



**User Manual**  
**For**  
**Telecom Infrastructure Facilitation and Management**  
**System**  
**(Local Authority)**  
**Developed For**



**Electronics & Information Technology Department,**  
**Government of Odisha**

**Version 1.0**  
**Designed & Developed By:**

**omni-NET<sup>®</sup>**  
**TECHNOLOGIES PVT. LTD.**

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## **1. Introduction**

### **1.1 Purpose**

This document is User manual for Telecom Infrastructure Facilitation and Management System (TIFMS) to implement Odisha Mobile Towers, OFC and related Telecom Infrastructure Policy 2017. The web based System will be developed for Electronics & Information Department, Government of Odisha.

The proposed web System will provide the means for Telecom Infrastructure/Service Providers to submit online application for seeking permission to establish Mobile Tower, Micro Communication Equipment, In-building System (IBS), Cell on Wheel (CoW) and lay Optical Fibre Cable Aerial, Optical Fibre Cable Underground and use Duct to Lay Optical Fibre Cable. Apart from this, the Telecom Infrastructure/Service Provider will register grievance related to their application and get the status of their application and grievance through this web system.

The Citizen/Association Head/Public Representative will also be able to register grievance related to Telecom Infrastructure.

The Concerned Local/ District/ State Authorities of Government of Odisha will process the received applications and redress the received grievances of Citizen/Association Head/Public Representative and Telecom Infrastructure/Service Providers using this web System.

Apart from this, the Concerned Local/District/State Authorities of Government of Odisha will also manage the Bank Guarantee (BG) received against the applications of Optical Fibre Cable Underground using this web System.

### **1.1. Scope of the User Manual**

This user manual will provide step by step guidance on how the Departmental Users (Nodal Departments, District Magistrates and concerned Authorities of TIFMS) will use the web portal to process the received applications for establishing Mobile Tower and for laying Optical Fibre Cable (Aerial), Optical Fibre Cable (Underground) and Duct, Micro Communication Equipment, In Building Solutions, and Cell On Wheel.

## 1.2. Intended Audience of the Application

Telecom Infrastructure/Service Providers, concerned Citizen, Association Head, Public Representative, Municipal Corporation (Municipal Commissioner), NAC, Municipality (Executive Officer), BDO (Panchayat Officer), District Collector, Commissioner of Police, Deputy Commissioner of Police, Superintendent of Police, Divisional Forest Officer, Executive Engineer (NESCO, SOUTHCO, WESCO, CESU), District Telecom Committee (DTC), State Telecom Committee (STC), Officer Nominated by Central Government and all concerned Authorities/Principal Secretary/Secretary E & IT Department, Government of Odisha will be the intended audience of this web-based software application.

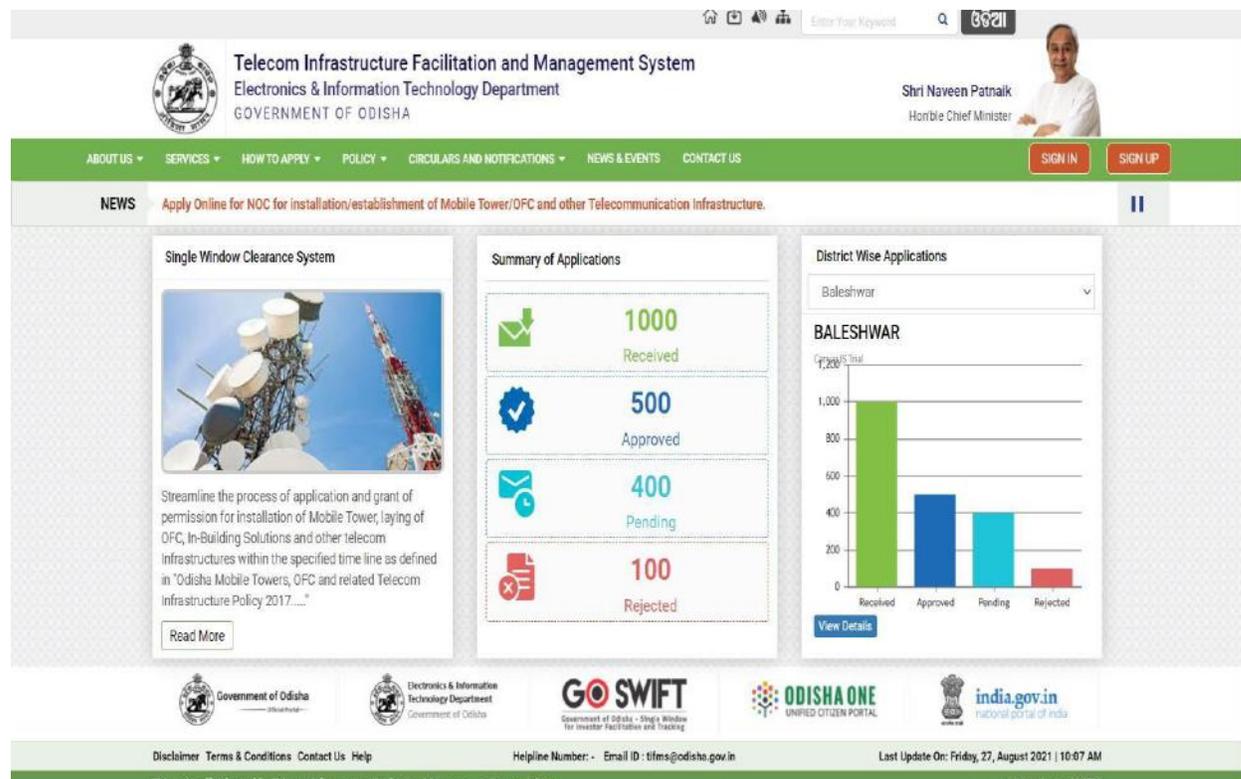
## 1.3. Application Convention

The application has the following conventions:

- a. Fields which have \* sign indicate mandatory fields.
- b. Error messages will be displayed in the pop-up box.
- c. Success messages will be displayed in the pop-up box.
- d. All the menu links will be displayed in the side menu.

## 2. Accessing the Web Portal

To access the Online Integrated Portal, go to the link <https://www.mits.odisha.gov.in/en>. The Home Page will be displayed as shown below:

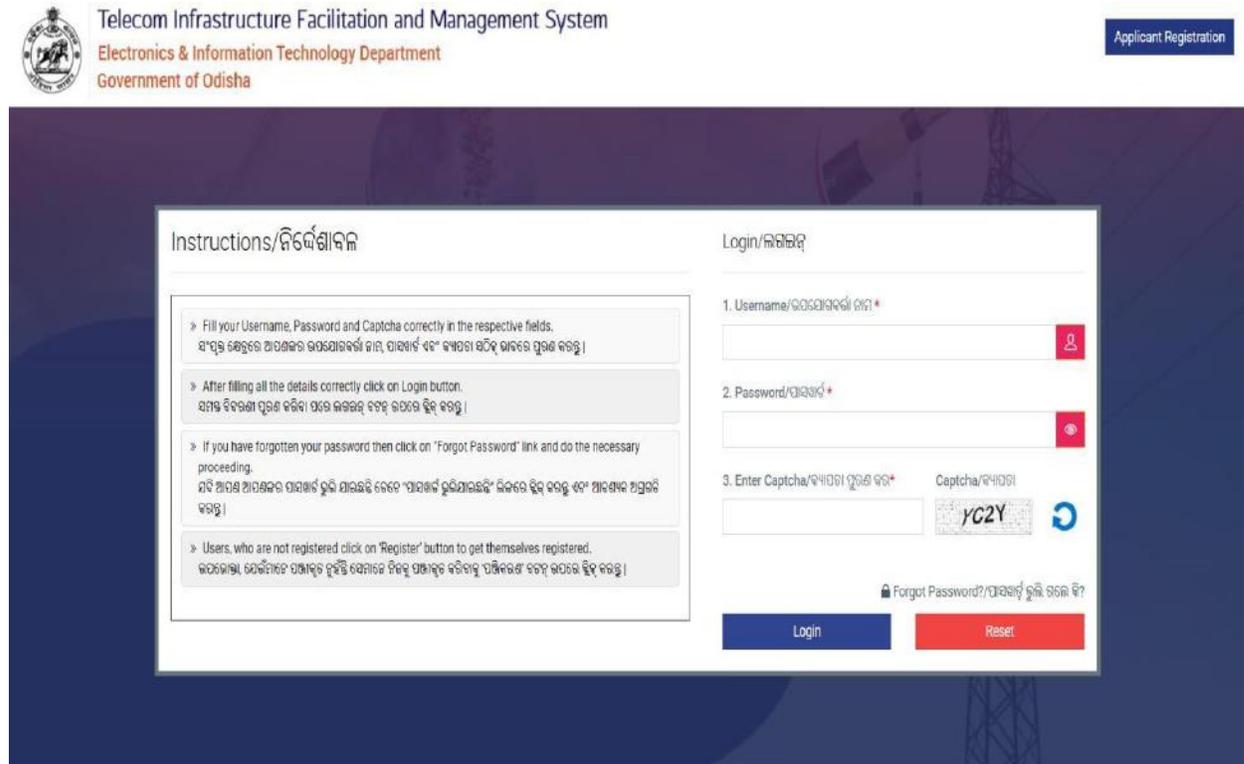


**Image: Accessing Web Portal**

- Click on **Sign IN or Sign UP** button located at top right corner of the page to open the login page.
- For new User click on the Sign up button and register on the portal.
- If you have already received login ID and password then click on sign in button, it will redirect you to the login page.

### 3. Local Authority Login

Click on **Login** button to go to the Login Page. The screen will be displayed as shown below:

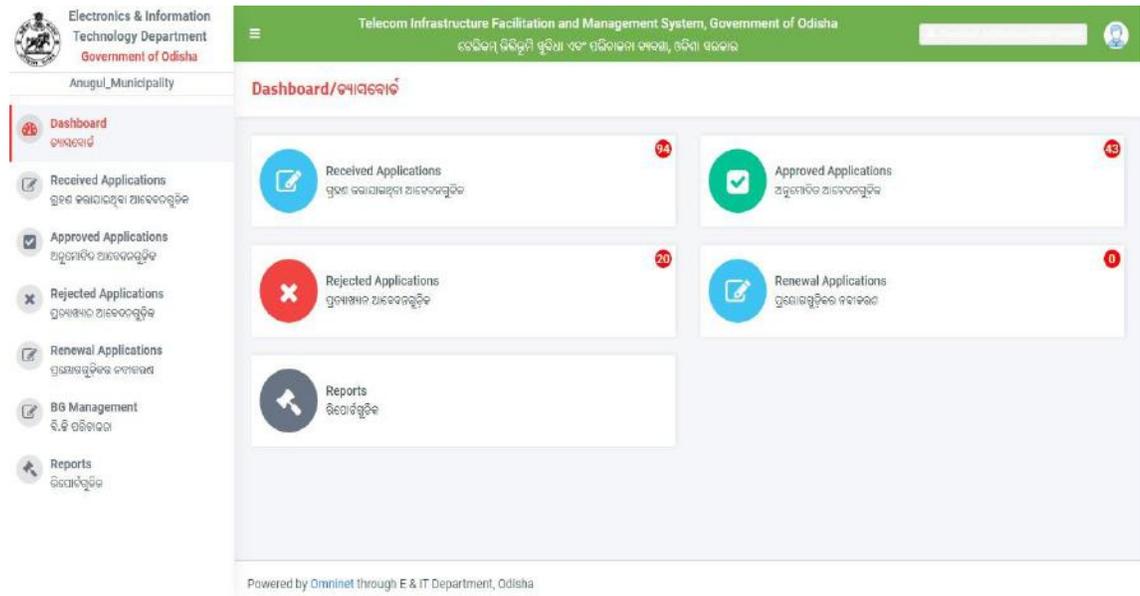


**Image: Login Page**

- To login, fill **Username**, **Password** and **Captcha** in respective fields and click on **Login** button.
- Click on **Reset** button to reset all the fields if needed.
- It will redirect you to the Local department dashboard.

### 3.1. Dashboard

After successful login, you will be directed to the dashboard. There are various options available in the dashboard as shown in the below image. The dashboard page is shown below:

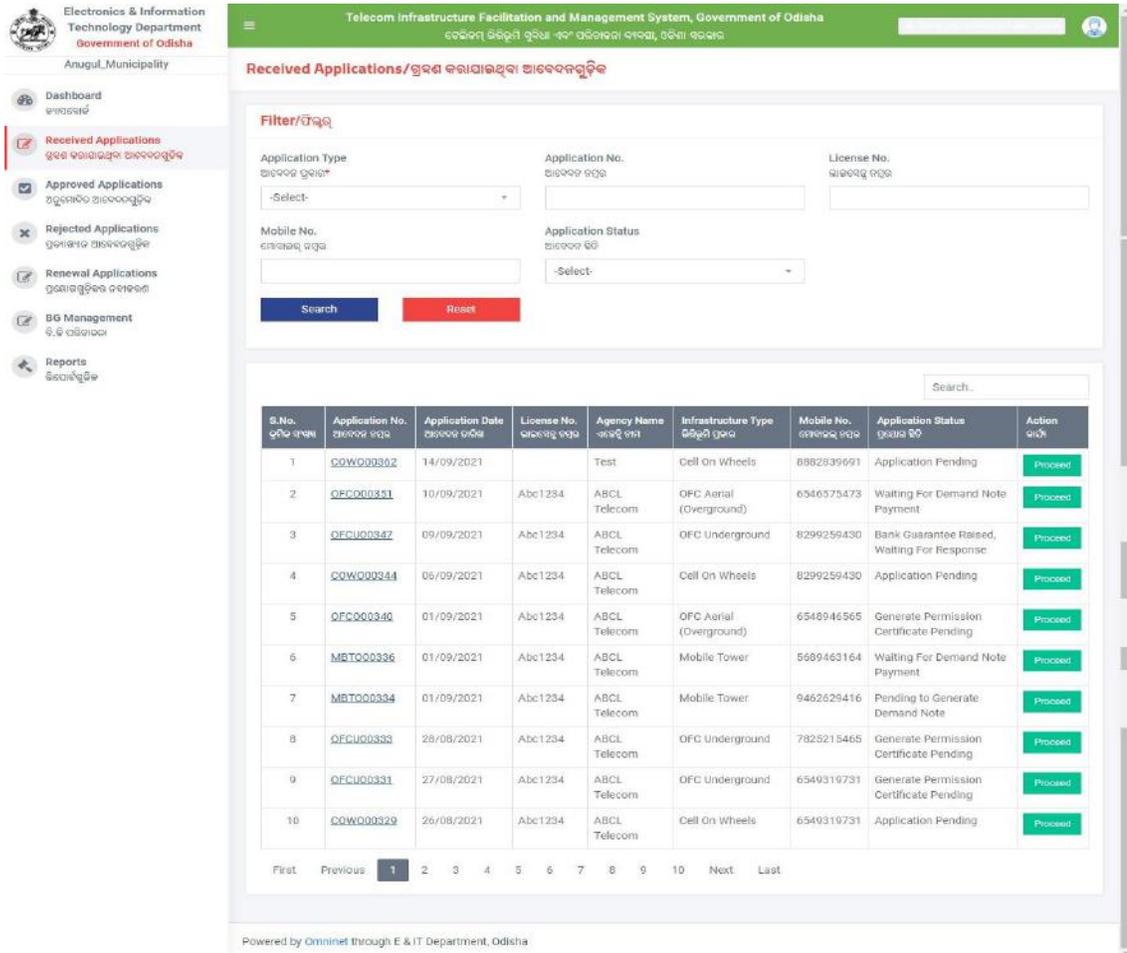


**Image: Dashboard**

- Dashboard has a Menu bar of different option for updating the user’s details.
- All Options are available at the left of the screen in the white division as shown in the above image.
- Click on the particular option from menu to perform respective task.
- You can have a quick overview of applications at Local Authority level.

### 3.2. Received Applications

When you click on the **Received Applications** from the dashboard, you will be directed to the below shown page. Here you can see the received application at Local department level.

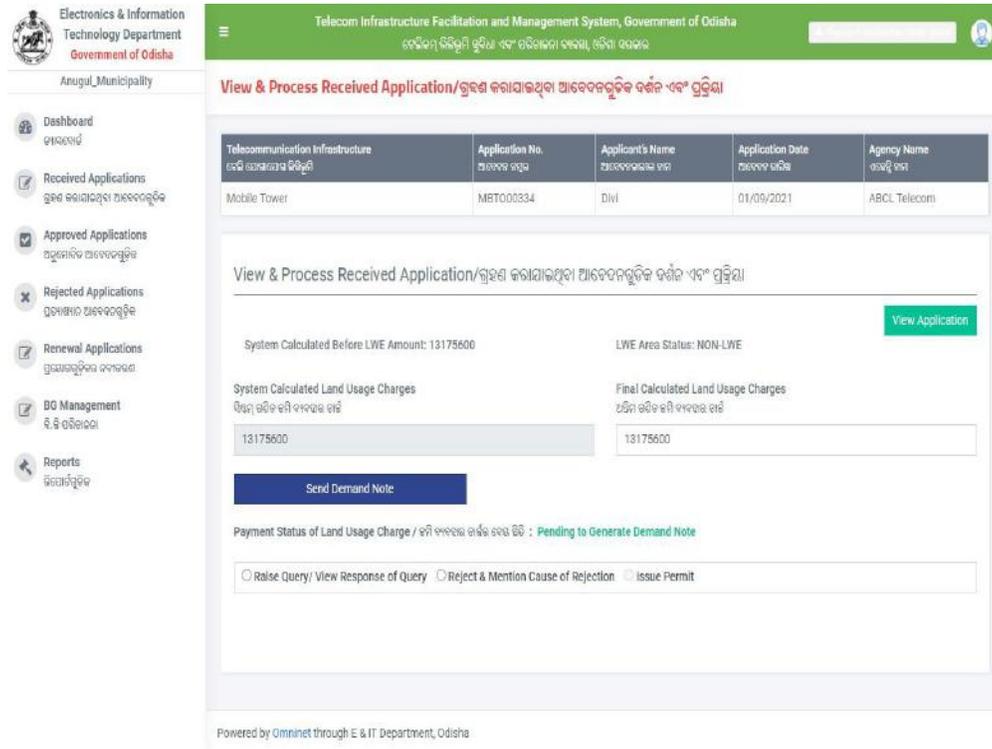


**Image: Received Applications**

- Received application can be seen by default, as shown in the above image.
- You can also search specific application by filling the required details as shown in the above-mentioned image.
- Select application type, application number, license no, mobile no, application status, and then click on **Search** button to search the specific details.
- When you click on the proceed button for received applications, it will show several actions to be performed for each applications.

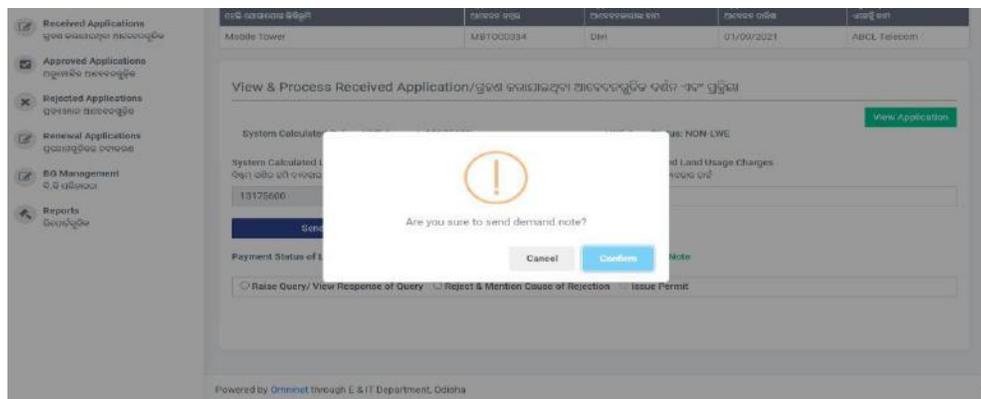
### 3.2.1. View and Process Received Application for Mobile Tower:

When applicant fill and submit all the steps successfully for Mobile Tower (GBT/RTT/RTP), the application will be forwarded to Local authority for view and process. As shown in below image:



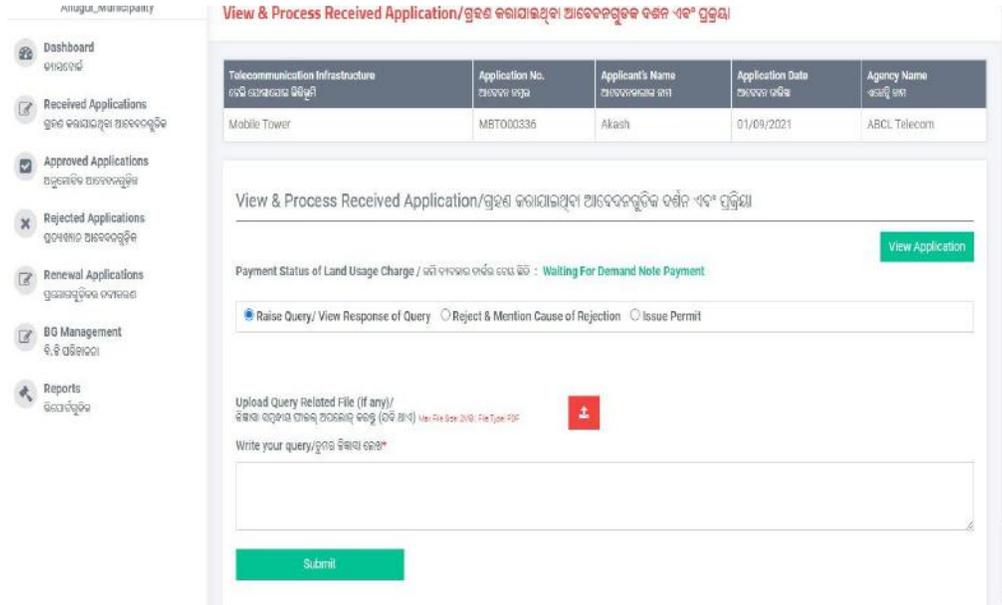
**Image: View and Process Received Application**

- Check the amount and click on send demand note to applicant for payment.
- Click on the Send Demand Note button it will show a popup screen for confirmation as shown in below image. Click on the Confirm button to proceed.



