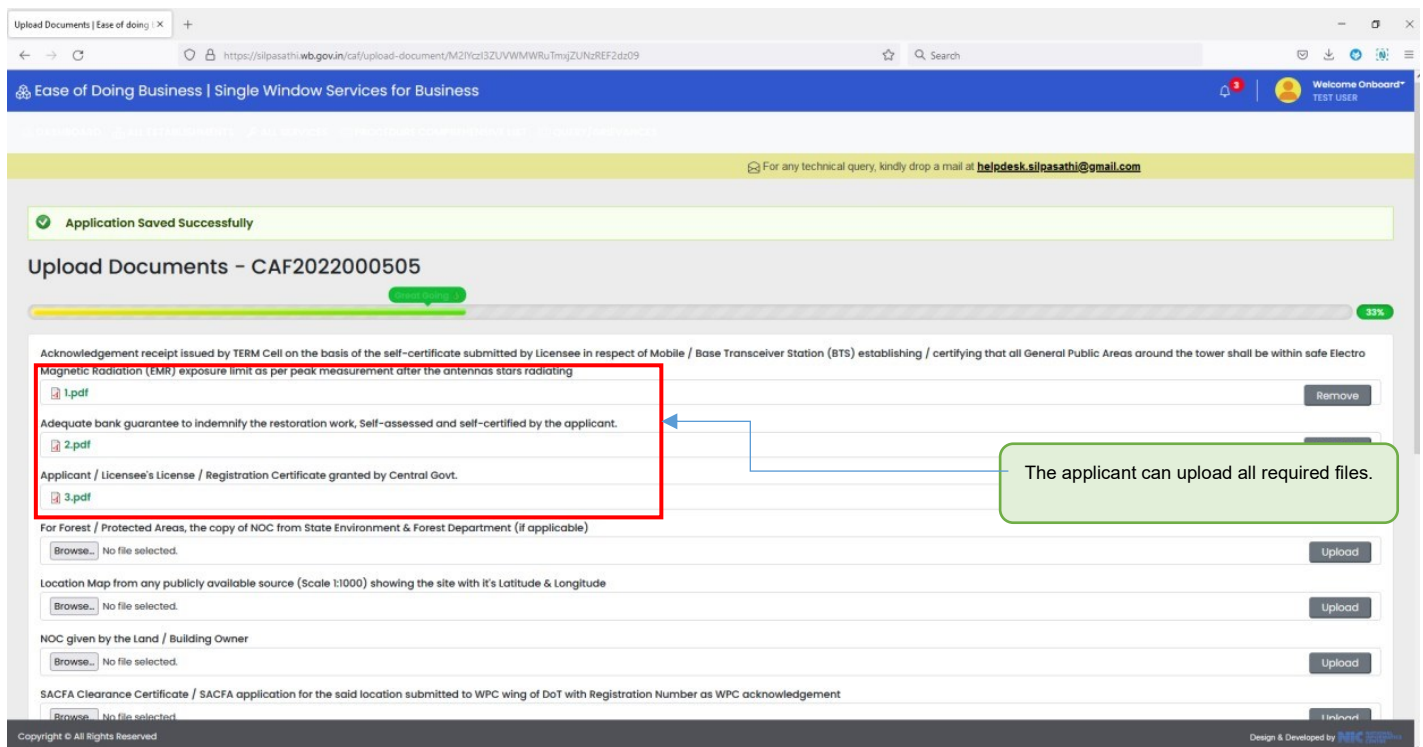
The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to '**Submit'** button, as illustrated in the screenshots below.

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Declaration statement

Click on submit for submission of application.

