



## Guidelines to Apply for NOC for Establishment of In-Building Solution

### 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 In-Building Solution

- After login, applicant will be redirected to the dashboard. Click on **Application Form** side menu/tab. Thereafter, click on **In-Building Solution (IBS)** tab. Application Form for NOC for Establishment of In-Building Solution will open on the screen thereafter. Applicant will have to submit the form by filling details in following 05 steps appearing on screen:

#### 1 – Submit Basic Details

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



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- Project Code
- Project Description
  
- **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:
  - District
  - Area Category
  - Local Authority to whom you want to intimate
  - Type of Installation Site (Building/Land/Utility Pole)
    - **In case of Building:**
      - Department Name
      - Building Name
      - Building Height (in Meter)
      - Number of Floors in Building



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- Type of Building
- **In case of Land:**
  - Plot/Khasra No.
  - Area of Land to be Occupied (in sq. ft.)
  - Type of Land
- **In case of Utility Pole:**
  - Department Name
- Common Details of Installation Site
  - Address
  - Road/Street
  - Block/Village/Locality
  - City/Town
  - 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**
- Period of Agreement (Number of Years)
- Category of Equipment
- Number of Antennas
- Height of Equipment (in Meter)
- Weight of Equipment (in Kg)
- Is Electricity Connection Available? (Yes/No)
- 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
  - 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 & contact details of agency's concerned employee/person for communication purpose in regards to application made
- 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.



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**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
  - Copy of the Type Test Certificate issued by Automotive Research
  - Drawing of the Equipment along with specifications of foundations and design parameters
  - Indemnity Bond (Original) to take care of any loss or injury to accident caused by the Equipment
  - Copy of Permission/NOC from Administrative Authority/Authorized Person of Building/Land/Utility Pole
  - Any other Certificate/NOC required by the Authority from time to time

*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.

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

**Step 4- Processing of Application**

- After submission, application will be forwarded to the concerned Authority for further processing. Thereafter, authority will acknowledge the receipt of Application.

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