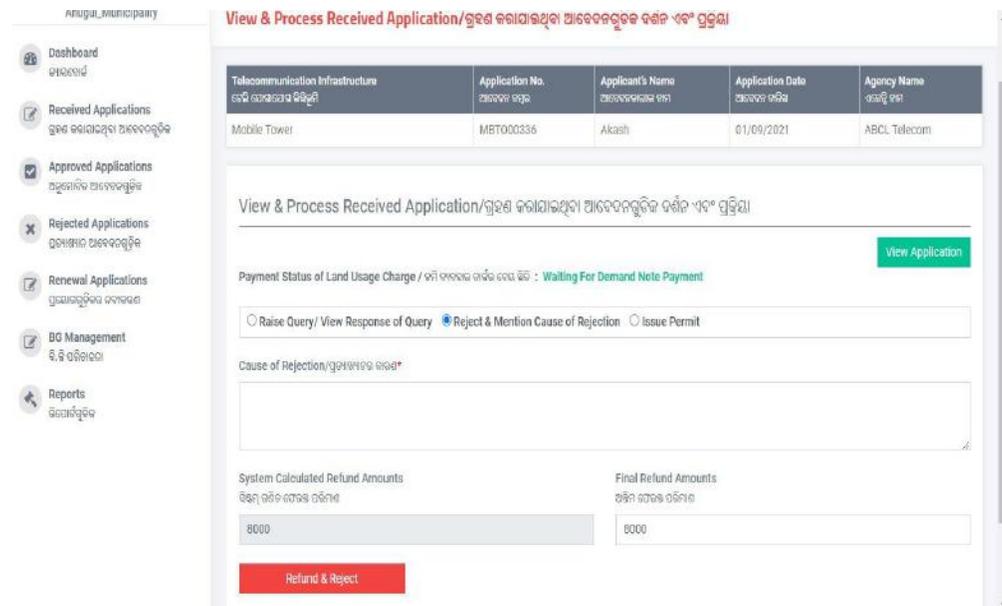
**Image: View and Process Received Application**

- When the local authority will send the demand note, applicant has to make payment for Demand note to proceed further.
- Local Authority can raise Query/ View Query if any discrepancy found in submitted application as shown in below image.



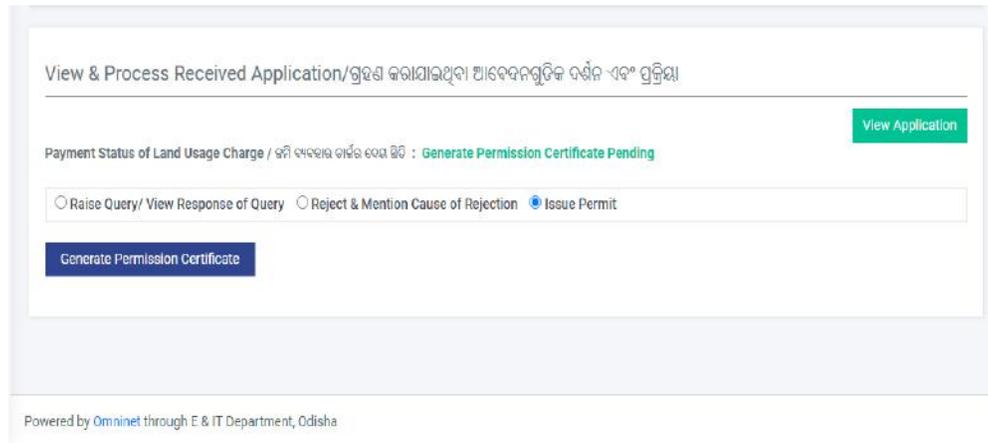
**Image: View and Process Received Application**

- Local Authority can Reject the application with mentioning the cause of rejection if any discrepancy found in submitted application as shown in below image.



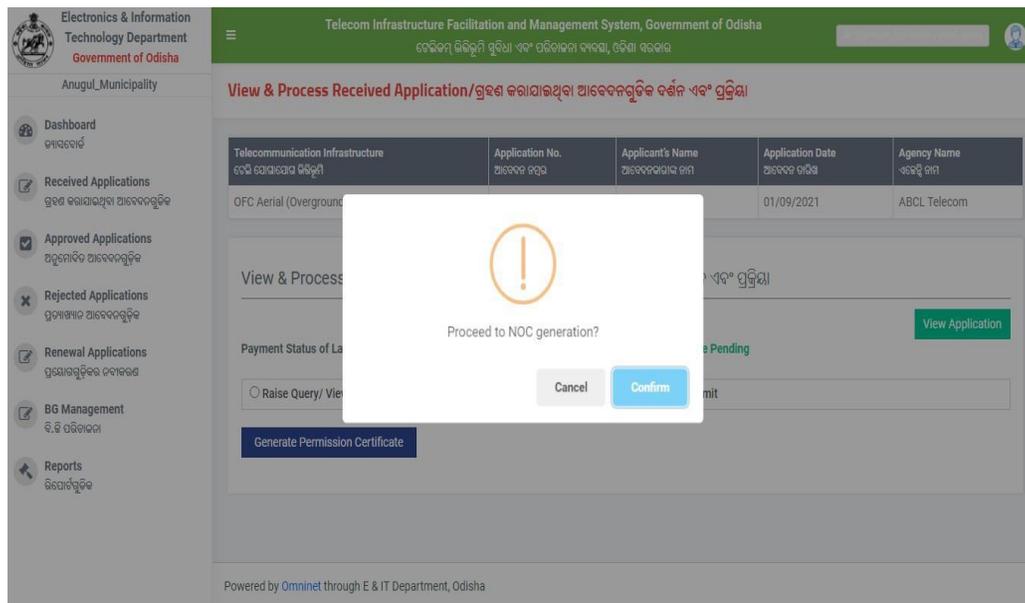
**Image: View and Process Received Application**

- When applicant will make Demand Note Payment, it will seek permission for NOC certificate from local authority as shown in below image:



**Image: View and Process Received Application**

- Click on Generate Permission Certificate, it will show a pop-up screen for confirmation, click on confirm to provide NOC certificate.



**Image: View and Process Received Application**

# User Manual of Telecom Infrastructure Facilitation and Management System (TIFMS) Version 1.0

- After NOC certificate generation it will ask for the Digital Signature. To access Digital Signature refer heading number 4 in this document.

The screenshot displays the TIFMS web application interface. The header includes the logo of the Electronics & Information Technology Department, Government of Odisha, and the system name: Telecom Infrastructure Facilitation and Management System, Government of Odisha. The user is logged in as Anugul\_Municipality. The main content area is titled "View & Process Received Application/ଗ୍ରହଣ କରାଯାଇଥିବା ଆବେଦନଗୁଡ଼ିକ ଦର୍ଶନ ଏବଂ ପ୍ରକ୍ରିୟା". Below this, a table lists the application details:

Telecommunication Infrastructure ସେଲ୍ ଡୋରୋର ଡିଟିଲ୍	Application No. ଆବେଦନ ନମ୍ବର	Applicant's Name ଆବେଦନକାରୀଙ୍କ ନାମ	Application Date ଆବେଦନ ତାରିଖ	Agency Name ଏଜେଣ୍ଟି ନାମ
Mobile Tower	MBT000295	1	12/08/2021	Airtel

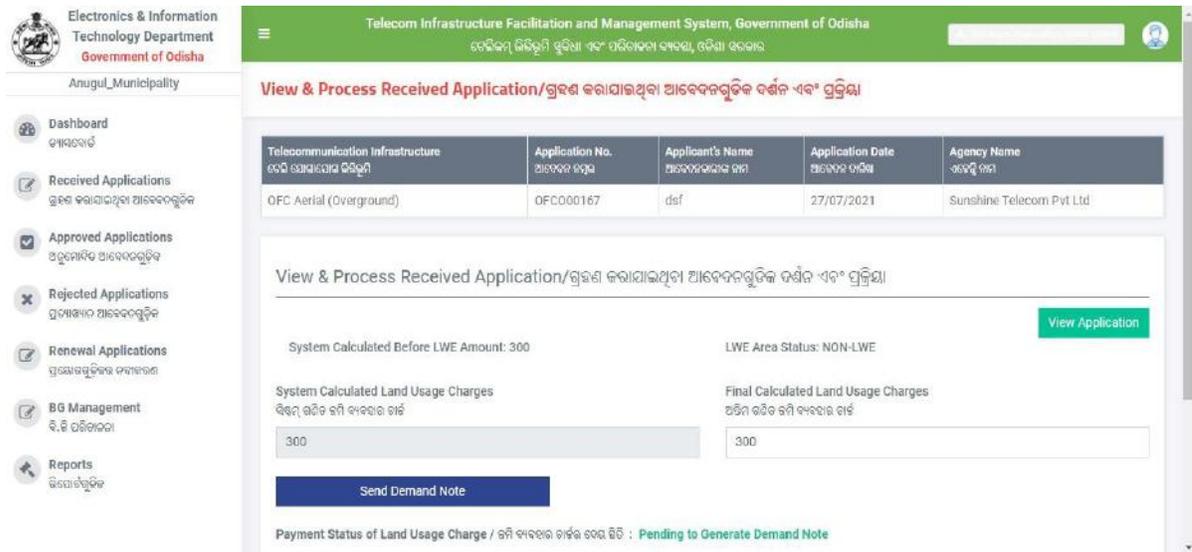
Below the table, there is a section titled "View & Process Received Application/ଗ୍ରହଣ କରାଯାଇଥିବା ଆବେଦନଗୁଡ଼ିକ ଦର୍ଶନ ଏବଂ ପ୍ରକ୍ରିୟା". It shows the "Payment Status of Land Usage Charge / ଭଲି ବ୍ୟବହାର ଚାର୍ଜ୍ ଷେଡ୍ ଡିଡ୍ : Permission letter not signed Yet". A yellow button labeled "Pending for Digital Signature." is visible. A "View Application" button is also present.

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**Image: View and Process Received Application**

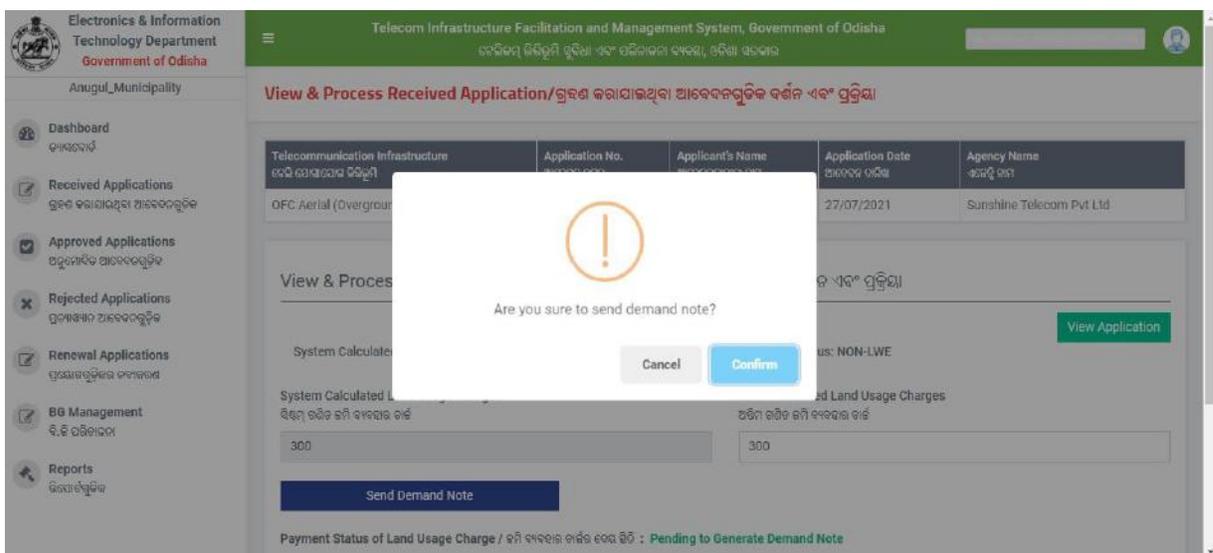
### 3.2.2. View and Process Received Application for OFC Over ground:

When applicant fill and submit all the steps successfully for OFC Aerial (Overground), the application will be forwarded to Local authority for view and process. As shown in below image:



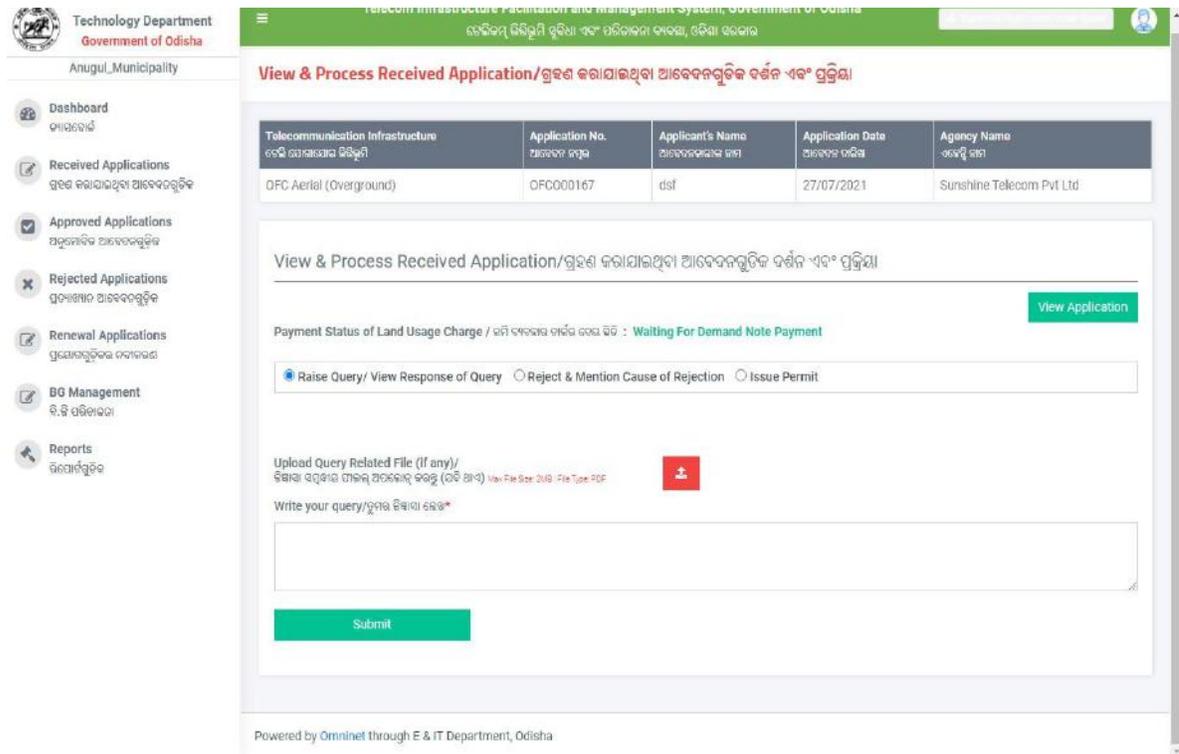
**Image: View and Process Received Application**

- Check the amount and click on send demand note to applicant for payment.
- Click on the Send Demand Note button it will show a popup screen for confirmation as shown in below image. Click on the Confirm button to proceed.



**Image: View and Process Received Application**

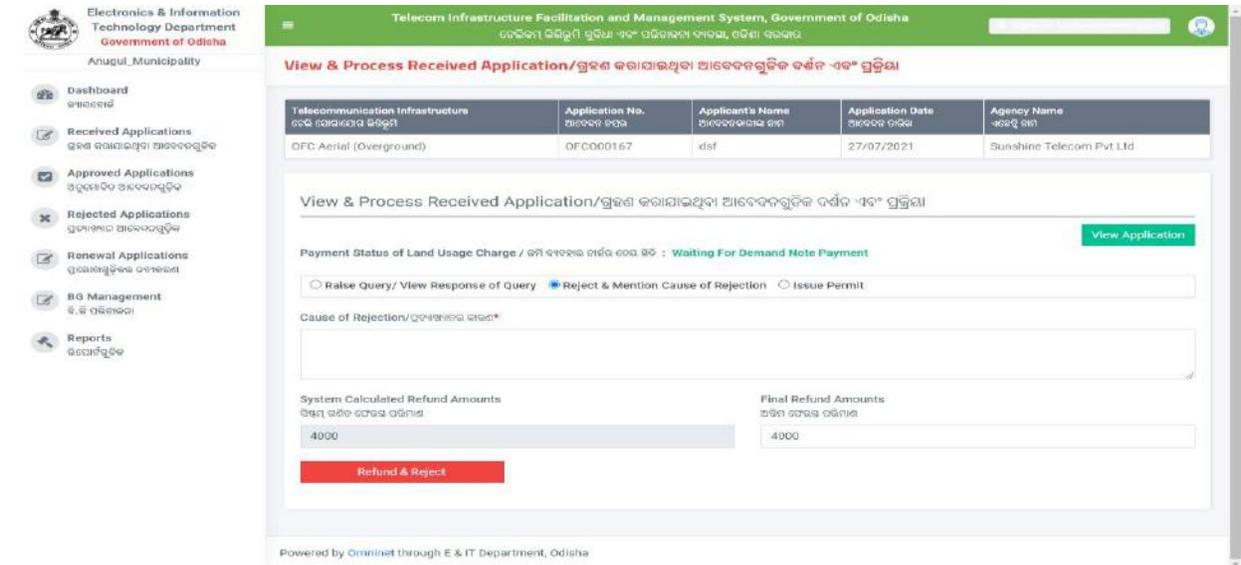
- When the local authority will send the demand note, applicant has to make payment for Demand note to proceed further.
- Local Authority can raise Query/ View Query if any discrepancy found in submitted application as shown in below image.



**Image: View and Process Received Application**

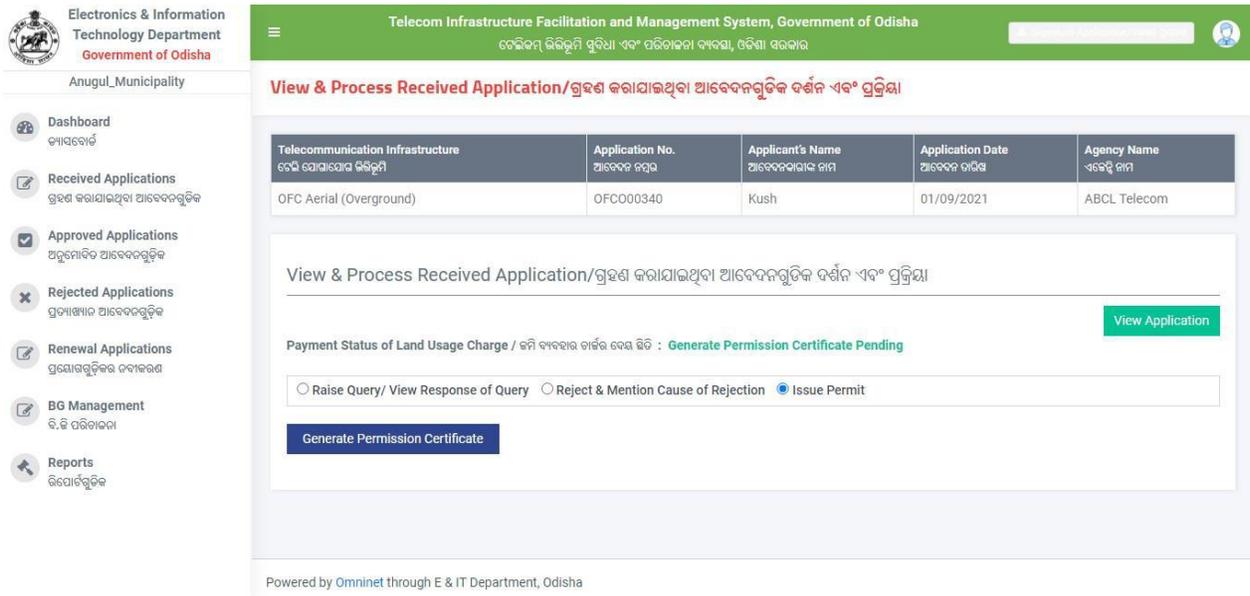
- Local Authority can Reject the application with mentioning the cause of rejection if any discrepancy found in submitted application as shown in below image.