On clicking on 'Submit' link, the following webpage appears post submission of application with updated Status.
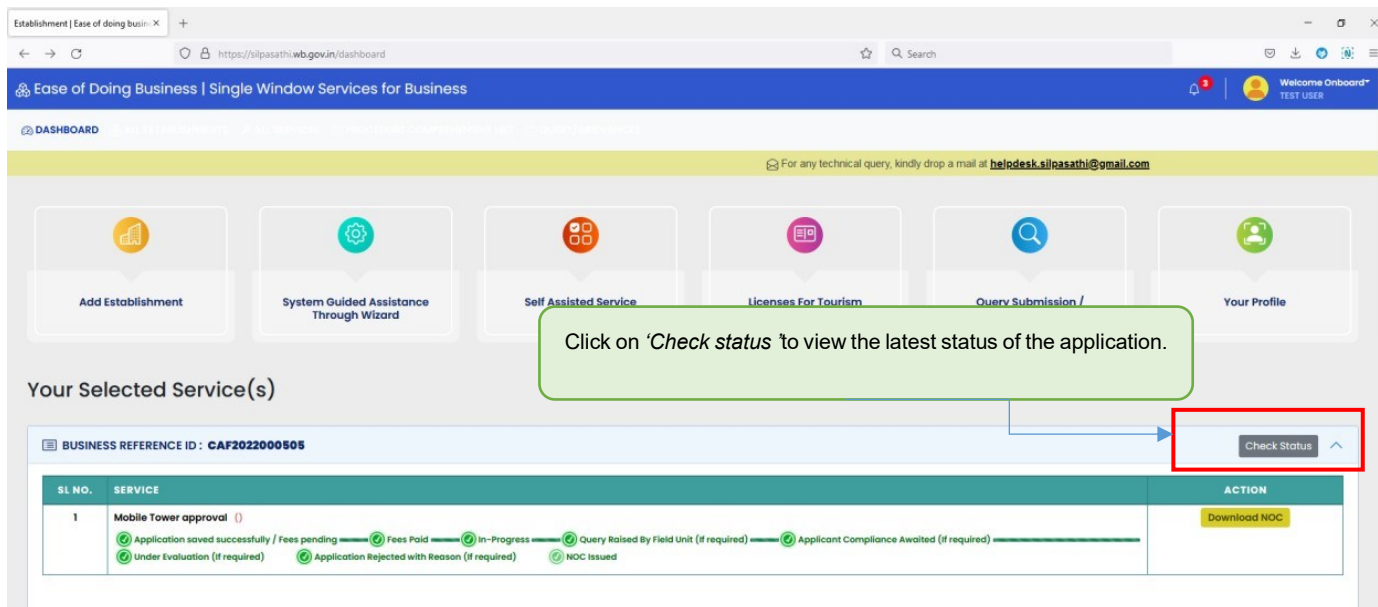

Status updated.

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The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.
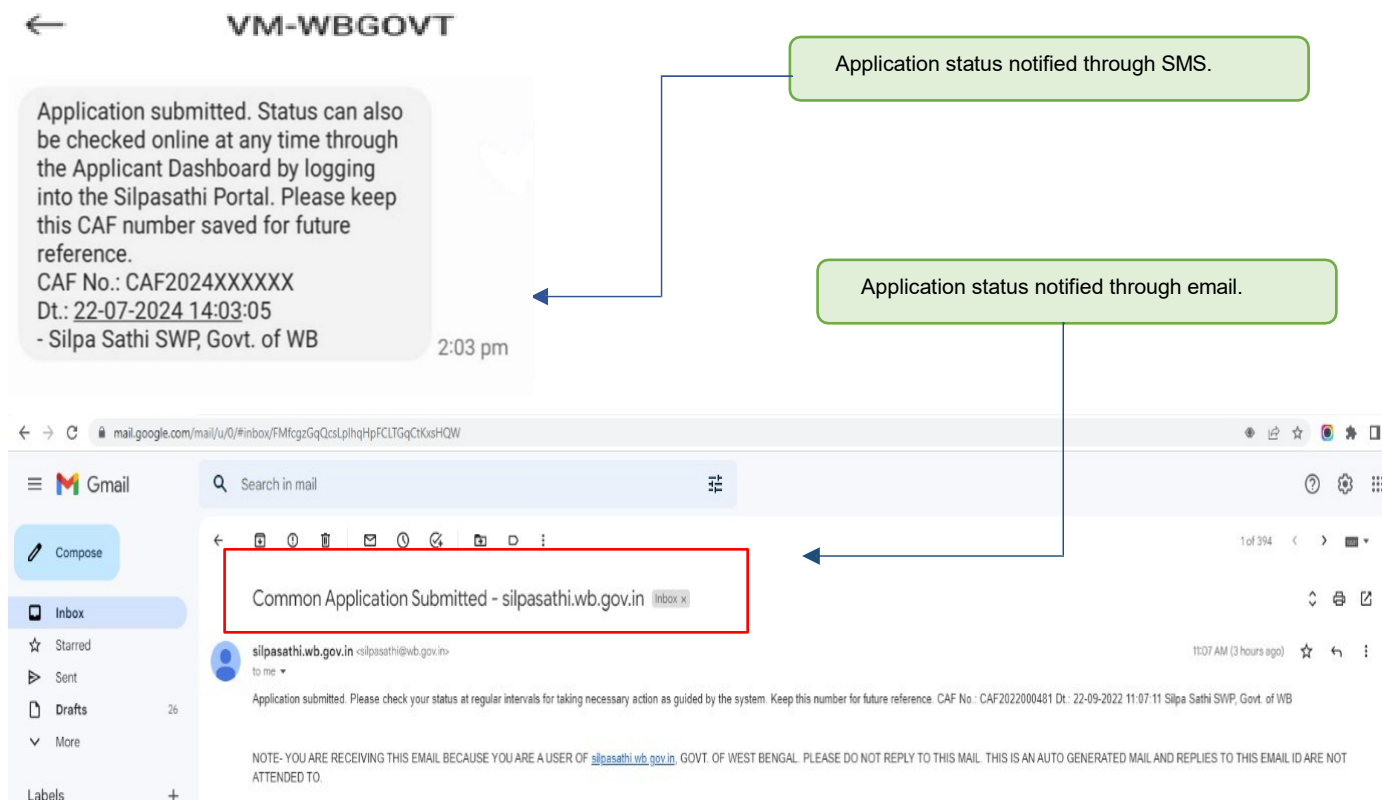
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2. Online Payment of fees

