



**GOVERNMENT OF KERALA**

**Abstract**

Local Self Government Department - Online Application for Road Cutting Permission and Right of Way in LSGs - Sanctioned - Orders Issued

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**LOCAL SELF GOVERNMENT (DC) DEPARTMENT**

G.O.(Rt)No.1983/2021/LSGD Dated,Thiruvananthapuram, 13/10/2021

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Read 1 G.O.(Ms) No.59/2020/PWD Dated.30/07/2020

2 G.O.(Rt) No.1783/2020/LSGD Dated.29/09/2020

**ORDER**

Applications for road cutting permission are being received in LSGs from agencies like City Gas Distribution Companies, Kerala Water Authority, Kerala State Electricity Board and from the Telecom Operators and Internet Service Providers. Currently the Assistant Engineer concerned in charge of the road to be cut prepares the estimate for restoration work and after approval of the estimate, the AEE or EE concerned informs the applicant to deposit the restoration amount in head of account concerned. After getting confirmation from the applicant that the required amount for restoration has been deposited in the LSG's account, cutting permission is being issued by the Assistant Executive Engineer or the Executive Engineer concerned. All these activities are being carried out through manual processing in concerned offices which attracts a lot of complaints regarding delay in getting permissions and ultimately delaying the completion of projects.

2. Kerala State IT Mission has developed an online portal "SUGAMA" for the management of road cutting permissions. The objectives of the application are as follows:

- a. Online submission of application for Road Cutting Permission/ Right of Way Permission without the need of approaching any

office.

- b. Online submission of relevant documents such as road sketch, GIS Map of cutting etc.
- c. To provide permission within a time limit.
- d. To facilitate the users to download the final signed approval certificate online.

3. This portal is now available in the web address <http://rowservices.kerala.gov.in/>. The users of this online system would be KWA, KSEB, Infrastructure Providers, City Gas Distribution Companies, Internet Service Providers and Telecom Operators, and any other service provider requiring road cutting permission.

4. In the Chief Secretary's meeting on 4th Oct 2021, it was decided to issue necessary Government Orders directing the adoption of the online processing system for road cutting permissions through SUGAMA by LSGs. IT Mission has provided training to all AEs on the use of the portal.

5. Government have examined the matter in detail and sanction is accorded hereby to use the online Road Cutting Permission/ Right of Way Permission Portal in roads of LSGs with the following guidelines:

**A. Procedure for Road Cutting / Right of Way Permission:**

- i. The online system will be operational for Telecom Service Provider/ Internet Service Provider/ Infrastructure Provider/ City Gas Distribution companies for use from 13/10/2021 and shall not henceforth accept or process any application and documents related to Road Cutting Permission/ Right of Way in physical form. Applications and documents submitted online shall be accepted. In any exceptional case, any physical application has to be received, then it shall be with the permission of the Secretary of the LSG concerned and on the express request of the applicant.
- ii. Any Telecom Service Provider / Internet Service Provider /Infrastructure Provider/City Gas Distribution company, whoever requires permission for Road cutting or for Right of Way shall invariably submit their applications online.
- iii. The Applicant will submit applications for Rights of Way

permissions along with necessary documents including the stretch details to the concerned road authority. The route map in GIS format can also be uploaded in the portal.

- iv. The Road Authority (Municipal Secretary/Corporation Secretary/ Panchayat Secretary) shall verify the application after receipt and assign the application to the Engineer concerned for verification and processing, if the application is in order; otherwise, the application will be returned to applicant.
- v. The Engineer concerned shall prepare the demand note as per the prevailing rates for road cutting and restoration and submit the same for approval of the competent authority as per the delegation of powers based on the restoration amount required (manual process not through the system). After approval of the demand note, the same shall be uploaded in the online system from the approval office. Thereafter, once the applicant remits the demand note amount in the required head of account online through the portal, the road cutting permission is to be issued by the competent authority through the system.
- vi. After the utility authority/applicant completes the road cutting and temporary restoration, the same shall be updated in the online system so that the Road Authority gets information about the completion of the work. Thereafter the Road Authority shall take action to restore the road surface as per the guidelines specified in the PWD Manual.
- vii. In cases, where the applicant is to restore the road surface as per the provisions laid down in the cutting permission, after the completion of such works, the applicant shall upload the details in the portal. After getting such information through the portal, the Road authority shall issue NOC through the online portal system.

#### B. Road Cutting Fees:

The restoration charges for the road cutting of various types of road surfaces communicated as per the order read as 2nd paper above. The Chief Engineer (Roads) publishes the restoration charges for the road cutting of various types of PWD road surfaces from time to time. The prevailing rates are given below:-

Sl. No.	Type of Road Cutting Surface	Restoration Charges in ₹/Sq. Meter
1	Berm Cutting	359.85

2	Shoulder Cutting	1530.77
3	20mm open graded chipping carpet surface	3090.57
4	20mm close graded chipping carpet surface	3129.12
5	20mm open graded chipping carpet surface (Manual means)	3179.04
6	40mm pre mixed chipping carpet surface	3457.29
7	BM & BC road surface	4069.51
8	Concrete road surface	5473.44
9	100mm thick inter locking tiled road surface	4196.75
10	80mm thick inter locking tiled road surface	3722.14
11	60mm thick inter locking tiled road surface	3665.91

The above charges are including cost index, centage charges and GST.

#### C. Timelines:

- i. Application Scrutiny – within 3 days after receiving the Application
- ii. Physical Verification and Demand Note approval for Payment and intimation to applicant- Within 15 days after receiving the Application.
- iii. Payment of Fees by Applicant after issue of Demand Note – As specified in the demand note.
- iv. Road cutting Permission Letter Issued – Within 7 days after payment of Fees and uploading details by the applicant in the portal.
- v. Completion of road cutting work and temporary restoration - as specified in the permission letter/proceedings.

6. All the Secretaries of Local Self Government Institutions both Urban and Rural shall ensure that the clearances are issued after ensuring the receipt of restoration charges. It is also directed that this matter need not required for further reference to Committees/Counsel in the Local Bodies and the Secretaries concerned shall be competent to issue necessary sanction in the matter.

(By order of the Governor)  
Sarada Muraleedharan I A S  
Additional Chief Secretary

To:

Director of Urban Affairs, Thiruvananthapuram  
Panchayath Director, Thiruvananthapuram  
Commissioner for Rural Development, Thiruvananthapuram  
Chief Engineer, Local Self Government Department  
All Municipal/Corporation Secretaries (Through Director, Urban Affairs)  
All Panchayath Secretaries (Through Panchayath Director)  
The Principal Accountant General (Audit/ A&E/ LBA &A)  
The Information Officer, (Web & New Media) I&PRD  
Executive Director, Information Kerala Mission  
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Section Officer