# User Manual of Telecom Infrastructure Facilitation and Management System (TIFMS) Version 1.0



**Image: View and Process Received Application**

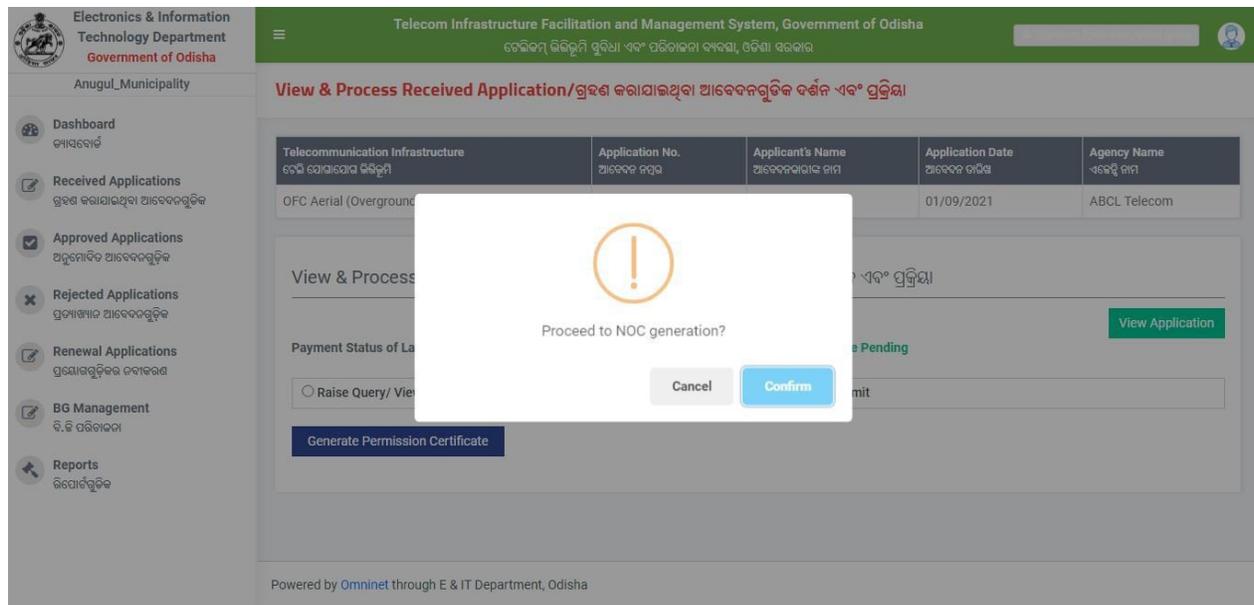
- When applicant will make Demand Note Payment, it will seek permission for NOC certificate from local authority as shown in below image:



**Image: View and Process Received Application**

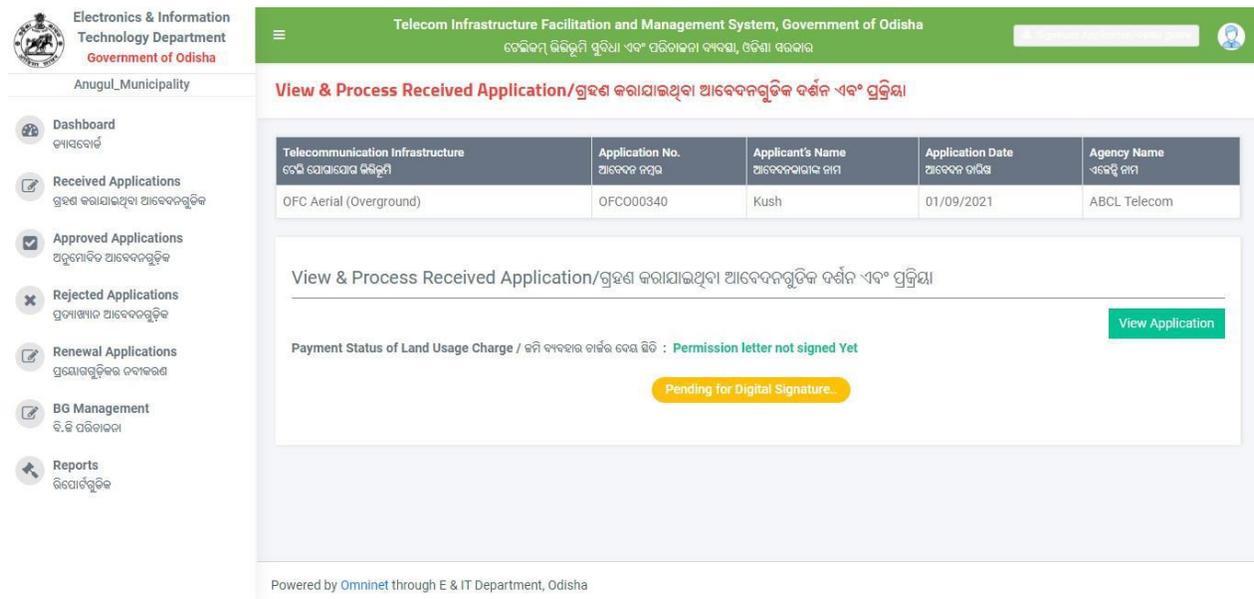
- Click on Generate Permission Certificate, it will show a pop-up screen for confirmation, click on confirm to provide NOC certificate.

# User Manual of Telecom Infrastructure Facilitation and Management System (TIFMS) Version 1.0



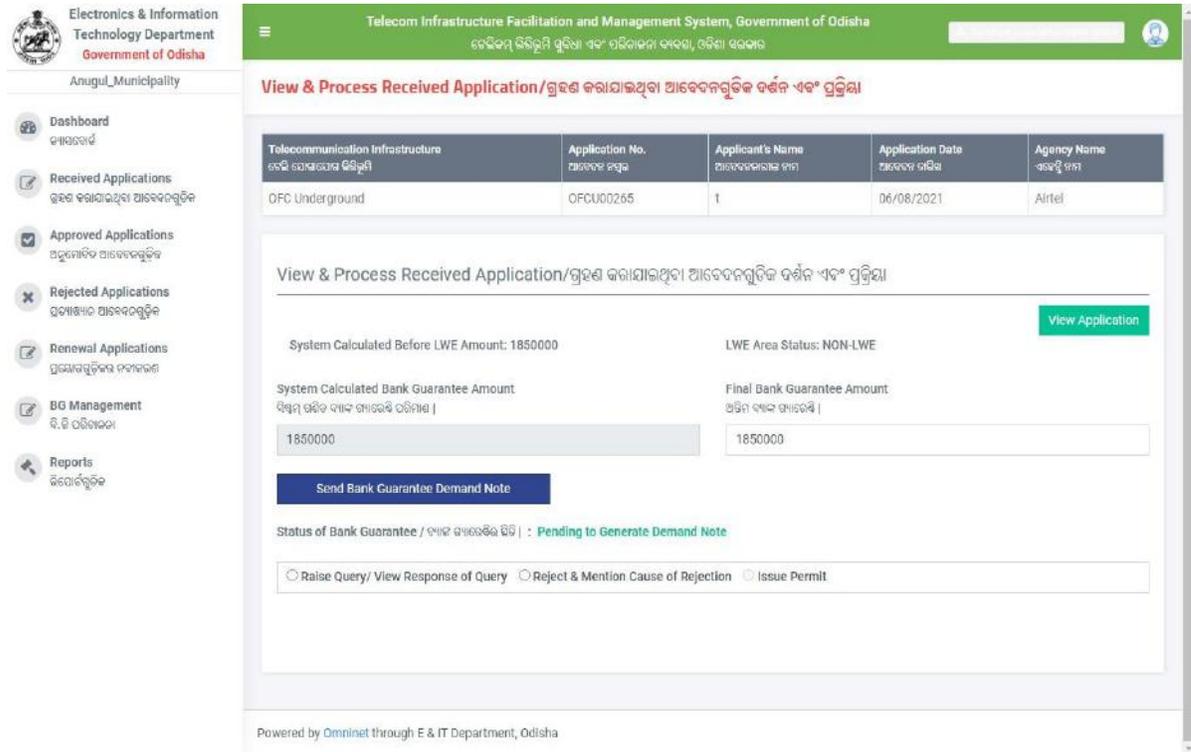
**Image: View and Process Received Application**

- After NOC certificate generation it will ask for the Digital Signature. To access Digital Signature refer heading number 4 in this document.



**Image: View and Process Received Application**

**3.2.3. View and Process Received Application for OFC Underground:**  
When applicant fill and submit all the steps successfully for OFC Aerial (Overground), the application will be forwarded to Local authority for view and process. As shown in below image:

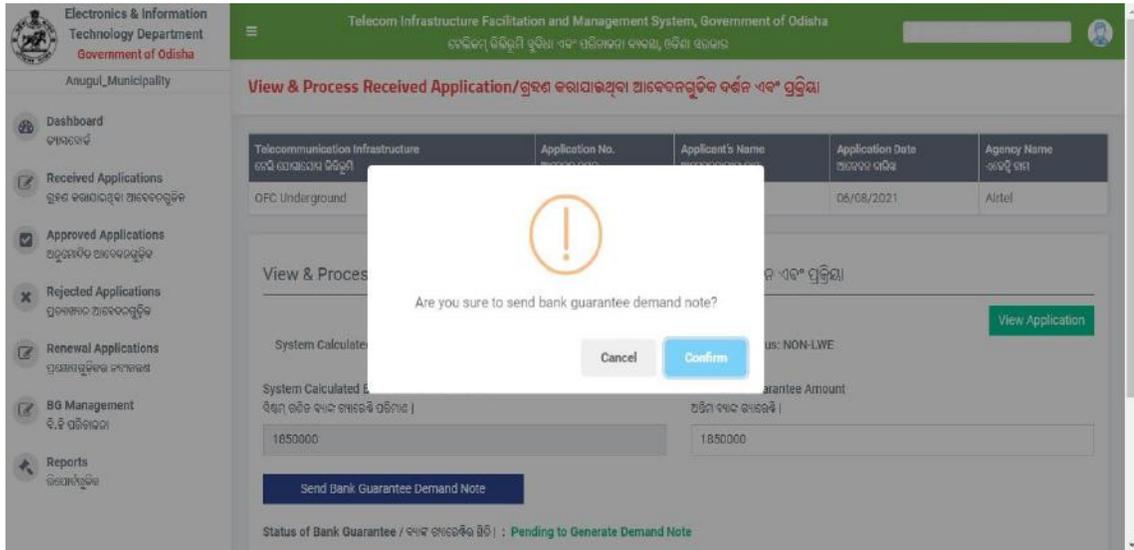


**Image: View and Process Received Application**

- Check the amount and click on send Bank Guarantee Demand Note to applicant for payment.

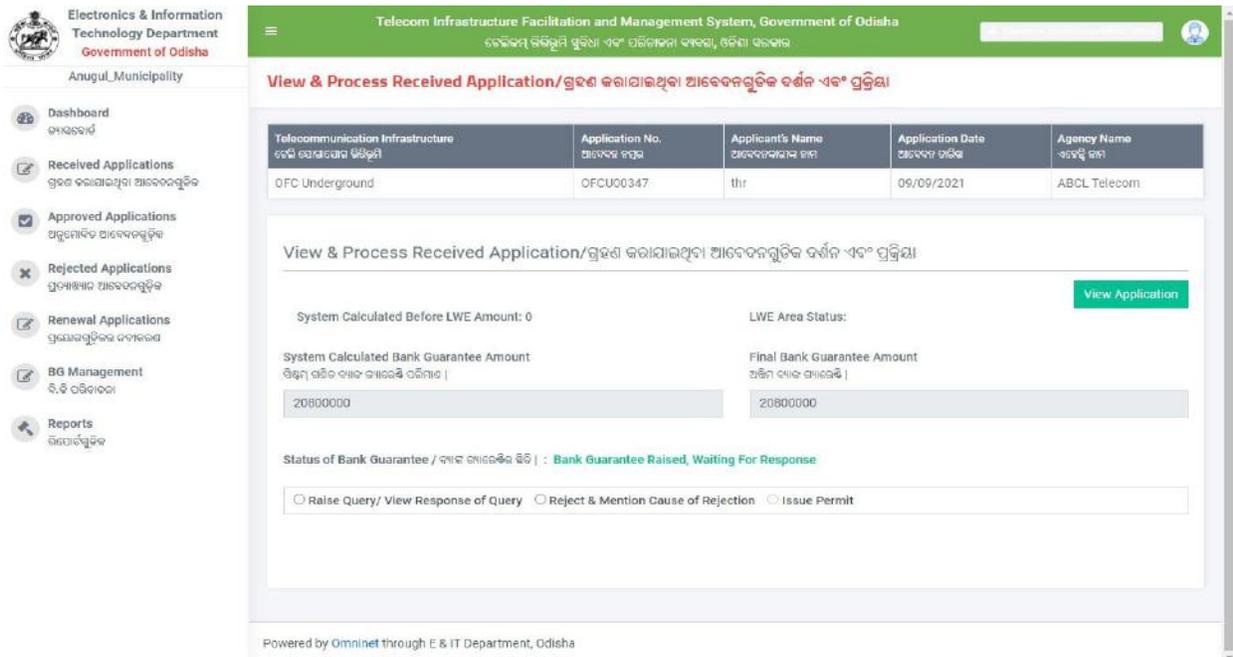
# User Manual of Telecom Infrastructure Facilitation and Management System (TIFMS) Version 1.0

- Click on the Send Bank Guarantee Demand Note button it will show a popup screen for confirmation as shown in below image. Click on the Confirm button to proceed.



**Image: View and Process Received Application**

- Bank Guarantee Demand raised for applicant, the status of bank Guarantee will show waiting for response till applicant will receive and provide details as shown in below image.



**Image: View and Process Received Application**

# User Manual of Telecom Infrastructure Facilitation and Management System (TIFMS) Version 1.0

- Local Authority can raise Query/ View Query if any discrepancy found in submitted application as shown in below image.

The screenshot displays the TIFMS web application interface. On the left is a sidebar menu for the Electronics & Information Technology Department, Government of Odisha, Anugul Municipality. The main content area is titled 'View & Process Received Application/ଗ୍ରହଣ କରାଯାଇଥିବା ଆବେଦନଗୁଡ଼ିକ ଦର୍ଶନ ଏବଂ ପ୍ରକ୍ରିୟା'. It features a table with the following data:

Telecommunication Infrastructure କେବି ଉପାୟୋଗ୍ୟ ବିଭିନ୍ନ	Application No. ଆବେଦନ ନମ୍ବର	Applicant's Name ଆବେଦନକାରୀଙ୍କ ନାମ	Application Date ଆବେଦନ ତାରିଖ	Agency Name ଆବେଦନ କର୍ତ୍ତା
OFC Underground	OFCU00347	thr	09/09/2021	ABCL Telecom

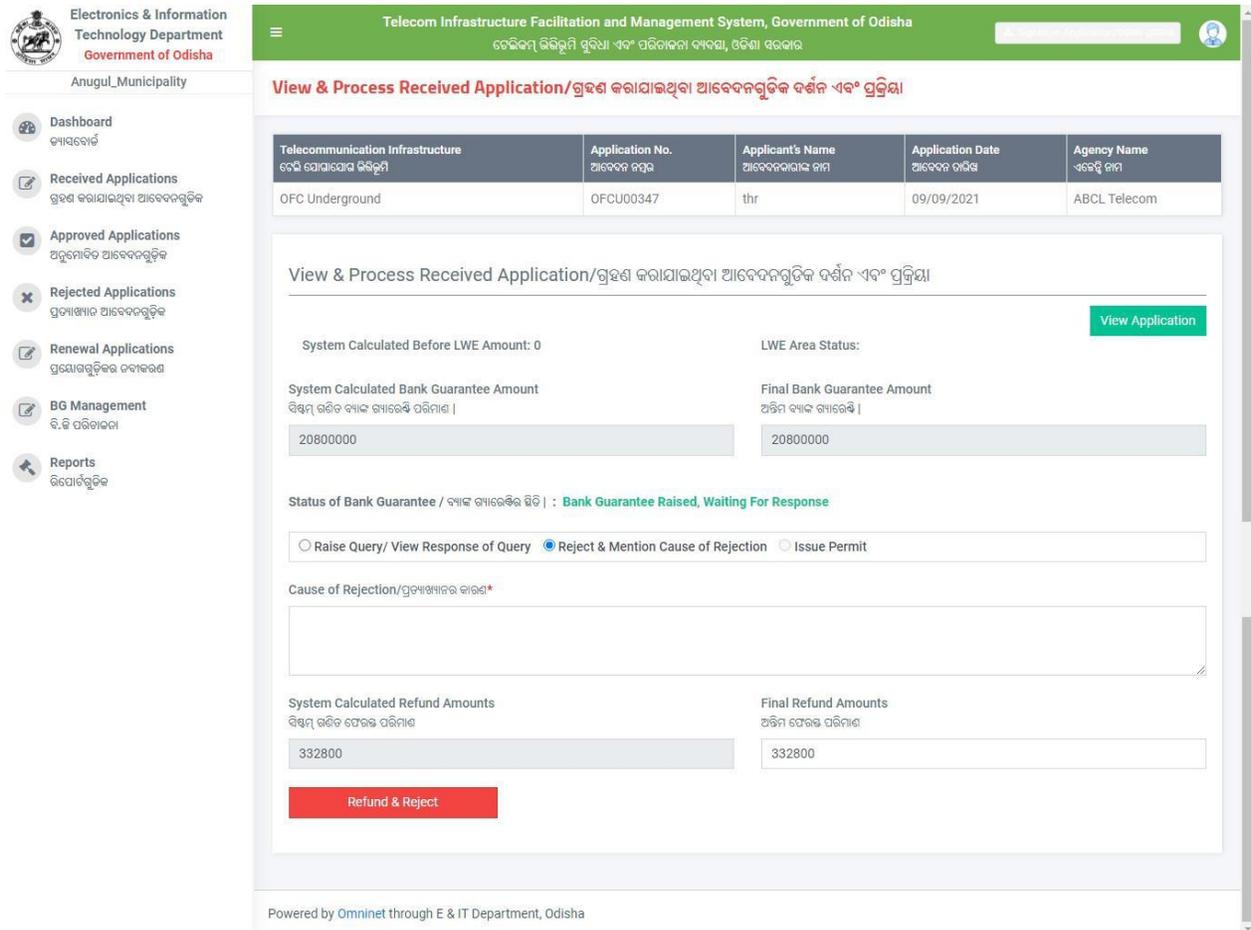
Below the table, there is a section for 'View & Process Received Application/ଗ୍ରହଣ କରାଯାଇଥିବା ଆବେଦନଗୁଡ଼ିକ ଦର୍ଶନ ଏବଂ ପ୍ରକ୍ରିୟା'. It includes a 'View Application' button and a form for raising a query. The form contains the following information:

- System Calculated Before LWE Amount: 0
- LWE Area Status:
- System Calculated Bank Guarantee Amount: 20800000
- Final Bank Guarantee Amount: 20800000
- Status of Bank Guarantee / ବ୍ୟବ ବ୍ୟବହାରର ସ୍ଥିତି : Bank Guarantee Raised, Waiting For Response
- Actions:  Raise Query/ View Response of Query,  Reject & Mention Cause of Rejection,  Issue Permit
- Upload Query Related File (if any):
- Write your query/ସ୍ୱଳ୍ପତା ଲିଖନ ସମୟ:
- Submit button

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**Image: View and Process Received Application**

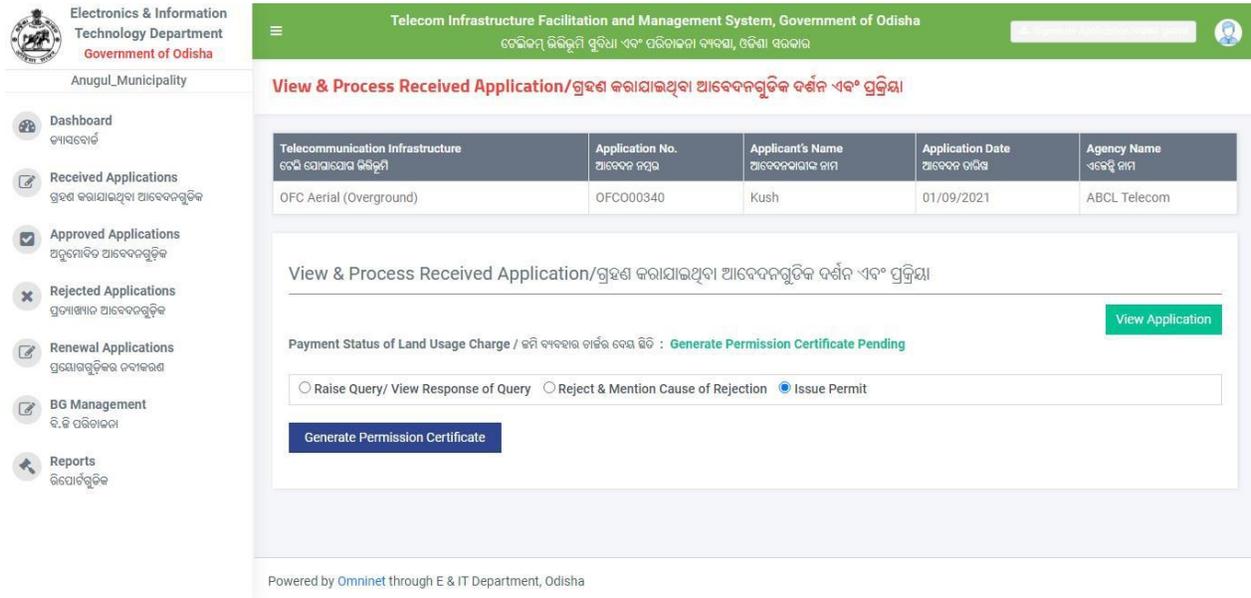
- Local Authority can Reject the application with mentioning the cause of rejection if any discrepancy found in submitted application as shown in below image.