The applicant is now required to pay the required fees based on the application filled by the applicant. The applicant has to click on '**Pay Now**' option and proceed with the payment procedure. The screenshot below provides an illustration:

Applicant's Dashboard

The payment procedure has been illustrated as per the following screenshots. The applicant can proceed with the payment after clicking on the *'Proceed for payment'* option.

The applicant is redirected to the **GRIPS portal** to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.

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The applicant has to enter the correct details for payment transaction and proceed with the payment process.

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Select Payment mode for payment.

After successful payment of fees, the user is displayed the updated status of the application as illustrated in the screenshots below. The page is redirected to webpage showing status as completed against "Fees Paid".

Status updated.

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3. Track Status of Application

The applicant is required to click on **'Check Status'** to view further.

Applicant's Dashboard

Current status appears in the Status Dashboard (Screenshot below).
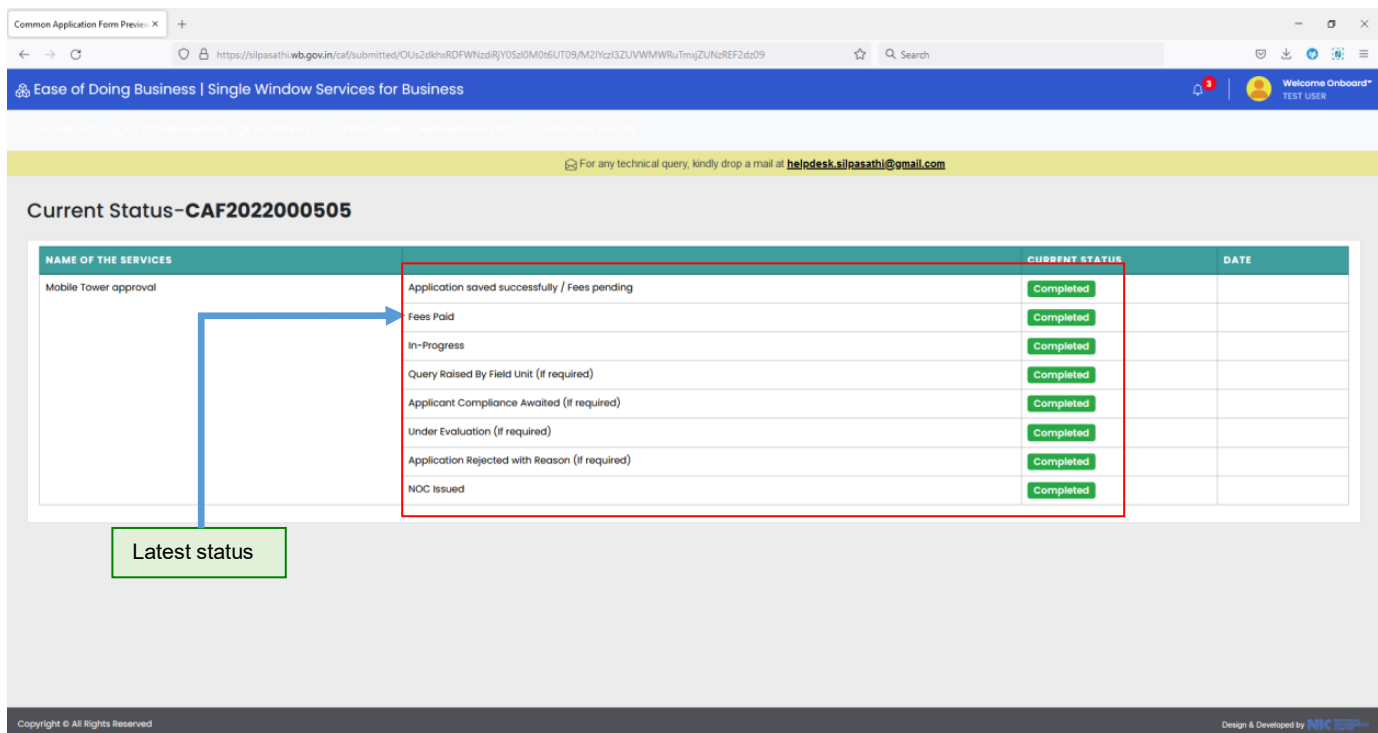
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4: Online Download of final approval certificate

