



Standard Operating Procedure



Road Cutting and its Restoration User SOP

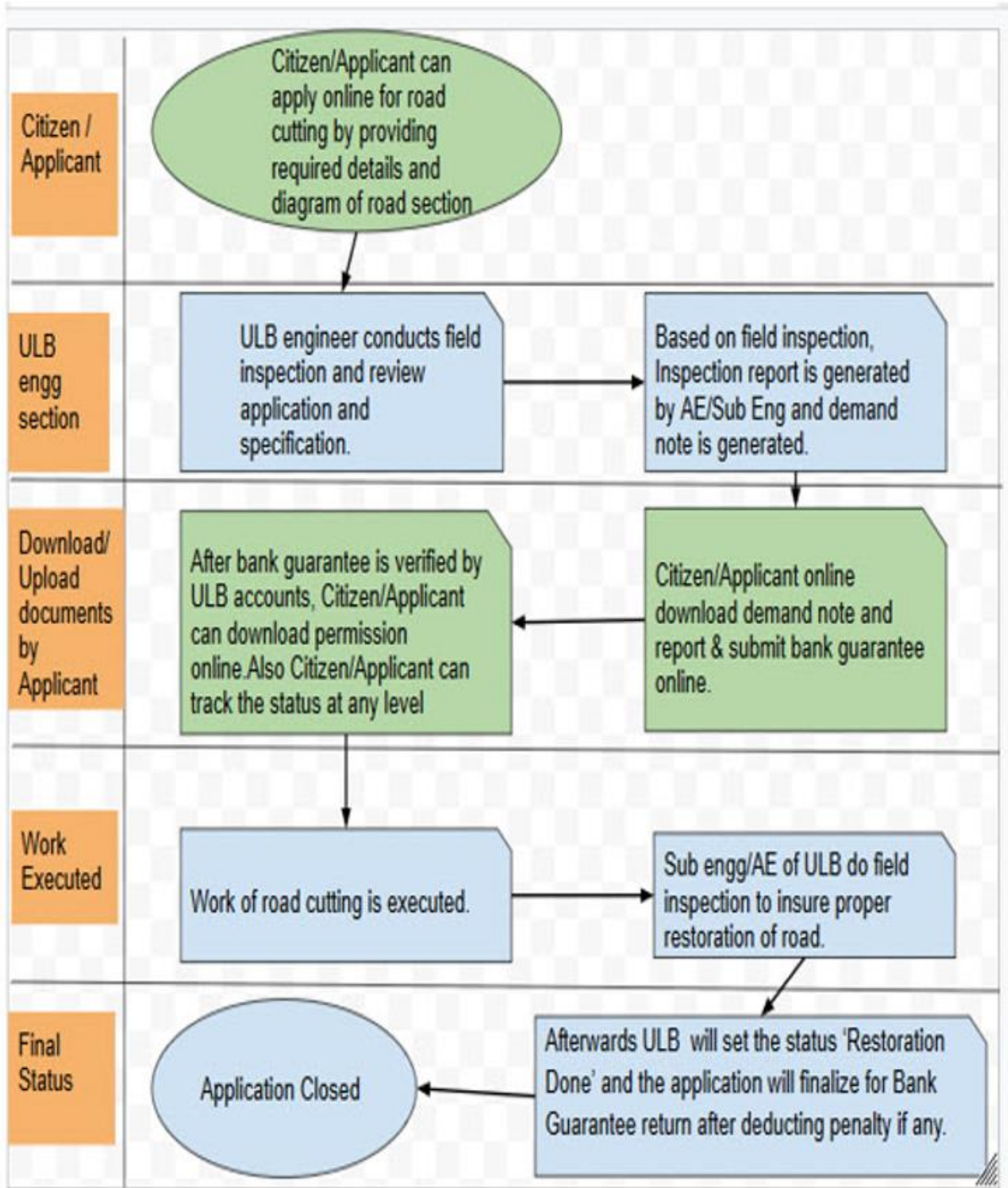
DOCUMENT

Project Name	Version	Document Name	Date	Reference	Sign of approval from UADD
e-Nagarpalika	1.0	Road Cutting and its Restoration User SOP	17.07.2020		



Flow Chart:-

Road Cutting and its Restoration Process





A new service 'Road Cutting and Restoration' has been provided on the e-Nagarpalika portal, So that the Citizen/Applicant can now apply for Road Cutting and Restoration from e-Nagarpalika portal. This Road Cutting and Restoration service will be completed in 2 phases, at First the Citizen/Applicant will fill the form from the e-Nagarpalika portal and submit it, after which the employee of the ULB will process that application in the backend and can review, forward and approve it.