**Image: View and Process Received Application**

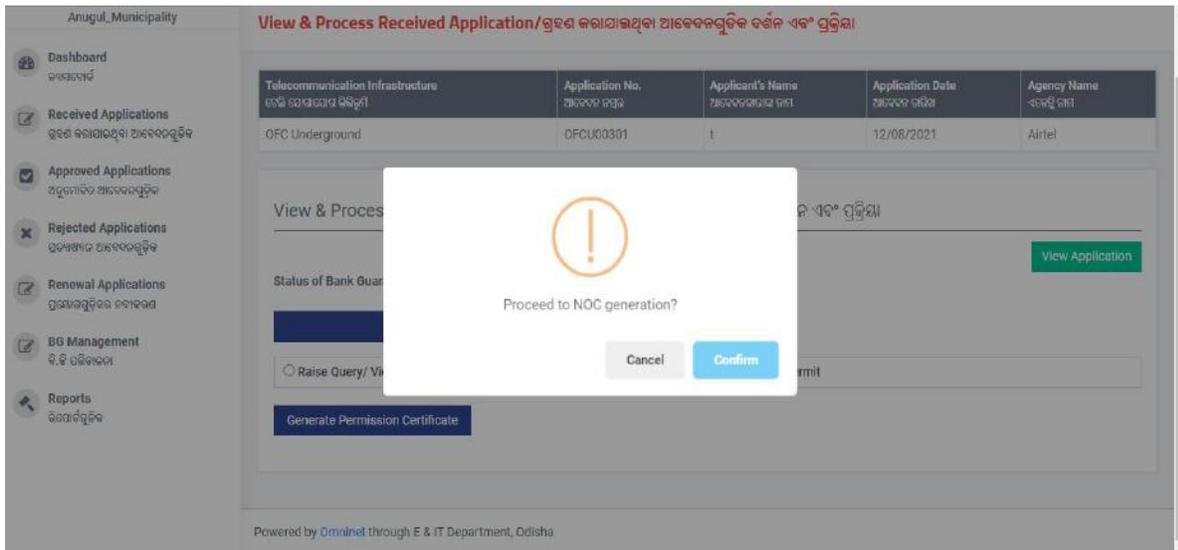
# User Manual of Telecom Infrastructure Facilitation and Management System (TIFMS) Version 1.0

- When applicant will make Bank Guarantee Demand Note Payment, it will seek permission for NOC certificate from local authority as shown in below image:



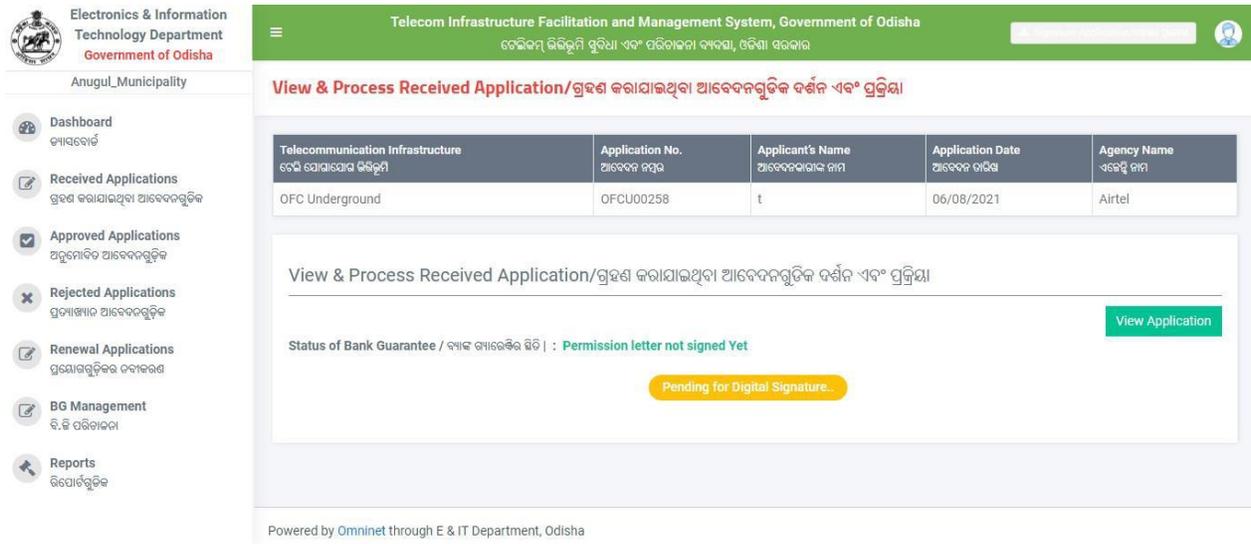
**Image: View and Process Received Application**

- Click on Generate Permission Certificate, it will show a pop-up screen for confirmation, click on confirm to provide NOC certificate.



**Image: View and Process Received Application**

- After NOC certificate generation it will ask for the Digital Signature. To access Digital Signature refer heading number 4 in this document.



**Image: View and Process Received Application**

### 3.2.4. View and Process Received Application for Micro Communication:

When applicant fill and submit all the steps successfully for Micro Communication Equipments, the application will be forwarded to Local authority for view and process. As shown in below image:

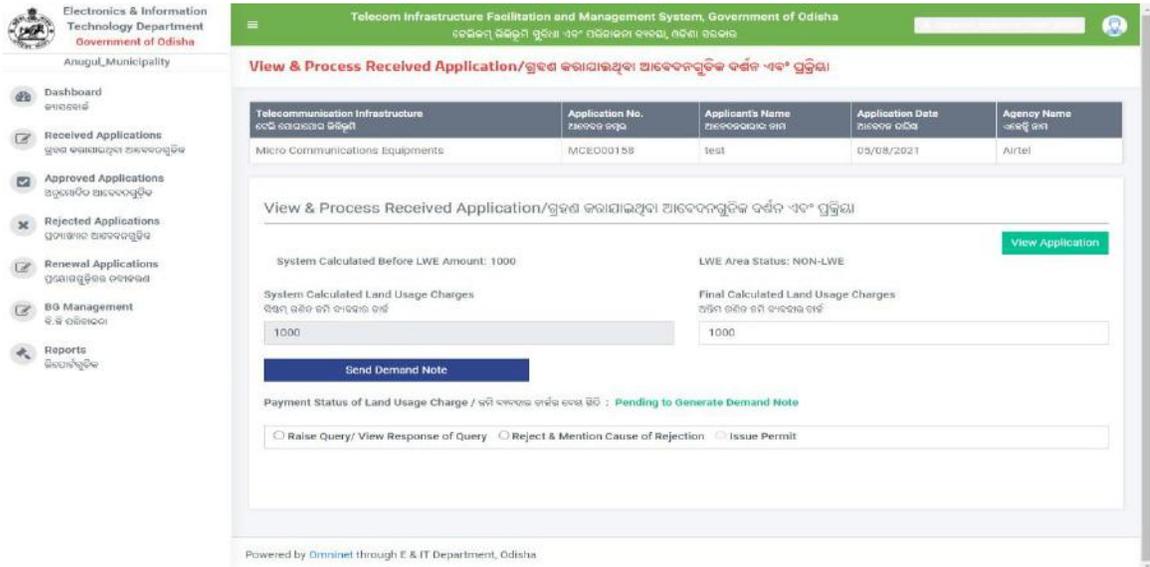


Image: View and Process Received Application

- Check the amount and click on send demand note to applicant for payment.
- Click on the Send Demand Note button it will show a popup screen for confirmation as shown in below image. Click on the Confirm button to proceed.

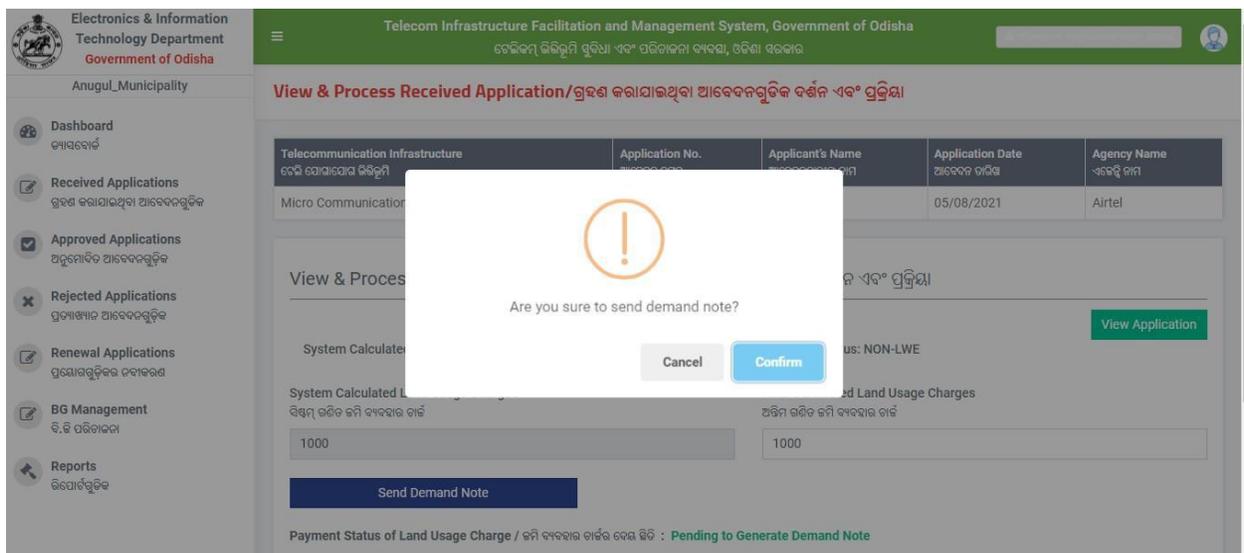
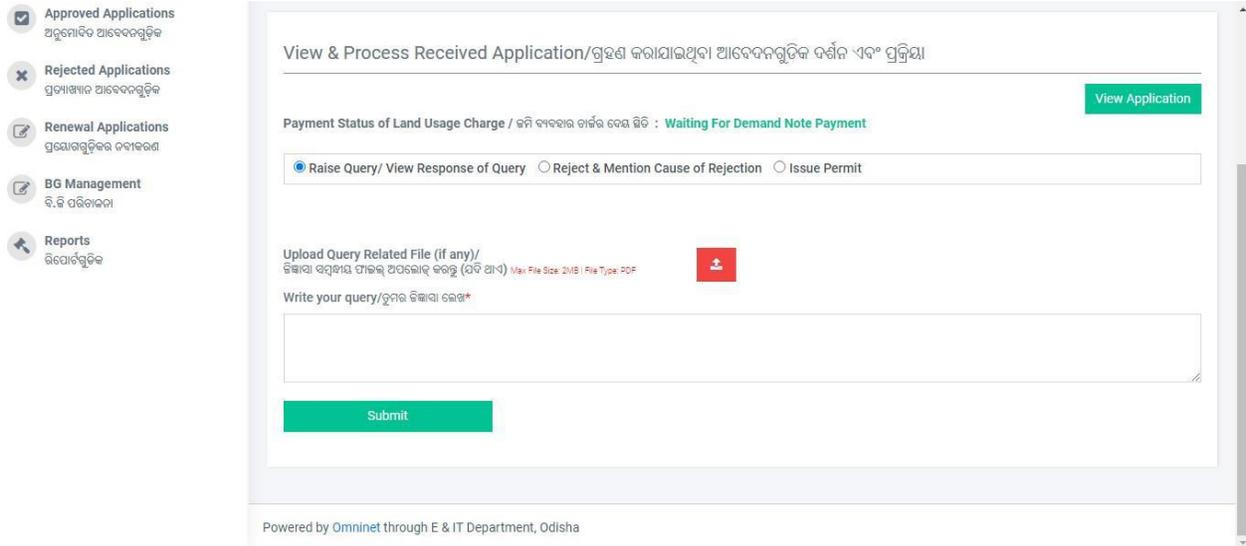


Image: View and Process Received Application

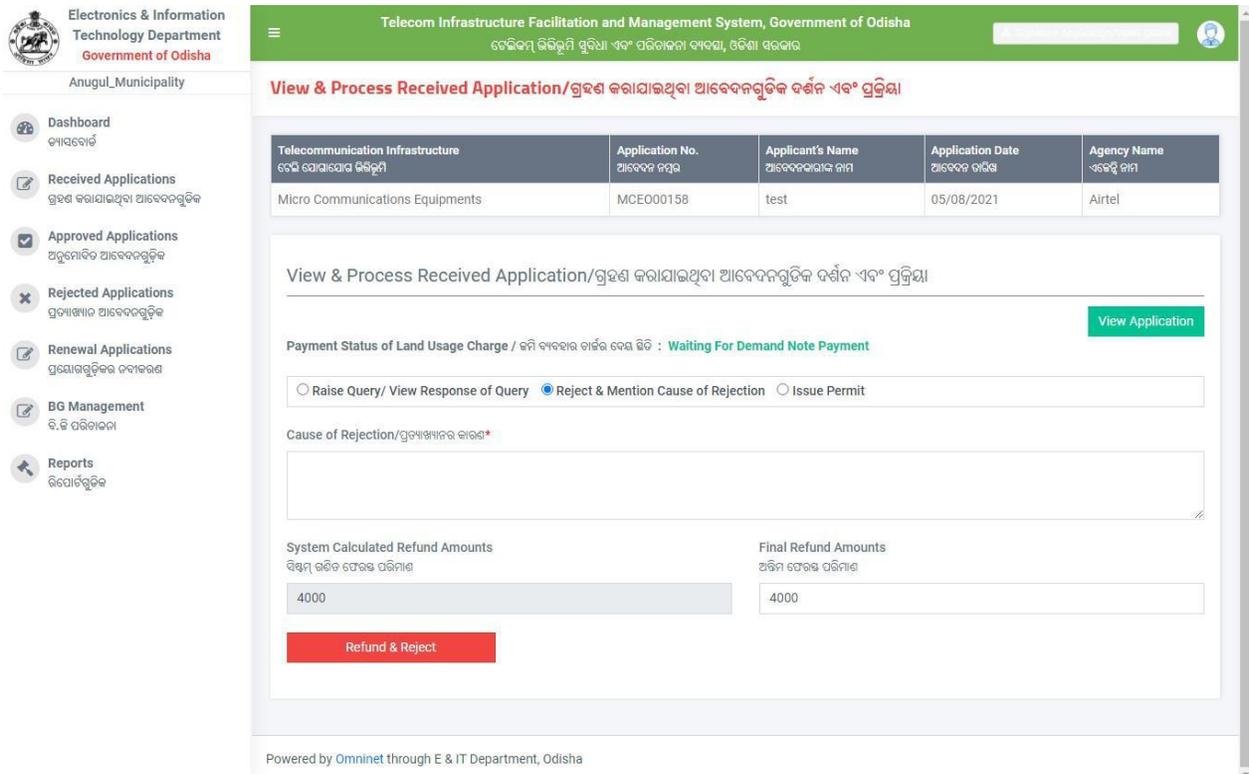
# User Manual of Telecom Infrastructure Facilitation and Management System (TIFMS) Version 1.0

- Local Authority can raise Query/ View Query if any discrepancy found in submitted application as shown in below image.



**Image: View and Process Received Application**

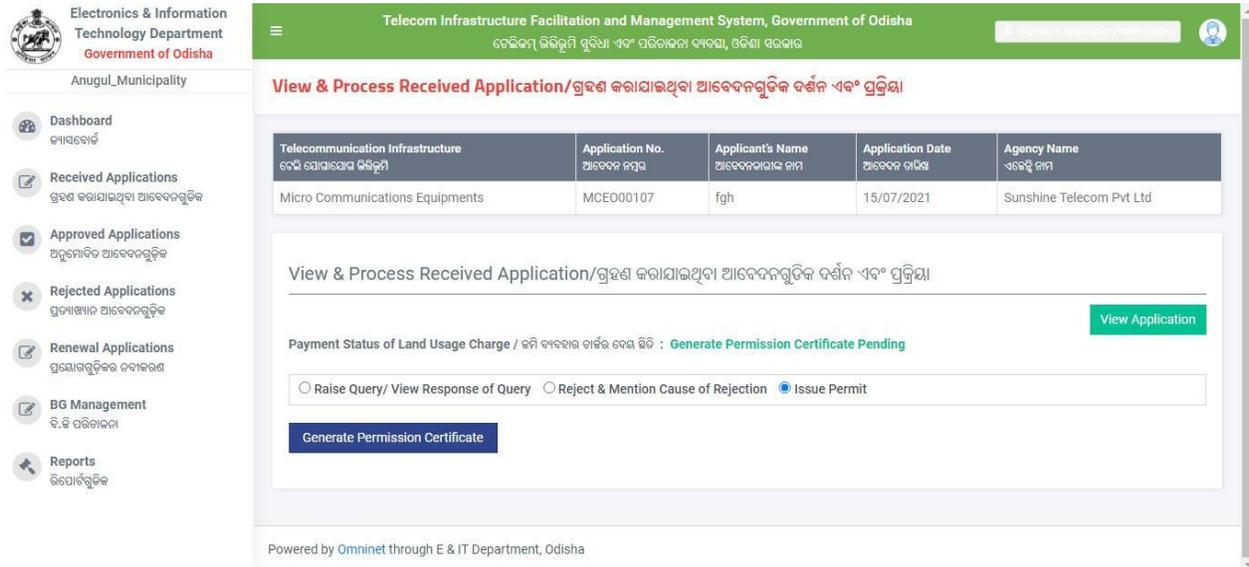
- Local Authority can Reject the application with mentioning the cause of rejection if any discrepancy found in submitted application as shown in below image.



**Image: View and Process Received Application**

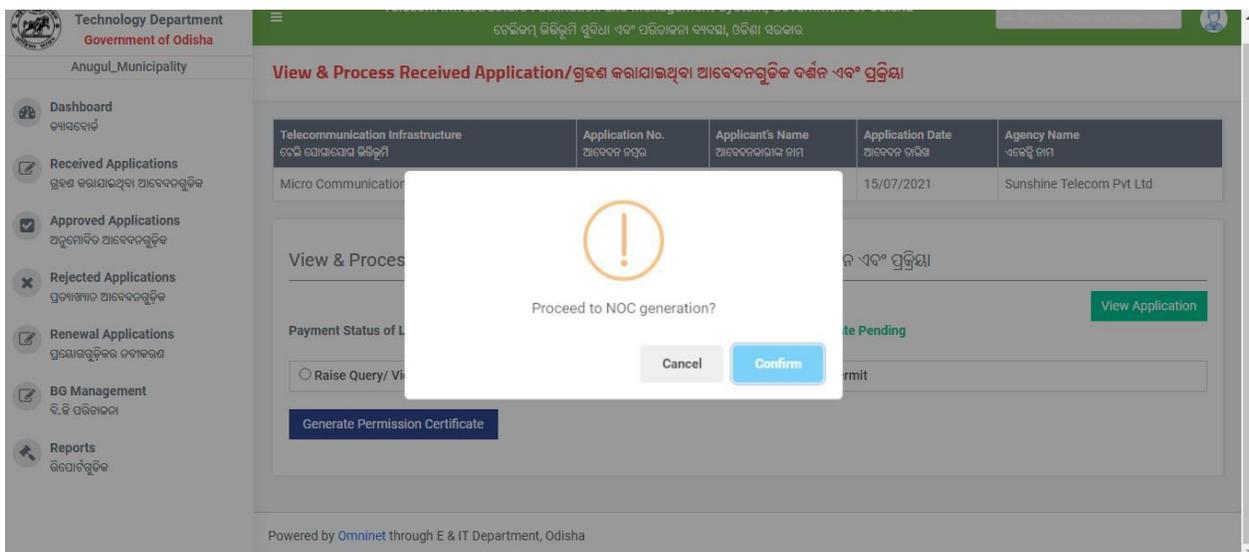
# User Manual of Telecom Infrastructure Facilitation and Management System (TIFMS) Version 1.0

- When applicant will make Demand Note Payment, it will seek permission for NOC certificate from local authority as shown in below image:



**Image: View and Process Received Application**

- Click on Generate Permission Certificate, it will show a pop-up screen for confirmation, click on confirm to provide NOC certificate.