Applicant's Dashboard

Note: Latest status can be seen any time through Applicant's Dashboard

Click on 'Download NOC.
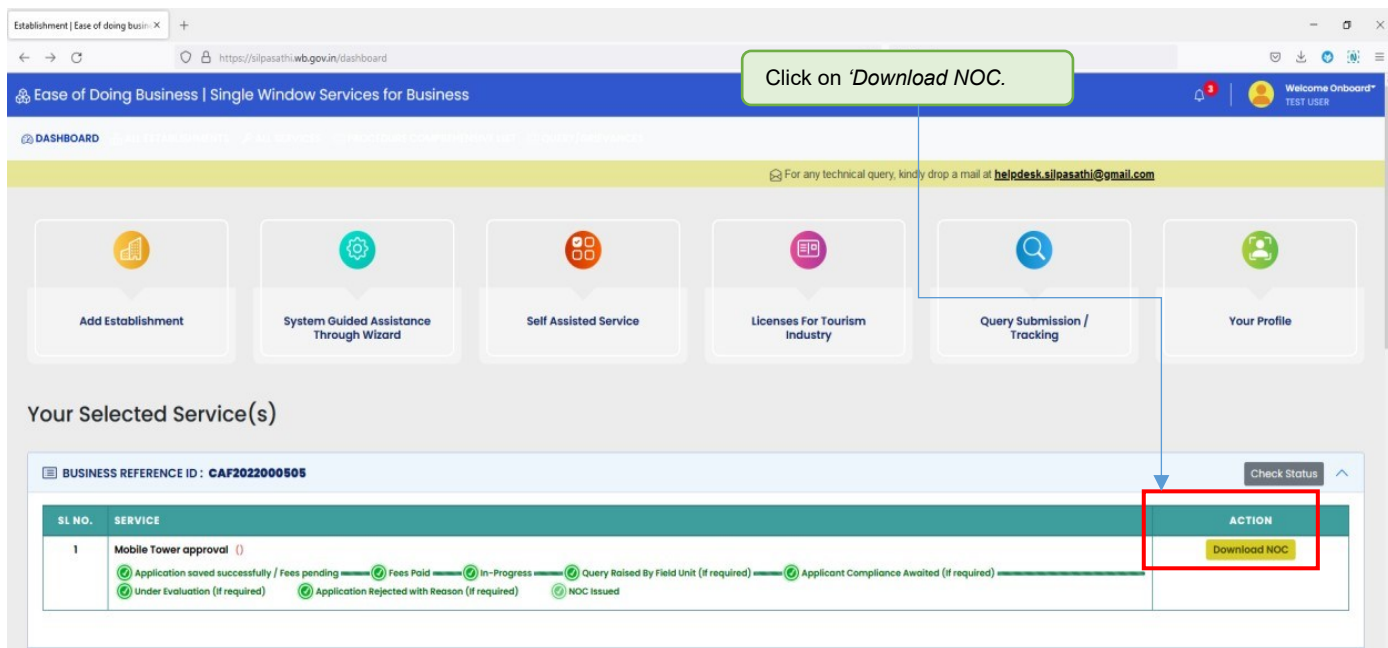
The applicant shall now be able to download the final certificate after final approval of application. The applicant has to click on **'PDF'** icon to download the Final Approval Certificate issued.