For Proceed the service kindly follow the below points:-

First Citizen/Applicant will go to the portal and select the road construction service as given below ↓

The screenshot shows the e-Nagar Palika portal interface. At the top, there is a header with the Government of Madhya Pradesh logo, the text 'ई-नगर पालिका, मध्य प्रदेश शासन' and 'e-Nagar Palika, Government of Madhya Pradesh', and the date '8 September, 2020'. Below the header is a navigation menu with items like Home, Businesses, Citizen Services, Pay Taxes/Charges, AatmaNirbhar M.P, Grievance, EODB, Building Plan Approval, and Login. The 'Businesses' menu is expanded, showing options like Hoarding, Trade / Commercial (Non Food), Food License, Rental Property/ Shop Rent Online Payment, Auditorium-Public Amusement Places-Public Garden, and Road Cutting & Restoration. The 'Road Cutting & Restoration' option is highlighted, and a sub-menu is shown with 'Road Cutting Application Form' and 'Track Application / Download Approval'. On the right side, there are sections for 'Quick Links' (Birth Registration, Death Registration, GST Online Registration, Marriage Registration, etc.) and 'Important Links' (Madhya Pradesh Urban development and Housing Department, Right To Information(RTI), E-Tendering, etc.).



After selecting the service portal will open a new page where Citizen/Applicant fill the form with all required information and click on submit application



Road Cutting Application

Please Select the ULB

City / ULB: *

Applicant Details

Applicant Name: *

Applicant Address: *

Street (Applicant): *

Landmark (Applicant): *

Mobile Number: * Email Id:

Description of road for which permission has to be taken

Authority Type: * Road Type: *

Road Name: * Grade:

From House no./Location: * To House no./ Location: *

Length (In Meter): * Width (In Meter): *

Height (In Meter): *

Ward: * Zone: *

Purpose of Road Cutting: *

Description of work: *

Attachments

Attribute type:

No file selected.

Attribute type	File Name
Road Cross Section	C:\FAKEPATH\FLOW CHART.PNG



After clicking on submit button portal will give document no. to Citizen/Applicant, with this document number Citizen/Applicant can track the status and upload the supported documents like Bank Guarantee, Restoration pics etc of the application, also Citizen/Applicant will receive the SMS and email from the portal. ↓

✓ Your Application Number 0000000006 Submitted Successfully

SAP Road Cutting Application

Please Select the ULB

City / ULB: *

ULB engineer conducts field inspection and review application and specification, Based on field inspection, Inspection report is generated by AE/Sub Eng and demand note is generated. Citizen/Applicant online download demand note and report & submit bank guarantee online. After bank guarantee is verified by ULB accounts, Citizen/Applicant can download permission online.

✓ Bank Gurantee Submitted Successfully

SAP Track Application Details

Back

Upload Bank Gurantee For Processing Application furthur

Select Bank Gurantee Document And click On Upload Button No file selected.

Application Details

Application Number:	0000000006	Applicant Name:	AJAY	Applicant Address:	DEWAS
Ward:	008	Zone:	02	Mobile Number:	8982696908
Email Id:	ajay@gmail.com	Authority Type:	Nagar Nigam	Road Type:	Concrete Road
Road Name:	MAIN ROAD	Grade:	M-20	From House No.:	01
To House No.:	09	Length (In Meter):	10	Width (In Meter):	10
Height (In Meter):	10	Purpose:	Tele Communication	Description:	GIVE APPROVAL
Created Date:	17.08.2020	Application Status:	Approved And Demand Generated		

After the Bank Guarantee uploaded by Citizen/Applicant/Applicant, ULB user will open the application again and check the uploaded document and set the status of Bank guarantee received to the application.

After approval received against submitted bank guarantee, Citizen/Applicant can start the work of Road Cutting and Restoration then after the restoration Citizen/Applicant have to upload the restoration documents then ULB user will set the status 'Restoration Done' and the application will forward for Bank Guarantee return.



Thank You



Sign of approval
from UADD