**Image: View and Process Received Application**

# User Manual of Telecom Infrastructure Facilitation and Management System (TIFMS) Version 1.0

- After NOC certificate generation it will ask for the Digital Signature. To access Digital Signature refer heading number 4 in this document.

The screenshot displays the TIFMS web application interface. On the left is a navigation menu for the Government of Odisha, Electronics & Information Technology Department, AnuguL Municipality. The main content area is titled "View & Process Received Application/ଗ୍ରହଣ କରାଯାଇଥିବା ଆବେଦନଗୁଡ଼ିକ ଦର୍ଶନ ଏବଂ ପ୍ରକ୍ରିୟା". It features a table with the following data:

Telecommunication Infrastructure ବେସି ଯୋଗାଣୋତ୍ତର ଚିହ୍ନିକ୍ରମ	Application No. ଆବେଦନ ନମ୍ବର	Applicant's Name ଆବେଦନକାରୀଙ୍କ ନାମ	Application Date ଆବେଦନ ତାରିଖ	Agency Name ଏଜେଣ୍ଟ ନାମ
Micro Communications Equipments	MCE000107	fgh	15/07/2021	Sunshine Telecom Pvt Ltd

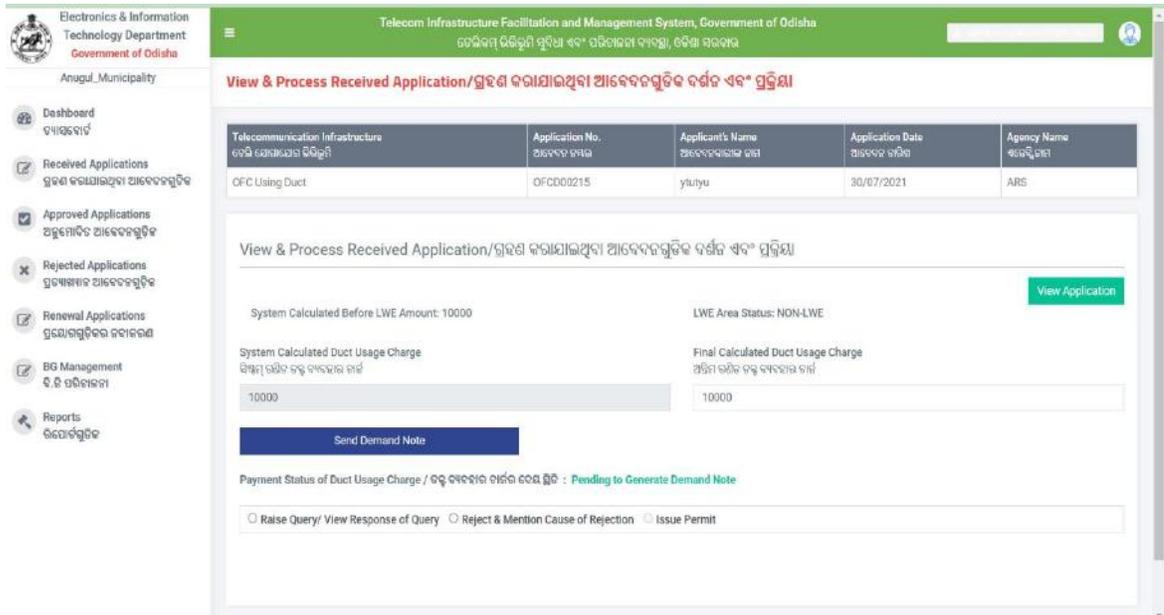
Below the table, there is a section for "View & Process Received Application/ଗ୍ରହଣ କରାଯାଇଥିବା ଆବେଦନଗୁଡ଼ିକ ଦର୍ଶନ ଏବଂ ପ୍ରକ୍ରିୟା". It shows the "Payment Status of Land Usage Charge / ଚଳି ବ୍ୟବହାର ଚାର୍ଜର ବେଞ୍ଚ ଝିଡ଼ି : Permission letter not signed Yet" and a "View Application" button. A yellow banner at the bottom of this section reads "Pending for Digital Signature..".

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**Image: View and Process Received Application**

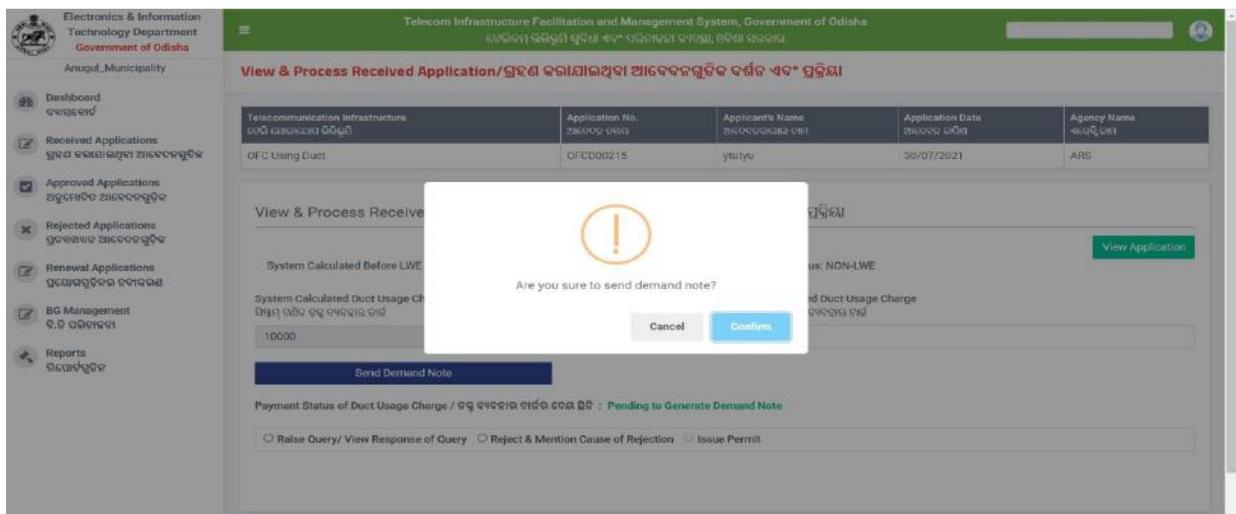
### 3.2.5. View and Process Received Application for OFC Using Duct:

When applicant fill and submit all the steps successfully for Micro Communication Equipments, the application will be forwarded to Local authority for view and process. As shown in below image:



**Image: View and Process Received Application**

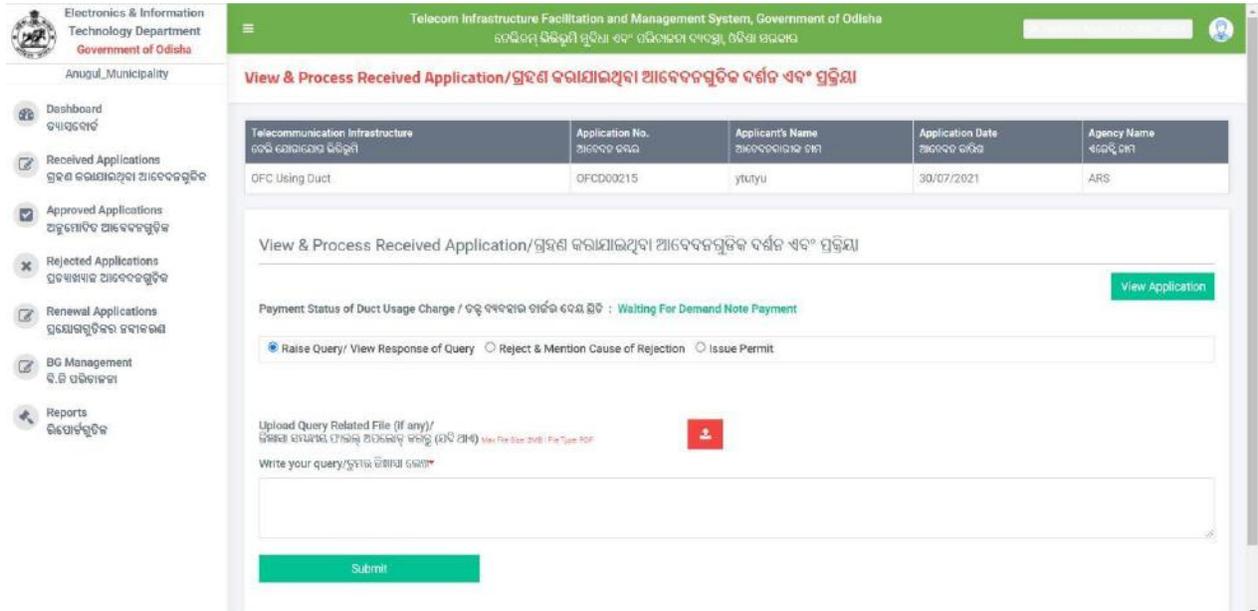
- Check the amount and click on send demand note to applicant for payment.
- Click on the Send Demand Note button it will show a popup screen for confirmation as shown in below image. Click on the Confirm button to proceed.



**Image: View and Process Received Application**

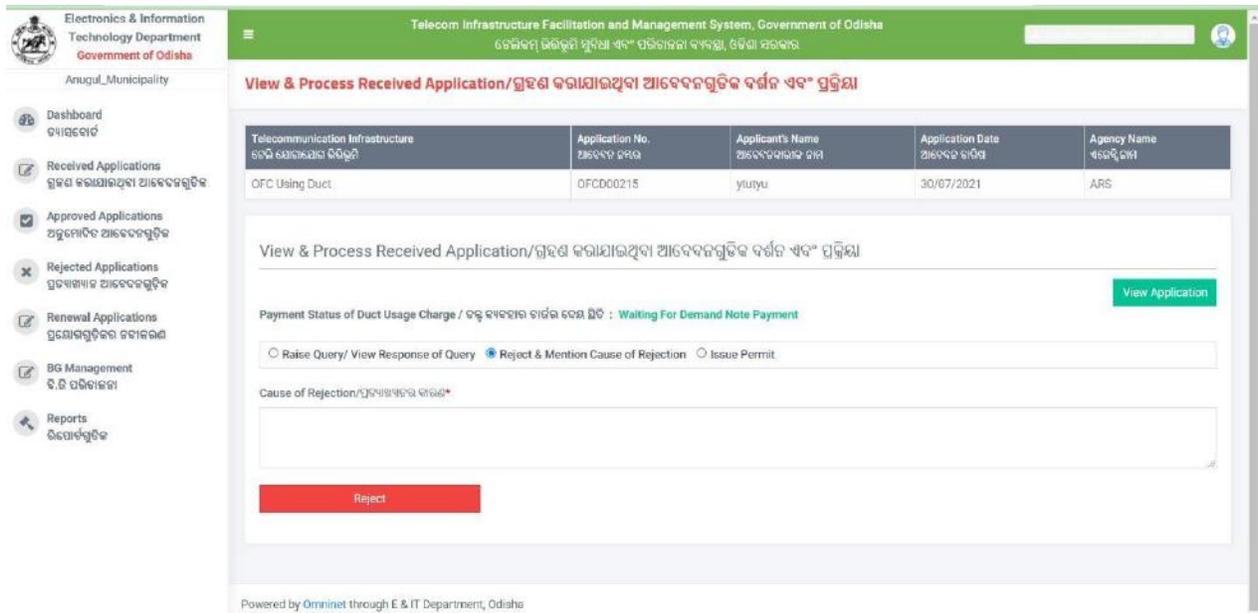
# User Manual of Telecom Infrastructure Facilitation and Management System (TIFMS) Version 1.0

- Local Authority can raise Query/ View Query if any discrepancy found in submitted application as shown in below image.



**Image: View and Process Received Application**

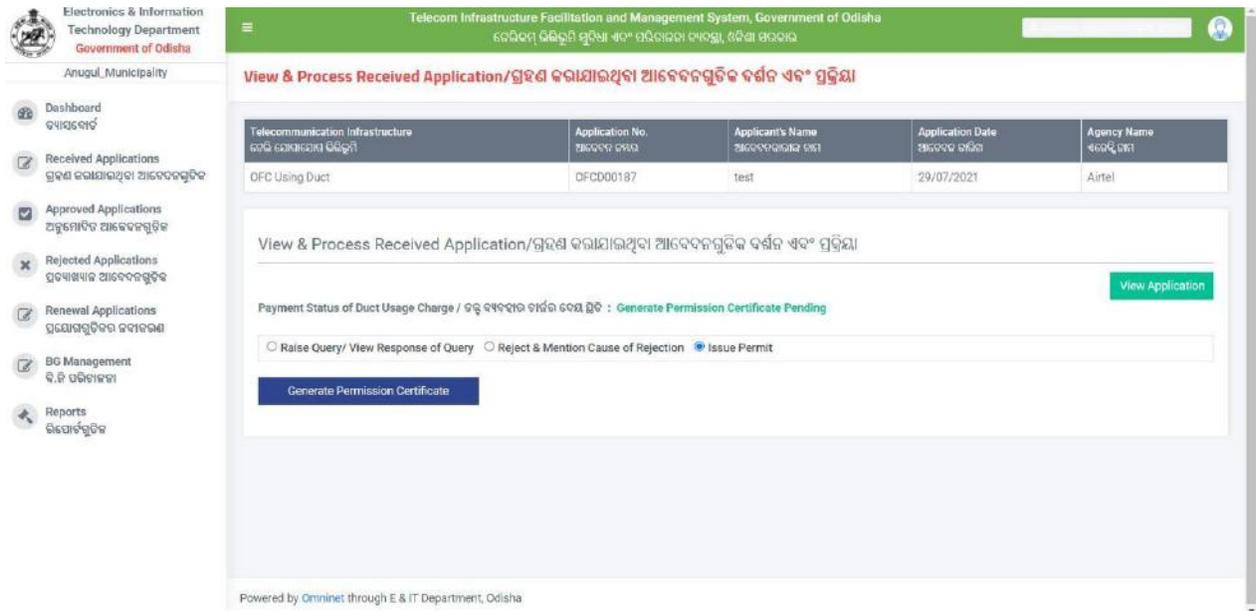
- Local Authority can Reject the application with mentioning the cause of rejection if any discrepancy found in submitted application as shown in below image.



**Image: View and Process Received Application**

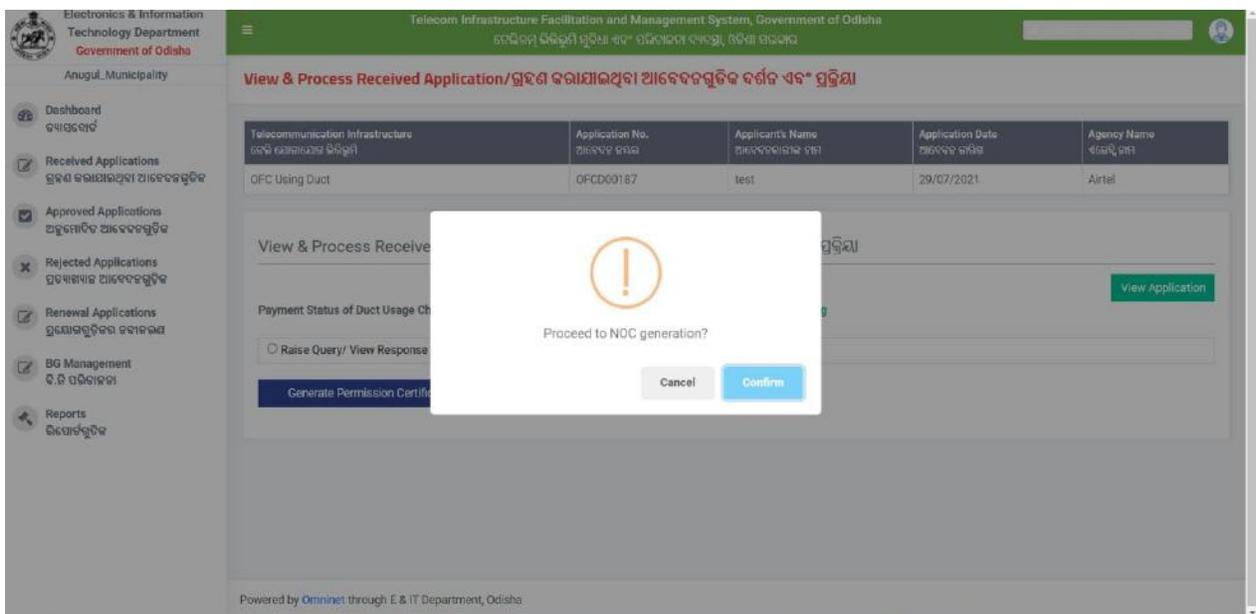
# User Manual of Telecom Infrastructure Facilitation and Management System (TIFMS) Version 1.0

- When applicant will make Demand Note Payment, it will seek permission for NOC certificate from local authority as shown in below image:



**Image: View and Process Received Application**

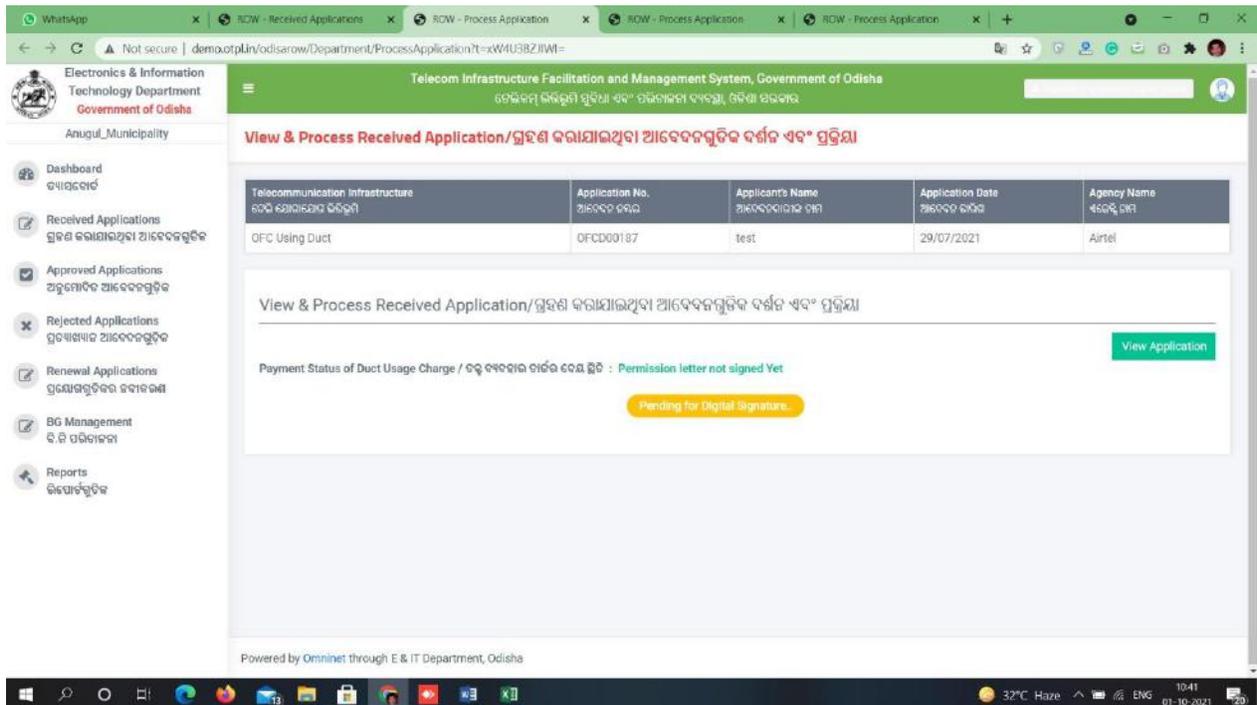
- Click on Generate Permission Certificate, it will show a pop-up screen for confirmation, click on confirm to provide NOC certificate.



**Image: View and Process Received Application**

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- After NOC certificate generation it will ask for the Digital Signature. To access Digital Signature refer heading number 4 in this document.



**Image: View and Process Received Application**

### 3.2.6. View and Process Received Application for Cell on Wheel:

Click on the received application for cell on wheel, the status will show application pending, as shown in below image. View Complete details of application by clicking on the View Applicant Button.