The certificate as downloaded has been illustrated in the screenshot below:
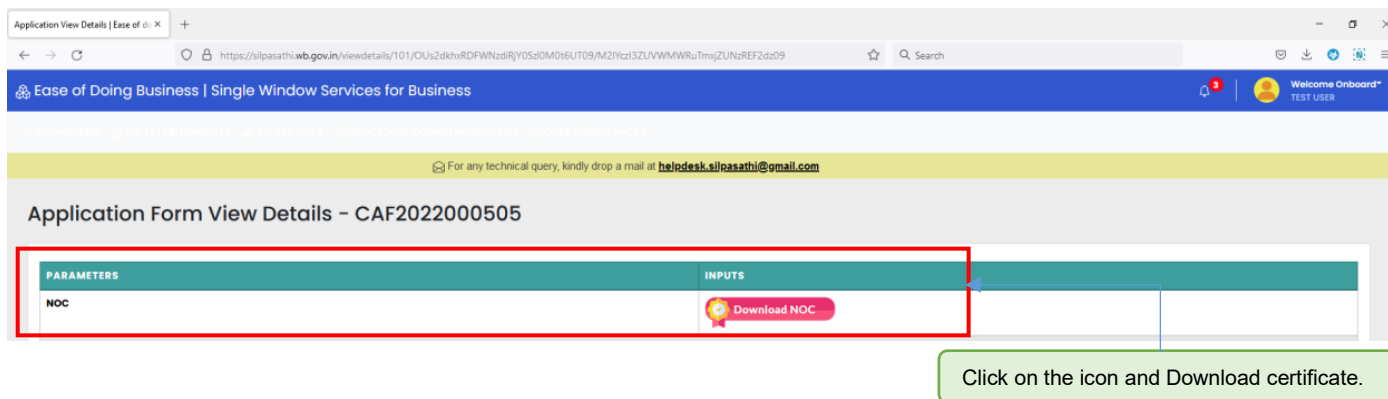
Click on the icon and Download certificate.

