



## Guidelines to Apply for NOC for Laying of Optical Fibre Cable (Aerial)

### 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 Laying of Optical Fibre Cable (Aerial)

- After login, applicant will be redirected to the dashboard. Click on **Application Form** side menu/tab. Thereafter, click on **OFC Aerial** tab. Application Form for NOC for Laying of Optical Fibre Cable (Aerial) 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



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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 from whom Permit is required
  - Map you want to use (Google Map/Open Street Map)
  - Cable to be Laid From (Location Name)
  - Cable to be Laid Upto (Location Name) *Click on **Get Route** button thereafter to fetch the location in Map*
  - Length of Cable to be laid (in KM) *Same will get auto-filled on the basis of locations, you can edit the length if required*
  - Number of Poles to be Used



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- **Area Details where work has to be executed**
  - Village/City/Town
  - Tehsil/Block
  - District
- 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
- 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
  - Copy of Clearance from State Environment & Forest Department, if applicable
  - Indemnity Bond (Original) to take care of any loss or injury
  - Copy of Agreement with the concerned Electricity Distribution Company (DISCOM)
  - Route Plan along with GIS Map
  - NOC from NHAI, ASI, Airport Authority if required
  - Any other Certificate/NOC required by the Authority from time to time



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- The details of expenses that such appropriate authority will necessarily be put in consequence of the work proposed to be undertaken by the applicant
- Authorisation from various State Govt. Agencies / PSU or Public for use of their land for OFC laying
- UNDERTAKING on whether he will continue to discharge the responsibility for restoration

*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.

#### **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.



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*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.*