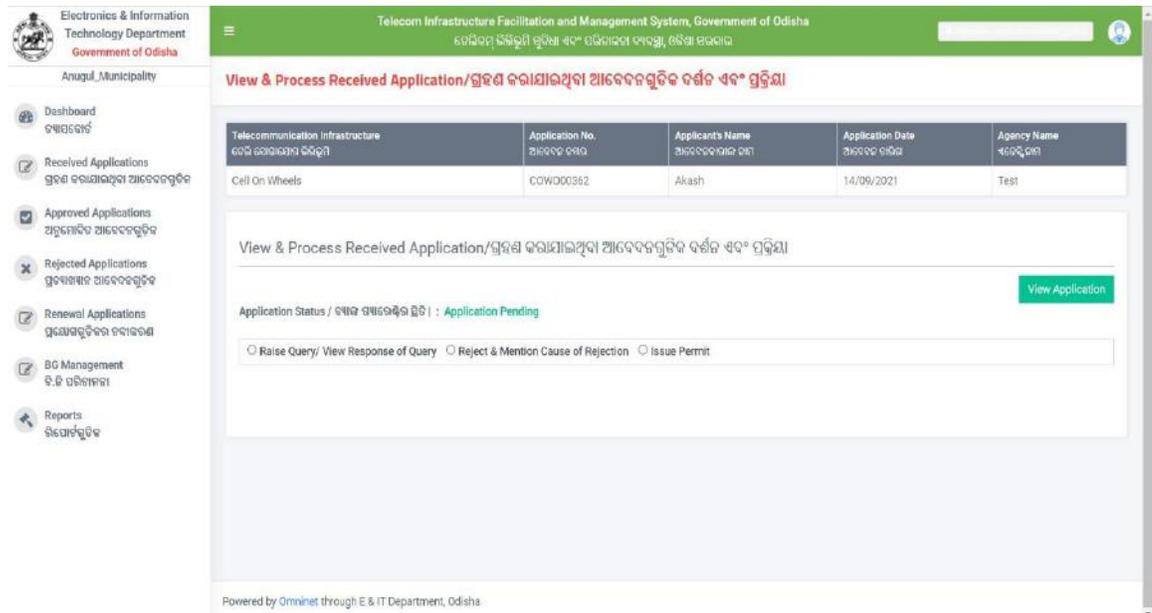
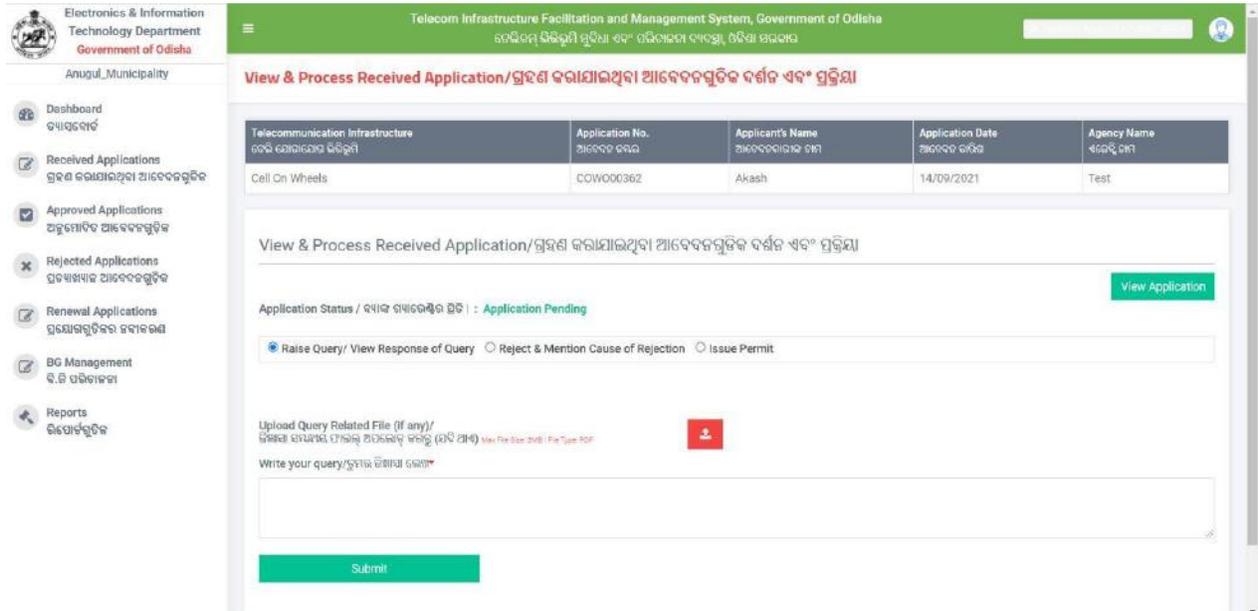


Image: View and Process Received Application

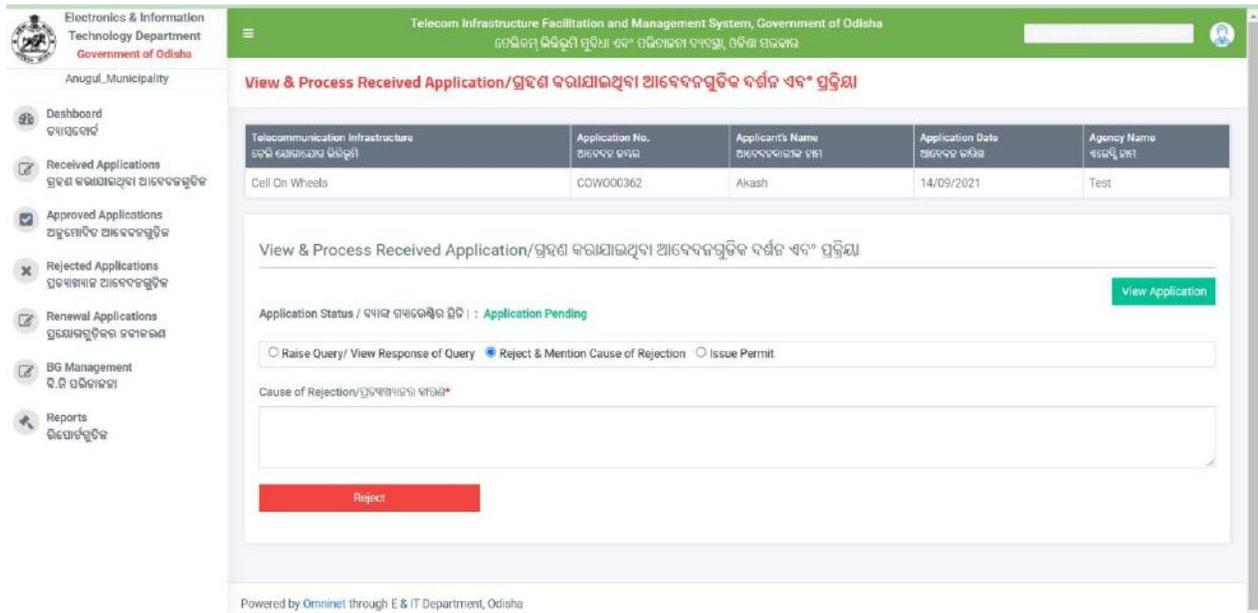
# User Manual of Telecom Infrastructure Facilitation and Management System (TIFMS) Version 1.0

- Local Authority can raise Query/ View Query if any discrepancy found in submitted application as shown in below image.



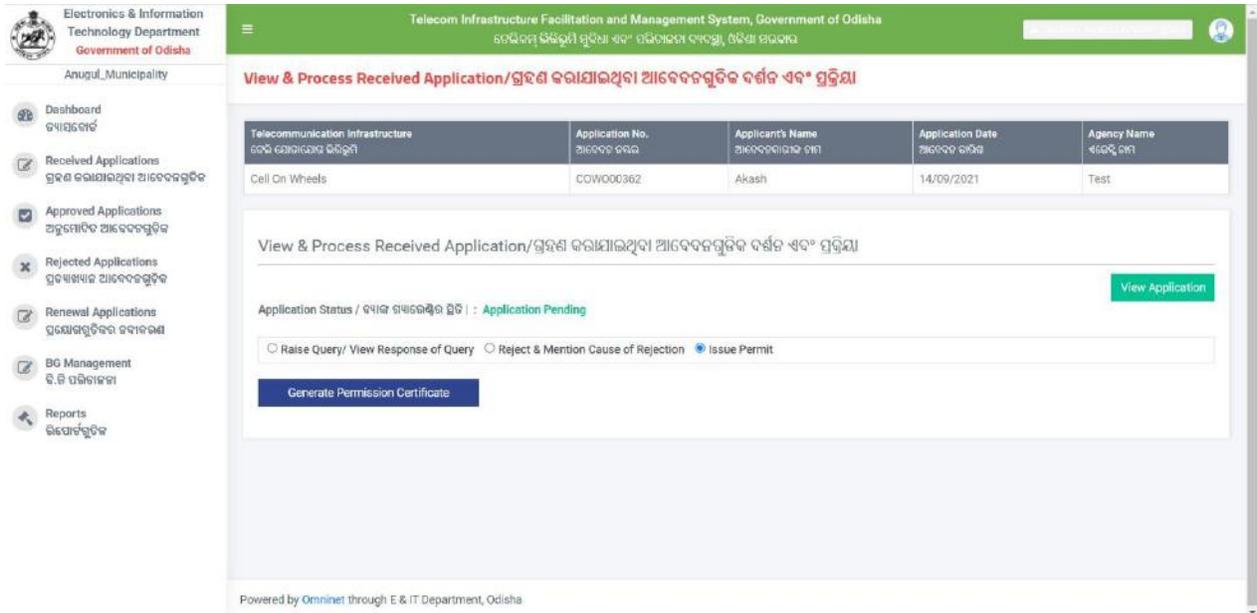
**Image: View and Process Received Application**

- Local Authority can Reject the application with mentioning the cause of rejection if any discrepancy found in submitted application as shown in below image.



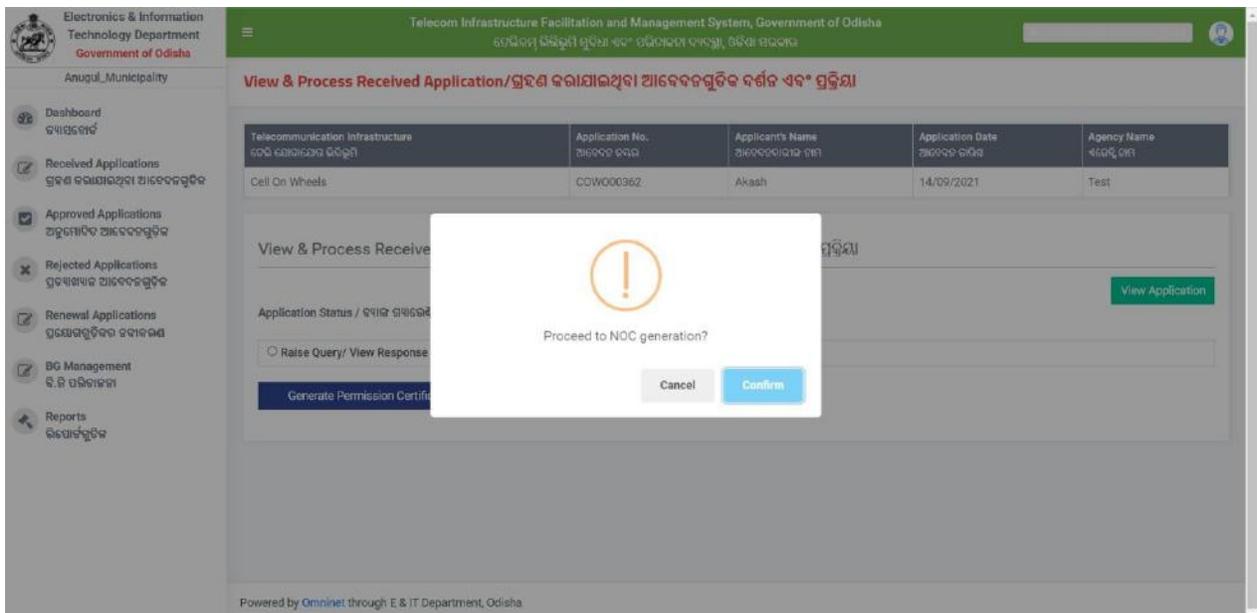
**Image: View and Process Received Application**

- When applicant will fill the details and submit the application form, it will seek permission for NOC certificate from local authority as shown in below image:



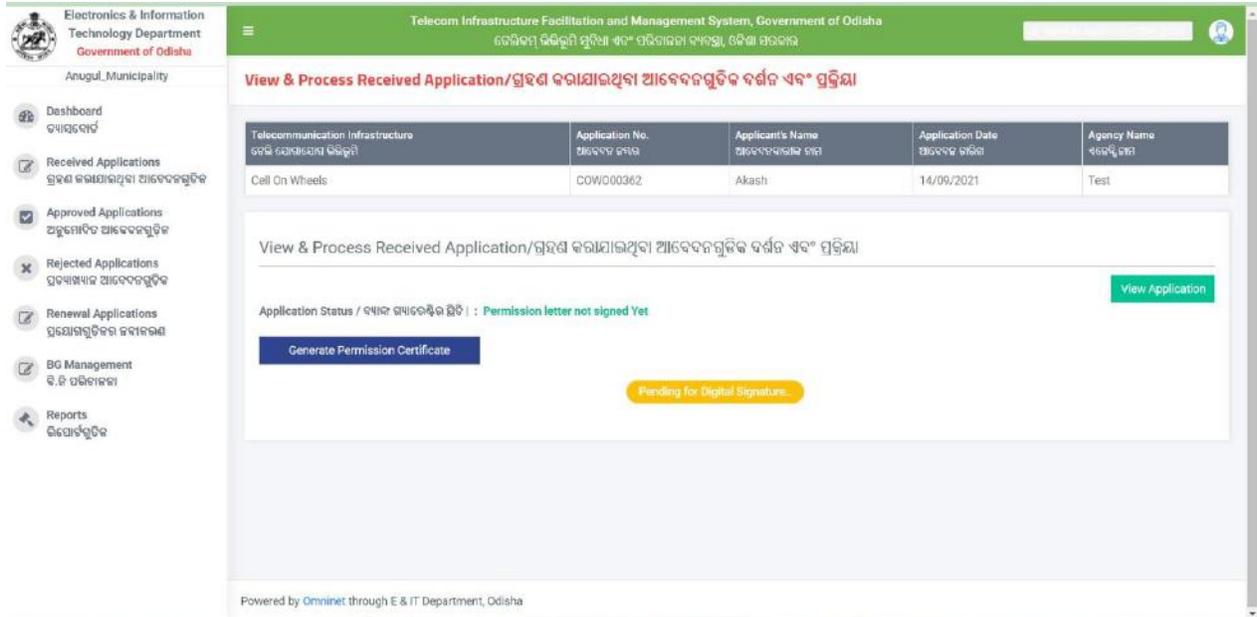
**Image: View and Process Received Application**

- Click on Generate Permission Certificate, it will show a pop-up screen for confirmation, click on confirm to provide NOC certificate.



**Image: View and Process Received Application**

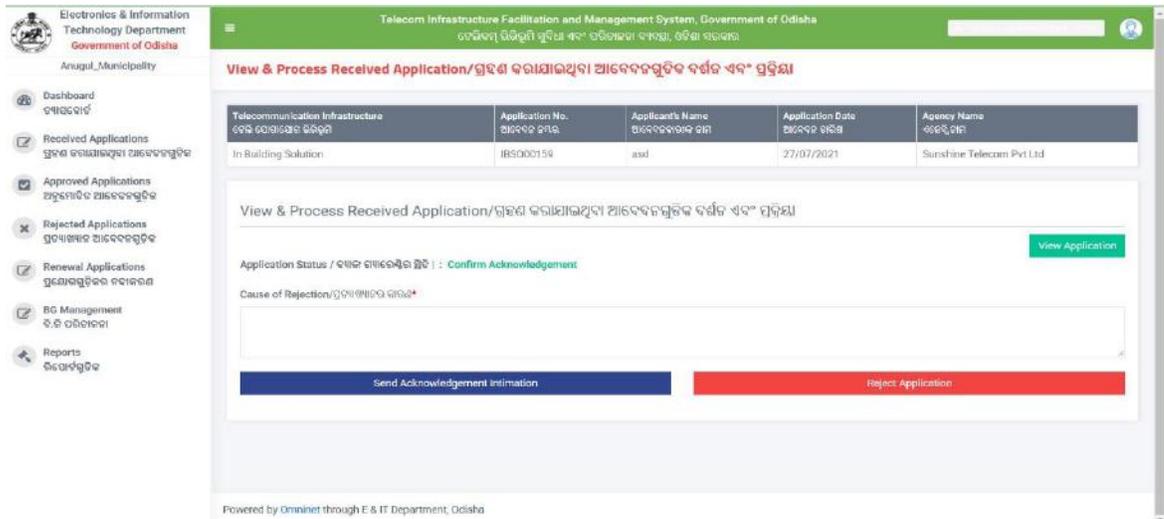
- After NOC certificate generation it will ask for the Digital Signature. To access Digital Signature refer heading number 4 in this document.



**Image: View and Process Received Application**

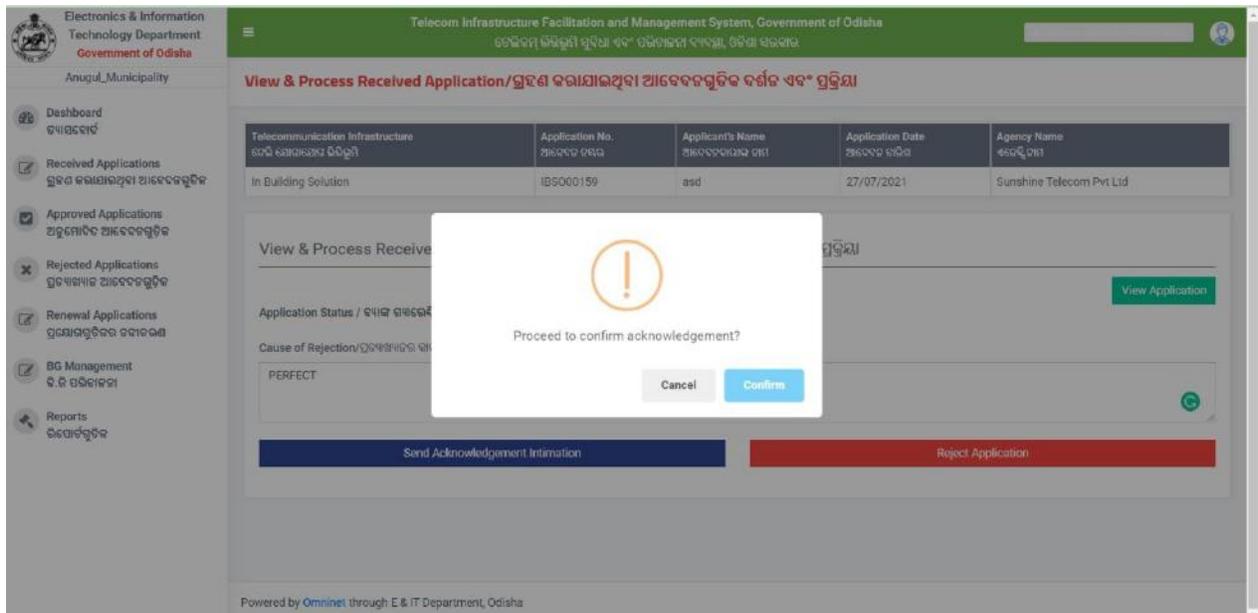
### 3.2.7.View and Process Received Application for In Building Solution:

When applicant will submit the form for In Building Solution, it will Ask for acknowledgment from local step to complete the process, as shown in below image.



**Image: View and Process Received Application**

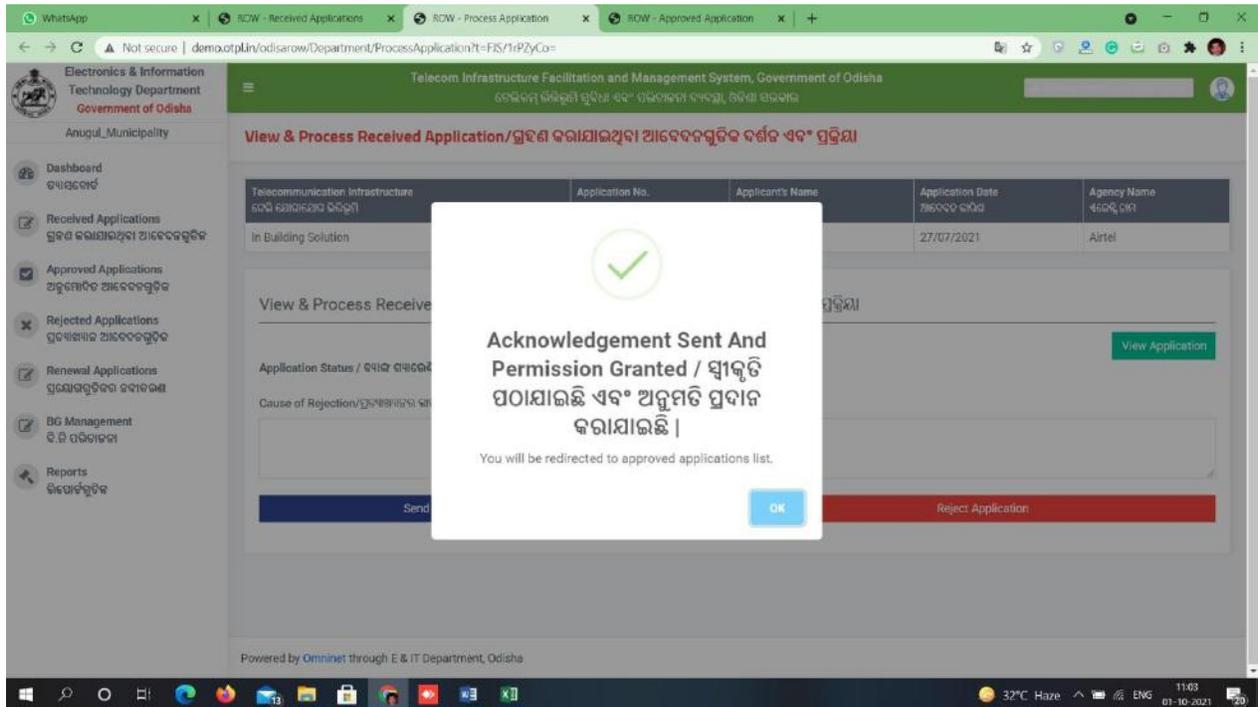
- If you want to reject the application, mention the cause and click on Reject Application Button.
- If the details are correct, click on the Send Acknowledgement Intimation, it will ask for the confirmation, as shown in below image.