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The Final Certificate gets downloaded (Screenshot)
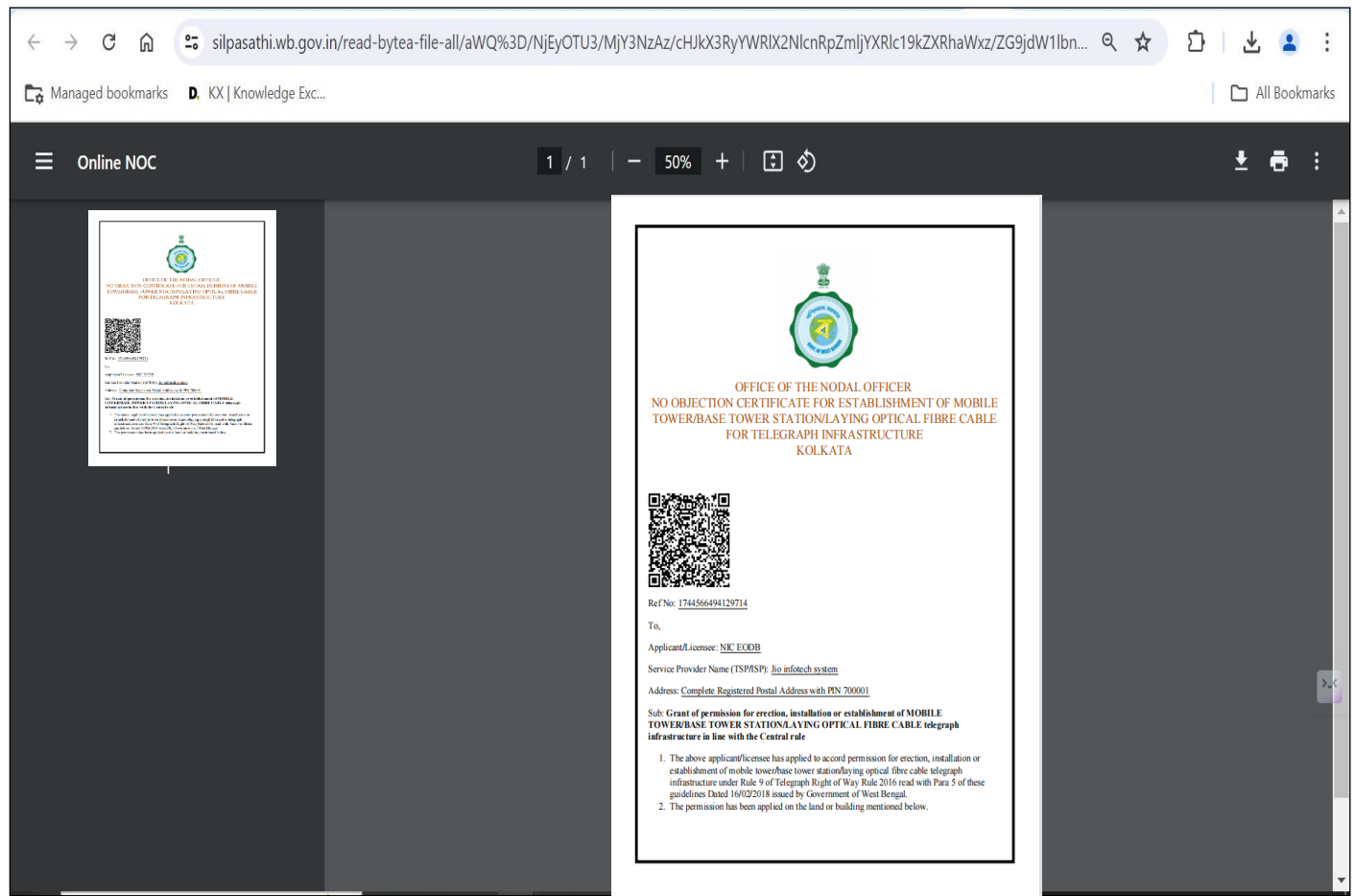
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One Approval certificate document has been illustrated below:

OFFICE OF THE NODAL OFFICER
NO OBJECTION CERTIFICATE FOR ESTABLISHMENT OF MOBILE TOWER/BASE TOWER STATION/LAYING OPTICAL FIBRE CABLE FOR TELEGRAPH INFRASTRUCTURE
KOLKATA

Ref No: 1744566494129714

To,

Applicant/Licensee: NIC EODB

Service Provider Name (TSP/ISP): Jio infotech system

Address: Complete Registered Postal Address with PIN 700001

Sub: Grant of permission for erection, installation or establishment of MOBILE TOWER/BASE TOWER STATION/LAYING OPTICAL FIBRE CABLE telegraph infrastructure in line with the Central rule

1. The above applicant/licensee has applied to accord permission for erection, installation or establishment of mobile tower/base tower station/laying optical fibre cable telegraph infrastructure under Rule 9 of Telegraph Right of Way Rule 2016 read with Para 5 of these guidelines Dated 16/02/2018 issued by Government of West Bengal.
2. The permission has been applied on the land or building mentioned below.

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5: Third Party verification details