**Image: View and Process Received Application**

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When Local authority will send the Acknowledgement intimation, permission will be granted and it will redirect you to the approved application list, as shown in below image.



**Image: View and Process Received Application**

### 3.3. Approved Applications

When you will click on **Approved Applications** option from dashboard it will take you to the new page as shown in the below mentioned image. In the image you can see the various search option available related to the approved Application.

S.No କ୍ରମିକ ସଂଖ୍ୟା	Application No. ଆବେଦନ ନମ୍ବର	Application Date ଆବେଦନ ତାରିଖ	License No. ଲାଇସେନ୍ସ ନମ୍ବର	Infrastructure Type ଉପକରଣ ପ୍ରକାର	Mobile No. ମୋବାଇଲ୍ ନମ୍ବର
1	MBT000330	15/09/2021		Mobile Tower	8882839691
2	OFC000349	09/09/2021	Abc1234	OFC Aerial (Overground)	8299259430
3	MBT000337	31/08/2021	Abc1234	Mobile Tower	6549319731
4	MBT000325	25/08/2021	77777	Mobile Tower	9879876976
5	IBSD00312	18/08/2021	Abc1234	In Building Solution	8184615446
6	MBT000293	13/08/2021	77777	Mobile Tower	9869697675
7	IBSD00304	12/08/2021	77777	In Building Solution	9879767675
8	OFCU00291	12/08/2021	77777	OFC Underground	9879676785
9	IBSD00292	12/08/2021	ABCD12345	In Building Solution	9026541296
10	OFCU00221	11/08/2021	ABCD12345	OFC Underground	9026541296

**Image: Approved Applications**

- Approved application can be seen by default, as shown in the above image.
- You can also search specific application by filling the required details as shown in the above mentioned image.
- Select application type, application number, license no, and then click on **Search** button to search the specific details.
- To update the filled details you can click on reset button.

### 3.4. Rejected Applications

When you will click on **Rejected Applications** option from dashboard it will take you to the new page as shown in the below mentioned image. In the image you can see the various search option available related to the Rejected Applications.

The screenshot displays the 'Rejected Applications' interface. On the left is a sidebar with navigation icons and labels. The main area features a search filter section with three input fields: 'Application Type' (with a dropdown menu), 'Application No.', and 'License No.'. Below these are 'Search' and 'Reset' buttons. A table below the filter shows a list of 10 rejected applications. The table columns are: S.No., Application No., Application Date, License No., Infrastructure Type, Mobile No., and Reason of Rejection. The table content is as follows:

S.No.	Application No.	Application Date	License No.	Infrastructure Type	Mobile No.	Reason of Rejection
1	MBTO00339	01/09/2021	Abc1234	Mobile Tower	8299259430	ljkj
2	OFCU00332	27/08/2021	Abc1234	OFC Underground	6549319731	rejected
3	IBSO00318	19/08/2021	Abc1234	In Building Solution	8175953985	ffyu
4	MCEO00316	19/08/2021	Abc1234	Micro Communications Equipments	9944219862	rejected
5	OFCO00297	12/08/2021	77777	OFC Aerial (Overground)	9879676769	ASD
6	MCEO00235	30/07/2021	77777	Micro Communications Equipments	9896969769	for testing
7	OFCO00229	30/07/2021	CMTS-157569852146	OFC Aerial (Overground)	7668960052	To lay cables or install telecom infrastructure inside the building or premises, Telecom Service Providers (TSP1)/Infrastructure Providers (IP1) would require permission of the owner of the building/premise. However, it is seen that generally restrictive practices are adopted by building/premise owners while giving access to the building due to commercial interests. In many cases, these owners enter into exclusive agreement with one of the TSPs/IP-Is for providing telecom services to the consume
8	MBTO00177	30/07/2021	ABCD12345	Mobile Tower	9026541296	ABCDEFGGH
9	MBTO00096	30/07/2021	ABCD12345	Mobile Tower	9026541296	7567
10	OFCO00214	30/07/2021	jhgjhghghghj	OFC Using Duct	9026541296	xxxxx

At the bottom of the table, there are pagination controls: 'First', 'Previous', '1', '2', 'Next', 'Last'.

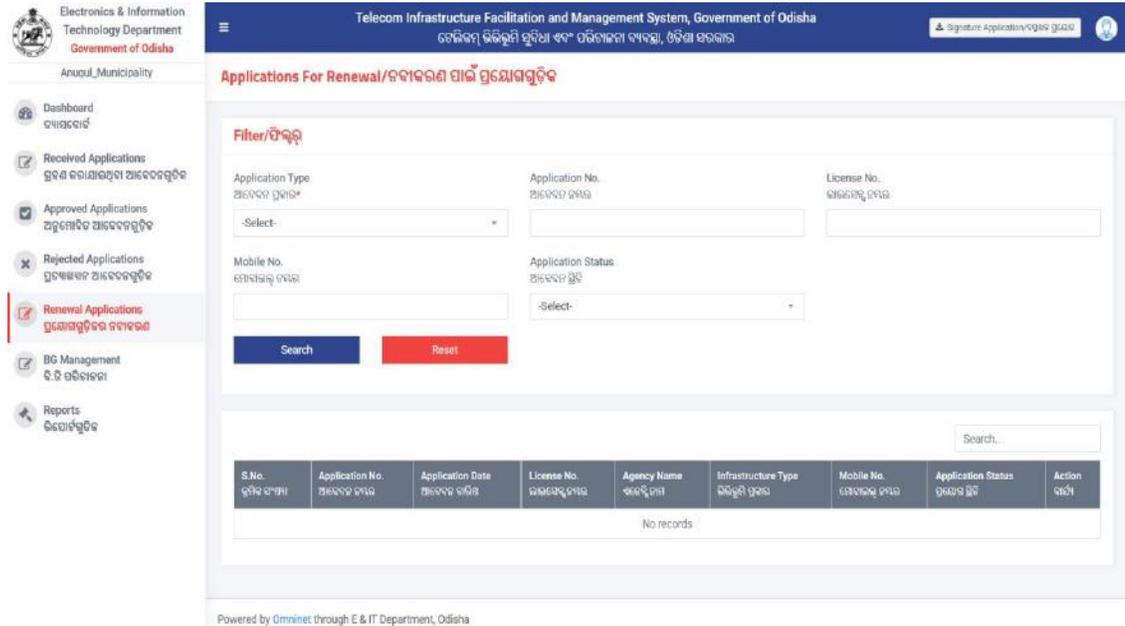
**Image: Rejected Application**

- Rejected applications will be shown below by default, as shown in the above image.

- You can also search specific rejected application by filling the required details as shown in the above mentioned image.
- Select application type, application number, license no, and then click on **Search** button to search the specific details, and click on the reset button to reset the filled data if needed.

### 3.5. Application Received for NOC Renewal

When you will click on **Application Received for NOC Renewal** option from dashboard it will take you to the new page as shown in the below mentioned image. In the image you can see the various search option available related to the Applications for Renewal.

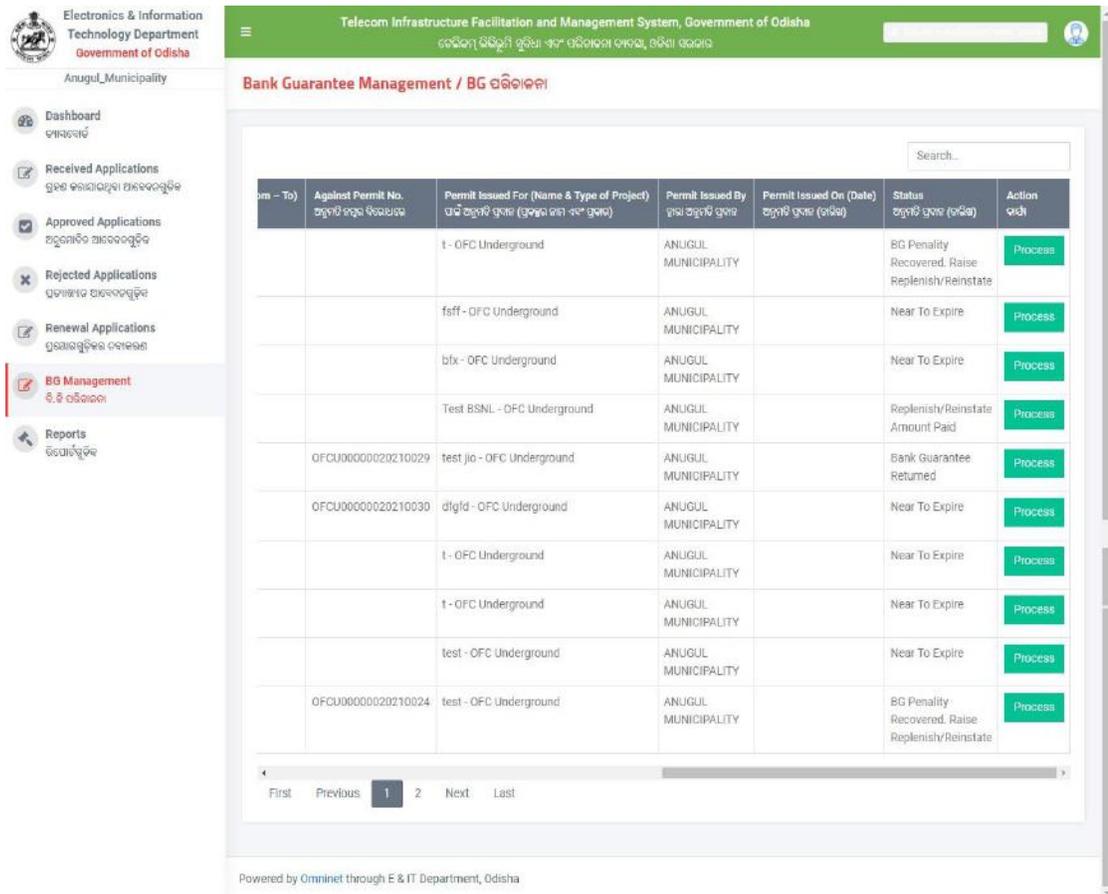


**Image: Renewal Application**

- Application received for renewal will be shown below by default, as shown in the above image.
- You can also search specific applications for NOC by filling the required details as shown in the above mentioned image.
- Select application type, application number, license no, and then click on **Search** button to search the specific details, and click on the reset button to reset the filled data if needed.

### 3.6. Bank Guarantee Management

When you will click on **BG Management** option from dashboard it will take you to the new page as shown in the below mentioned image. In the image you can see the various search option available related to Bank Guarantee Management.



**Image: BG Management**

- BG Management will be shown below by default, as shown in the above image.
- You can also search specific applications audit trail by filling the required details as shown in the above mentioned image and click on the search button.
- BG Management Section holds the details of the bank guarantee for the projects online.

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Click on the Process button from Action and proceed further, it will show three different options, click on recover penalty from Bank Guarantee to check the recovery transactions, as shown in below image.

The screenshot displays the TIFMS web application interface. On the left is a sidebar menu with options like Dashboard, Received Applications, Approved Applications, Rejected Applications, Renewal Applications, BG Management, and Reports. The main content area is titled 'Bank Guarantee Management / ବ୍ୟାଙ୍କ ଗ୍ୟାରେଣ୍ଟି ପରିଚାଳନା'. It features a table with columns: BG No. (ବି.ନଂ ନଂ), Issued on (Date) (ଜାରି ତାରିଖ), Issuing Bank (ବ୍ୟାଙ୍କ ପ୍ରକାର), Amount (in Figure) (ପରିମାଣ), and To the Name of (ନାମରେ). A table below shows one entry with BG No. 6589, issued on 13/08/2021, from PNB, for an amount of 5000000. Below this is a section titled 'Process Bank Guarantee / ପ୍ରକ୍ରିୟା ବ୍ୟାଙ୍କ ଗ୍ୟାରେଣ୍ଟି' with three buttons: 'Recover Penalty from BG', 'Raise BG to Replenish and Reinstate', and 'Return Bank Guarantee'. Underneath these buttons is a field for 'Replenish/Reinstate Amount Paid'. At the bottom of this section is another table titled 'Bank Guarantee Transactions / ବ୍ୟାଙ୍କ ଗ୍ୟାରେଣ୍ଟି କାର୍ଯ୍ୟକାରୀ' with columns: S.No. (କ୍ର. ନଂ), Transaction (କାର୍ଯ୍ୟକାରୀ), Amount (ପରିମାଣ), Previous Amount (ପୂର୍ବ ପରିମାଣ), Current Amount (ପ୍ରାଚୀନ ପରିମାଣ), and Transaction Date (କାର୍ଯ୍ୟକାରୀ ତାରିଖ). This table contains three rows of transaction data.

BG No. ବି.ନଂ ନଂ	Issued on (Date) ଜାରି ତାରିଖ	Issuing Bank ବ୍ୟାଙ୍କ ପ୍ରକାର	Amount (in Figure) ପରିମାଣ (ଟଙ୍କାରେ)	To the Name of ନାମରେ
6589	13/08/2021	PNB	5000000	

S.No. କ୍ର. ନଂ	Transaction କାର୍ଯ୍ୟକାରୀ	Amount ପରିମାଣ	Previous Amount ପୂର୍ବ ପରିମାଣ	Current Amount ପ୍ରାଚୀନ ପରିମାଣ	Transaction Date କାର୍ଯ୍ୟକାରୀ ତାରିଖ
1	Bank Guarantee Replenished/Reinstated Submitted	5000000	0	5000000	13/08/2021
2	Bank Guarantee Replenished/Reinstated Raised	100000	4900000	4800000	13/08/2021
3	Bank Guarantee Penalty Recovered And Invoked	100000	5000000	4900000	13/08/2021

**Image: Process Bank Guarantee**

- Next option is to check the status of Raising Bank Guarantee to replenish and Reinstatement the amount shown in below image.

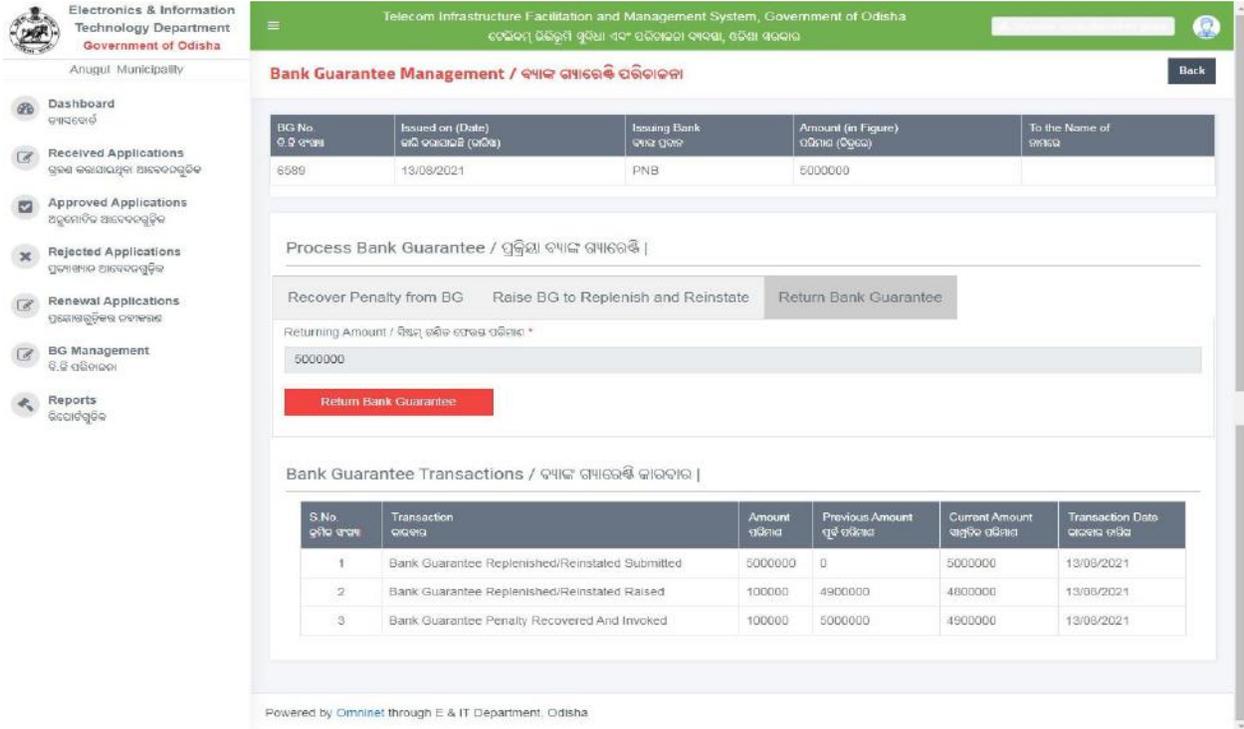
The screenshot displays the 'Bank Guarantee Management' interface. The top header identifies the system as 'Telecom Infrastructure Facilitation and Management System, Government of Odisha'. The left sidebar lists various application statuses. The main area shows a table with one entry for BG No. 6589, issued on 13/08/2021 for 5000000 INR. Below the table, the 'Process Bank Guarantee' section is active, showing options to 'Recover Penalty from BG', 'Raise BG to Replenish and Reinstatement', and 'Return Bank Guarantee'. The 'Raise BG to Replenish and Reinstatement' option is selected, displaying 'System Calculated Charges' of 100000 and 'Final Charges' of 100000. A 'Replenish/Reinstatement Amount Paid' field is also visible. At the bottom, the 'Bank Guarantee Transactions' table shows three entries:

S.No.	Transaction	Amount	Previous Amount	Current Amount	Transaction Date
1	Bank Guarantee Replenished/Reinstated Submitted	5000000	0	5000000	13/08/2021
2	Bank Guarantee Replenished/Reinstated Raised	100000	4900000	4800000	13/08/2021
3	Bank Guarantee Penalty Recovered And Invoked	100000	5000000	4900000	13/08/2021

**Image: Process Bank Guarantee**

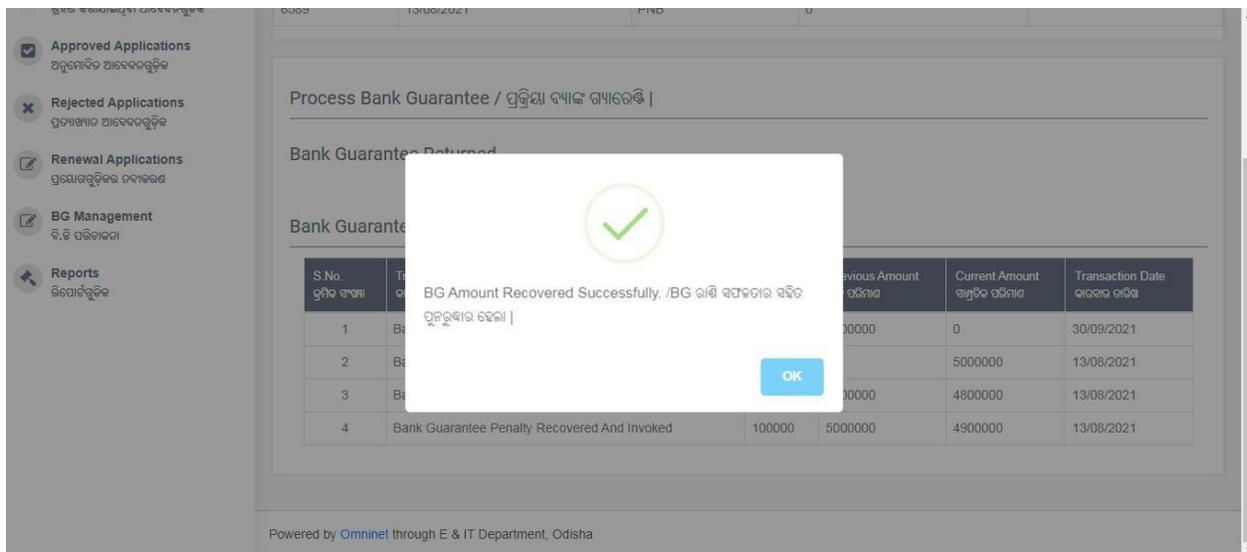
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- Third option is for returning Bank Guarantee Amount, to return click on the Return Bank Guarantee Button and proceed further, as shown in below image.