Third party verification is a process by which any independent user / third party verifies an individual's license and registration details online check authenticity of the Certificate without logging into the portal.
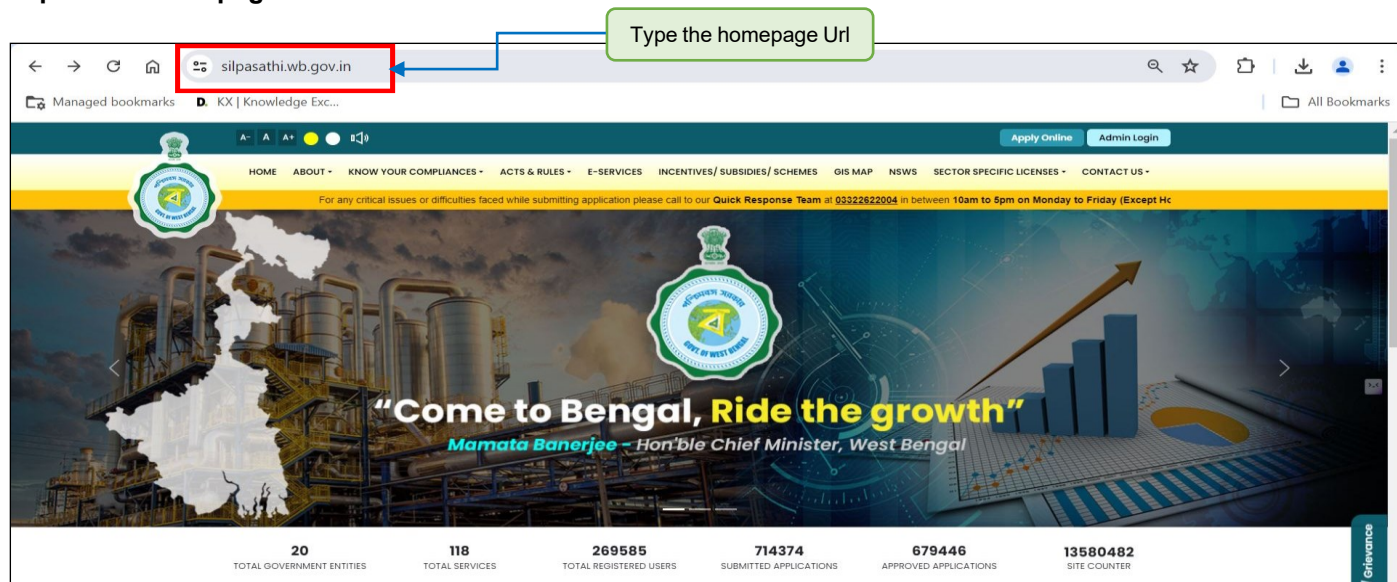
Third part verification process

The applicant or any user has to log in to **https://silpasathi.wb.gov.in**/.