**Image: Process Bank Guarantee**

- It will ask for the confirmation to confirm BG Amount recovery, click OK as shown in below image.



**Image: Process Bank Guarantee**

- When BG Amount Recovered successfully, the process is complete and it will show the below mentioned screen.

The screenshot displays the 'Bank Guarantee Management' interface. On the left is a navigation menu with options like Dashboard, Received Applications, Approved Applications, Rejected Applications, Renewal Applications, BG Management, and Reports. The main content area shows a table of issued BGs and a section for 'Bank Guarantee Transactions'.

BG No. ବି.ନଂ	Issued on (Date) ଜାରି ଦିଆଯାଇଛି (ତାରିଖ)	Issuing Bank ଦାଙ୍କ ପ୍ରଦାନ	Amount (in Figure) ପରିମାଣ (ଟଙ୍କାରେ)	To the Name of ନାମରେ
6589	13/08/2021	PNB	0	

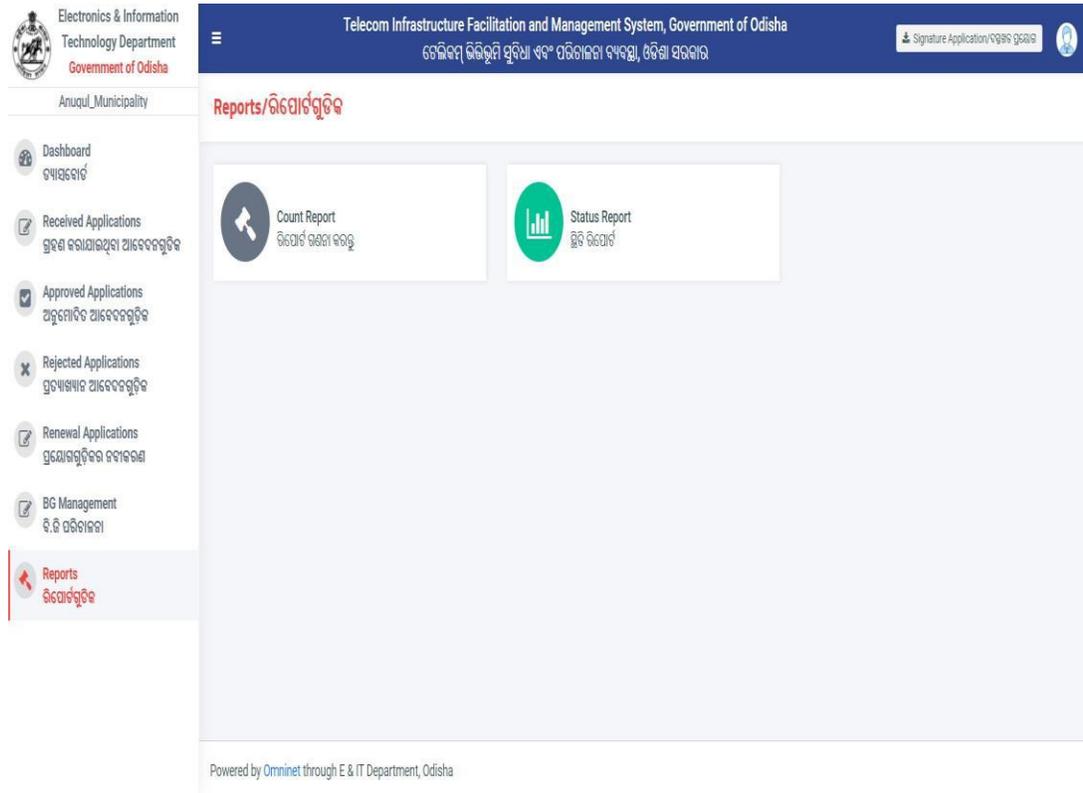
  

S.No. କ୍ରମିକ ସଂଖ୍ୟା	Transaction କାରବାର	Amount ପରିମାଣ	Previous Amount ପୂର୍ବ ପରିମାଣ	Current Amount ପ୍ରାକ୍ତନ ପରିମାଣ	Transaction Date କାରବାର ତାରିଖ
1	Bank Guarantee Returned	5000000	5000000	0	30/09/2021
2	Bank Guarantee Replenished/Reinstated Submitted	5000000	0	5000000	13/08/2021
3	Bank Guarantee Replenished/Reinstated Raised	100000	4900000	4800000	13/08/2021
4	Bank Guarantee Penalty Recovered And Invoked	100000	5000000	4900000	13/08/2021

**Image: Process Bank Guarantee**

### 3.7. Reports

When you will click on **Reports** option from dashboard it will take you to the new page as shown in the below mentioned image. In the image you can see the various report attached in the different module.

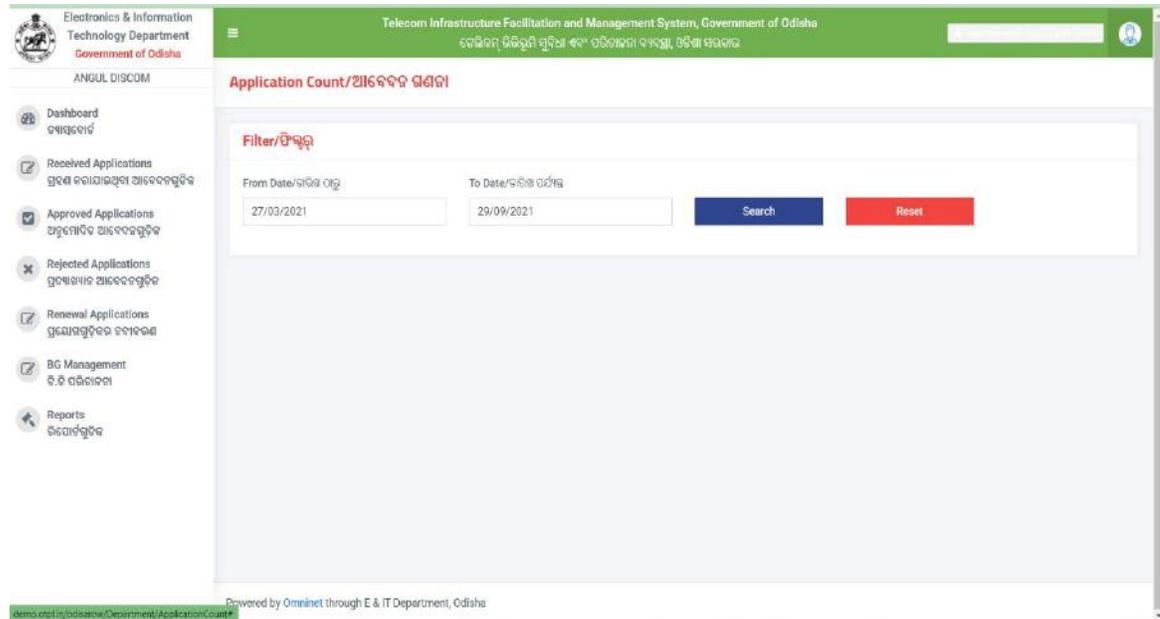


**Image: Reports**

- In reports section, it comprises various reports related to the applicant.
- You can also click on specific applications Reports for checking the details of the applications.

### 3.7.1. Count Report

When you click on the application count report option, it will open a new page as shown below.

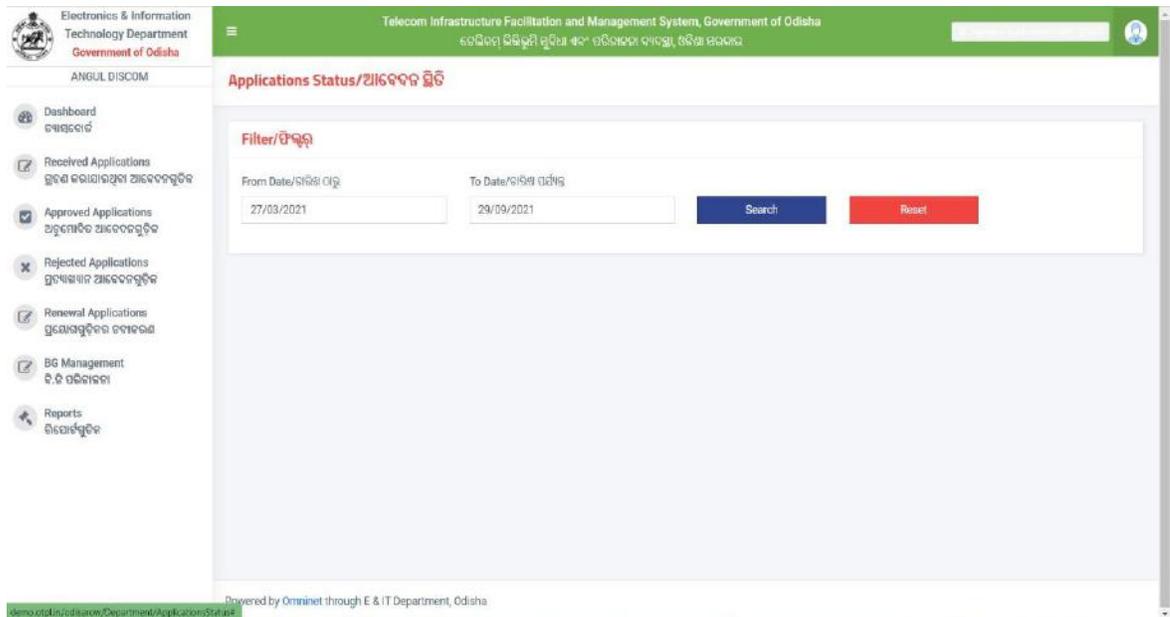


**Image: Reposts> Application Count**

- In this section you can filter the number of application received with in selected time.
- Select the date from when to when you want the report and click on the search option.

### 3.7.2. Status Report

When you click on the application status option, it will open a new page as shown below.

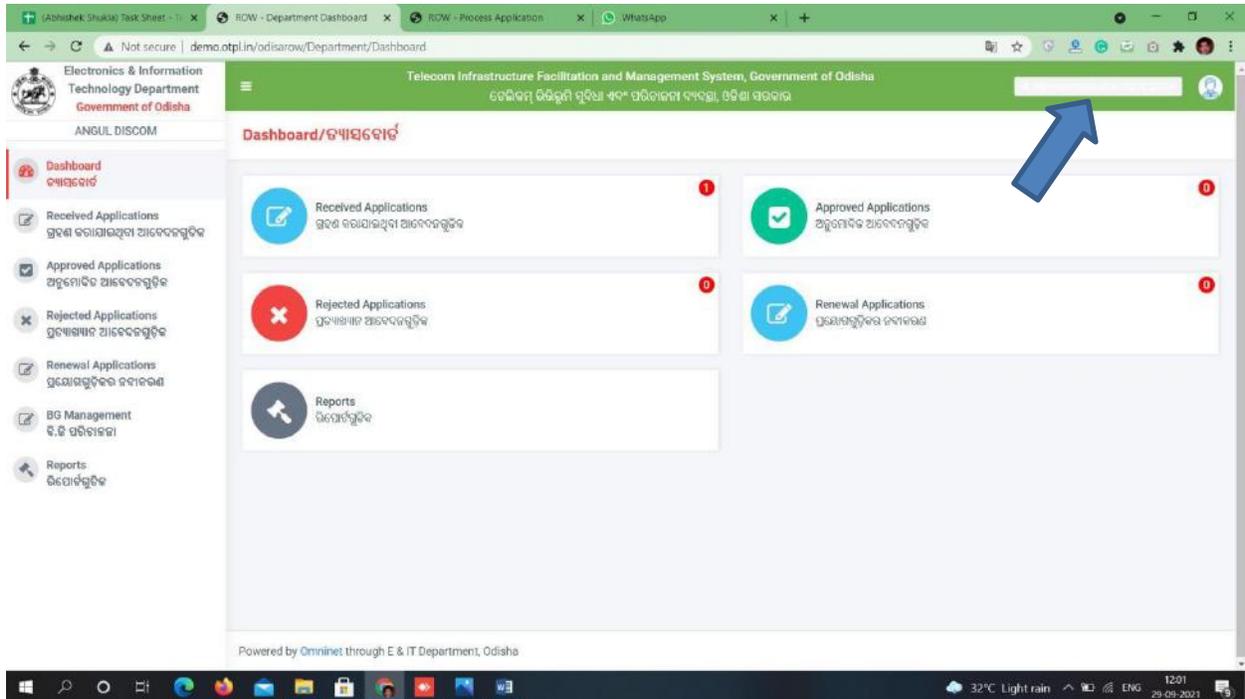


**Image: Reports>Application Status**

- In this section you can filter the status of application received with in selected time.
- Select the date from when to when you want the report and click on the search option.

## 4. Digital Signature

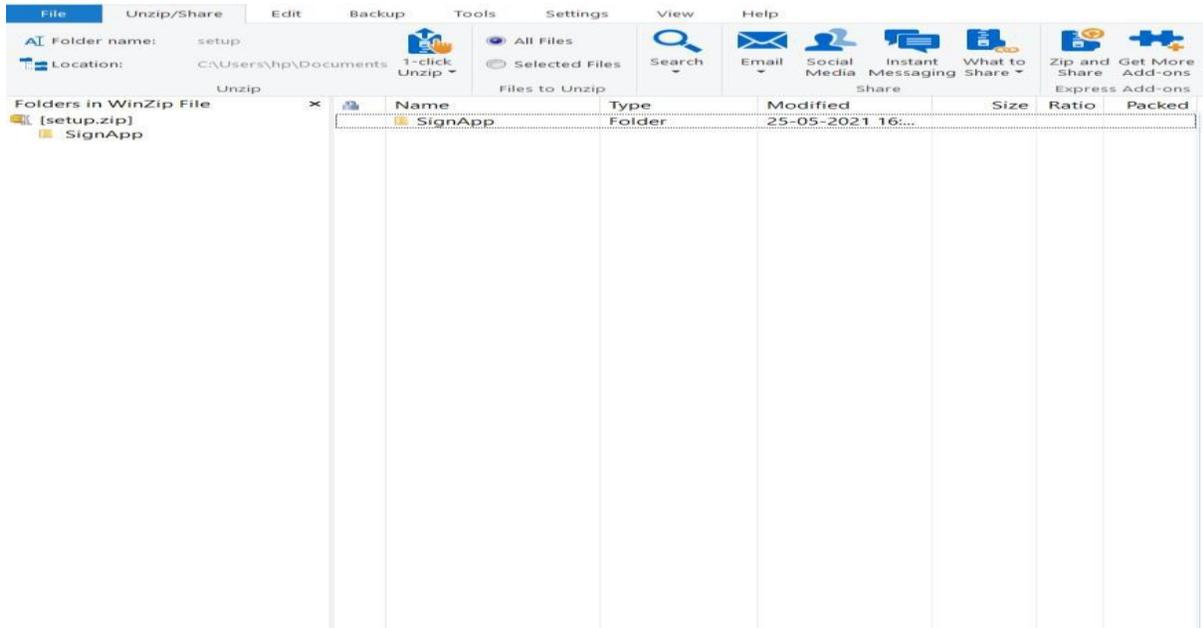
Click on the digital signature, mentioned on the top right of the page. It will automatically download a setup file.



**Image: Dashboard>Digital Signature**

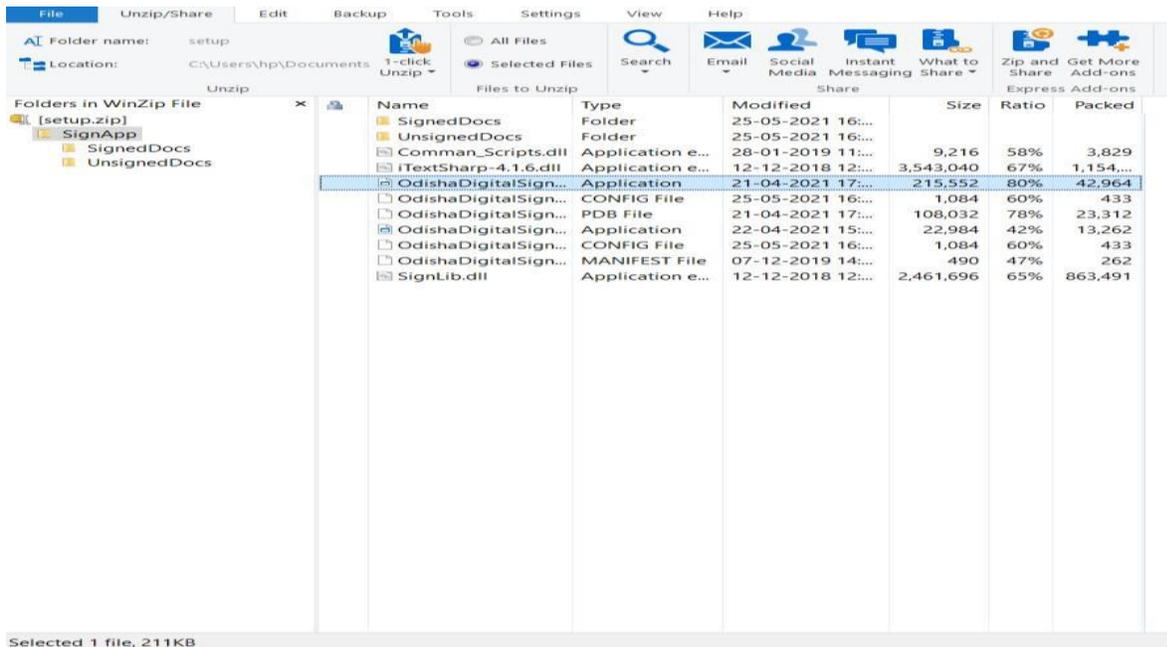
Follow the below mentioned steps to access your digital signature for the NOC:

**Step 1:** Click on the setup file. It will open the file, and a page will be opened as shown below.



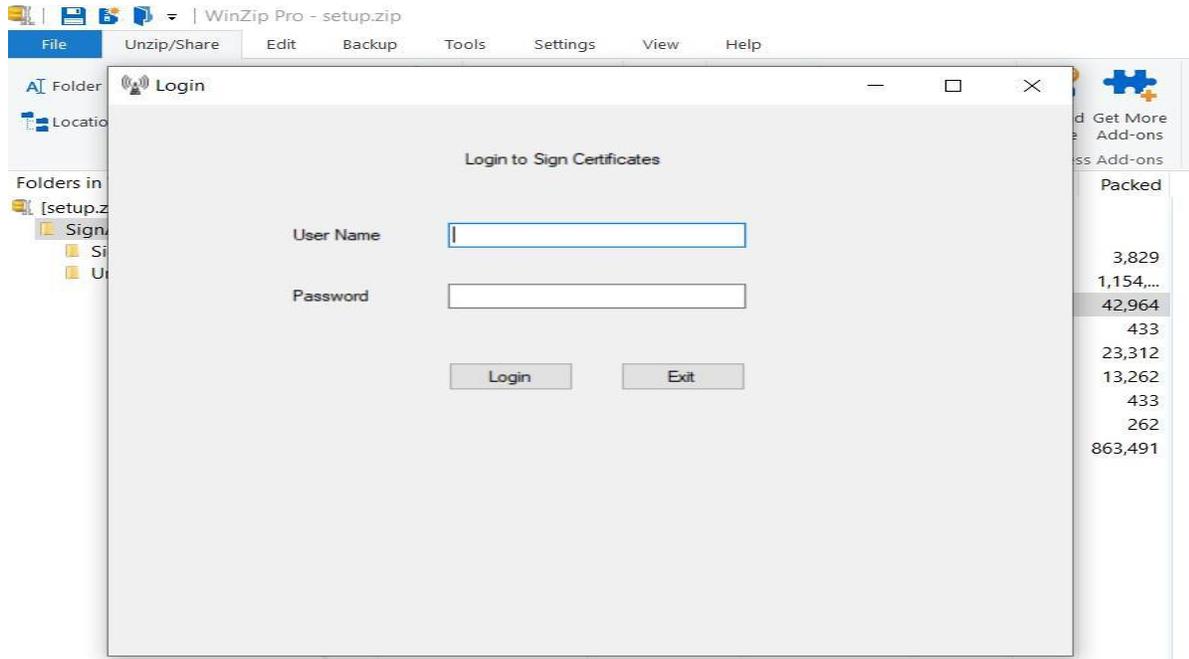
**Image: Digital Signature>SignApp**

**Step 2:** Click on the SignApp Folder, it will show various files as shown in below image:



**Image: Digital Signiture>Setup**

**Step 3:** Click on the fifth option, OdishaDigitalSignApp. It will ask you to install .exe file, install the file and it will open a login page as shown below:



**Image: Digital Signature>login page**

- Fill the provided user id and password, that you used initially for login, and click on login to proceed. After login you will be able to access you verified digital signature.