A user (any third party) needs to click on '*Third party Verification'* section in the homepage and enter registration number / license number and then click on 'Search' link, for Verification of Certificate.
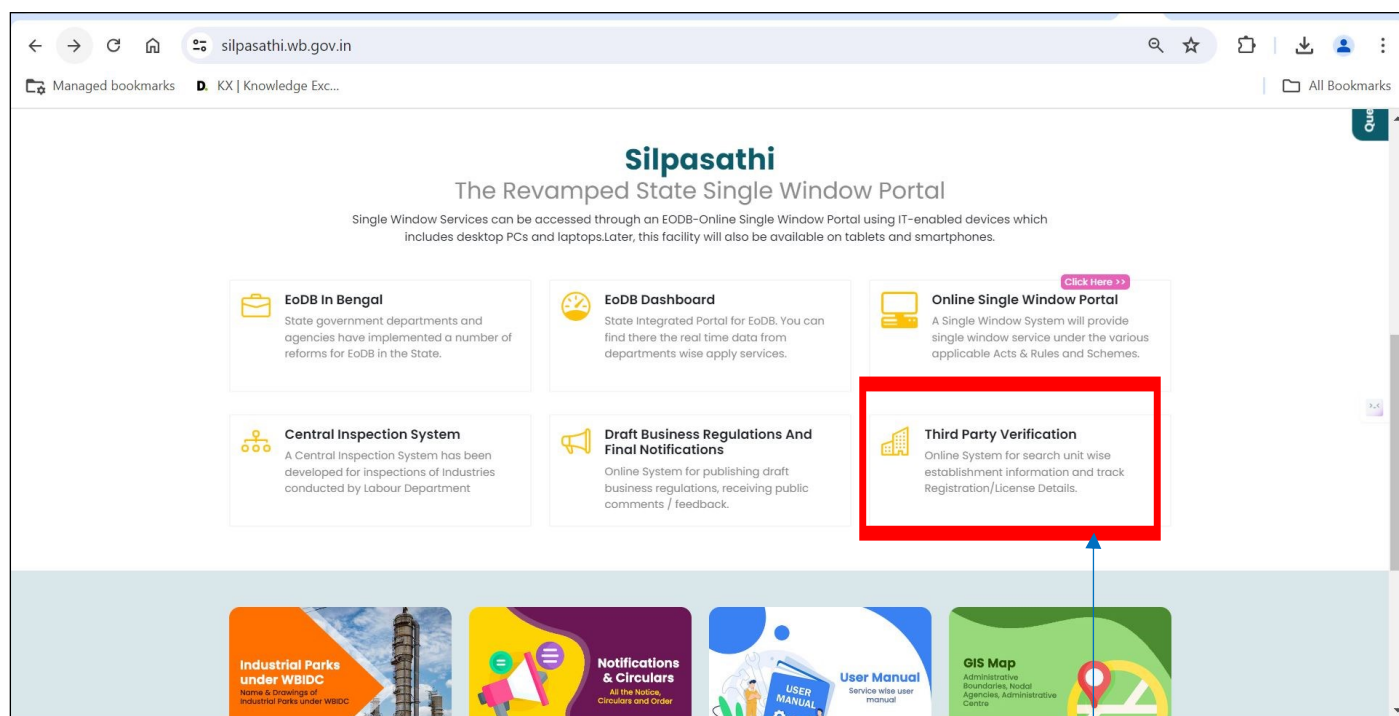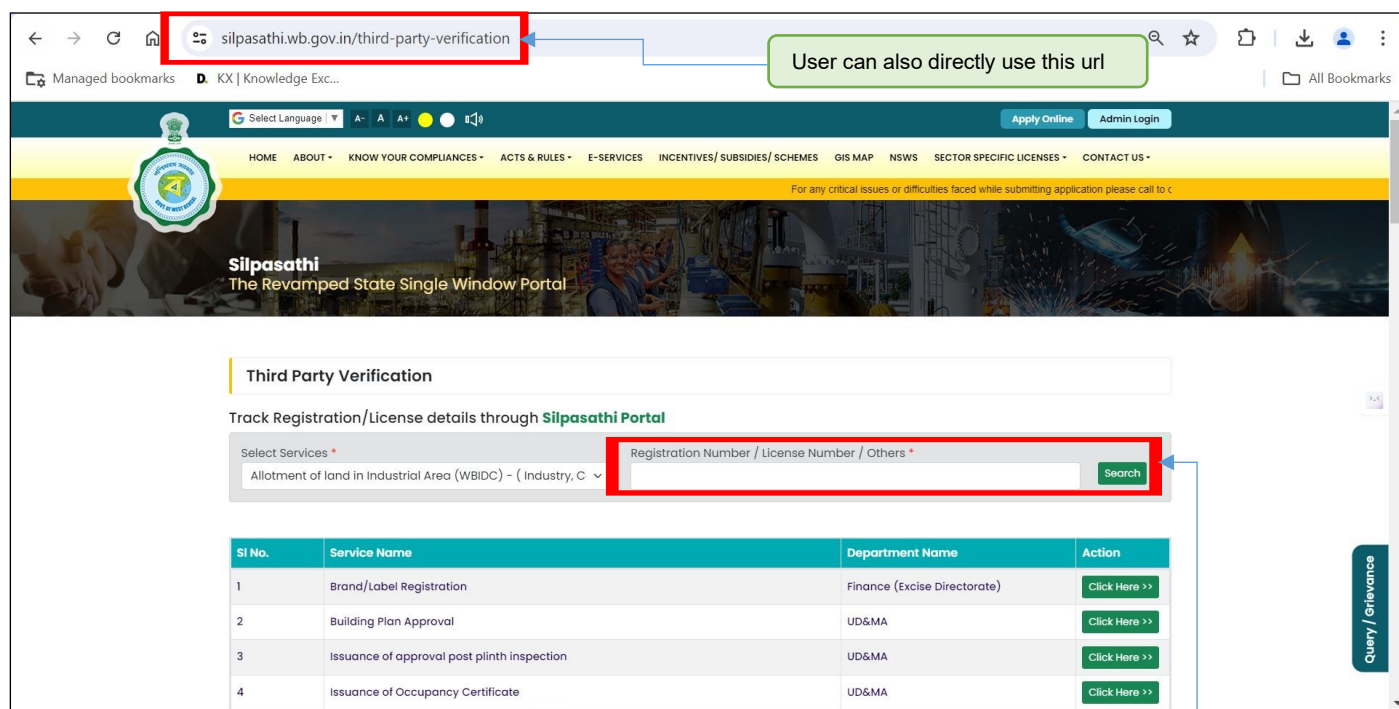
(Screenshots below):

SilpaSathi Homepage

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Applicant selects the service and then enter the Certificate/ Approval numb[ ]d clicks on 'Search' to view details of certificate.

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License details can be viewed after entering correct license number and clicking on Search.

The third party can view the details as illustrated below:

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