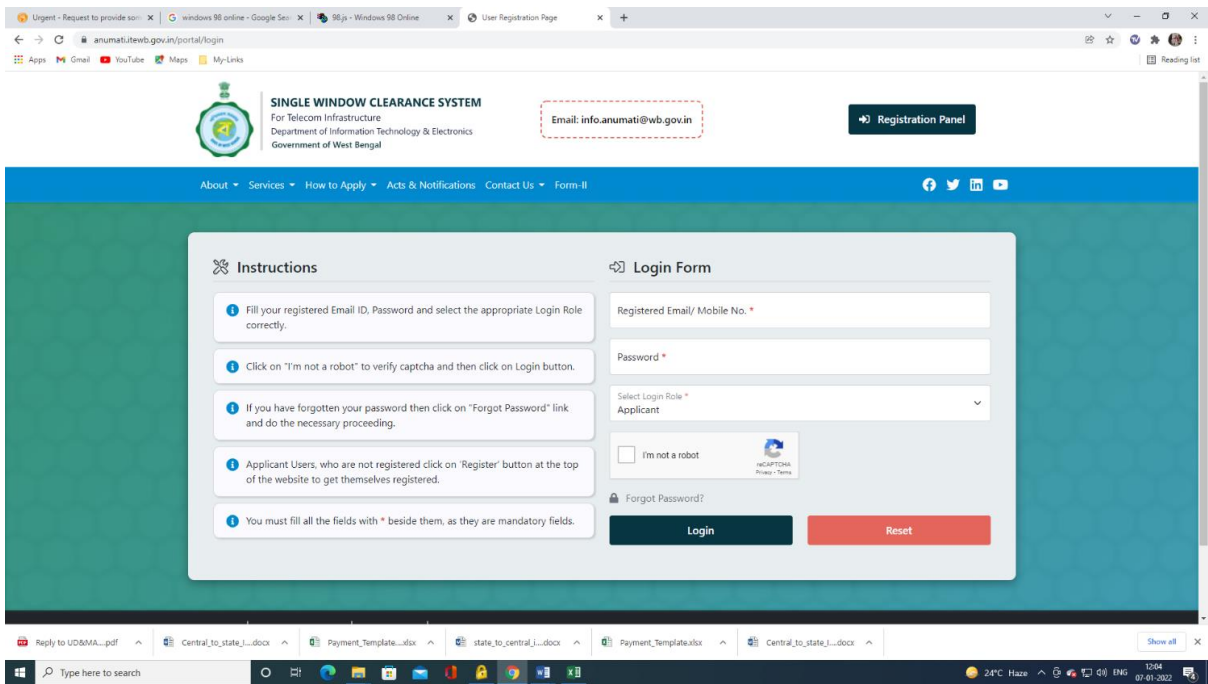


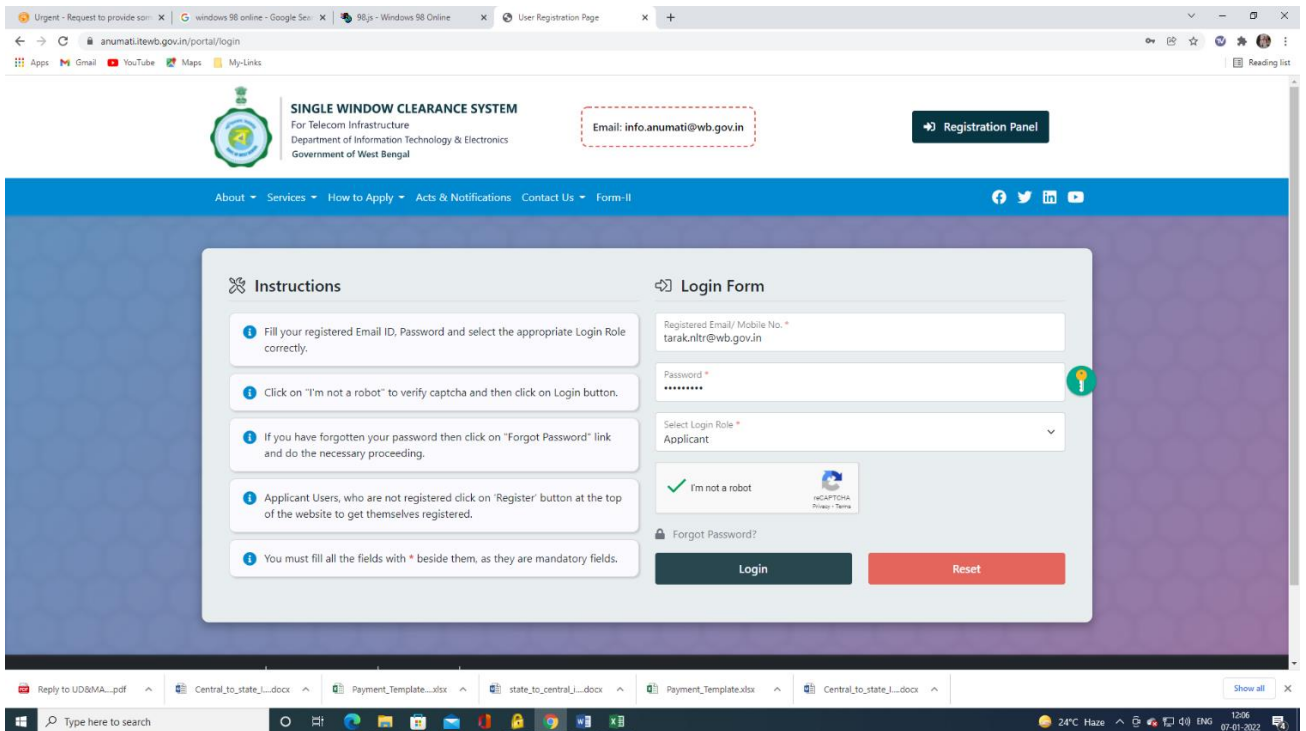
User Manual

For Applicant:

Step1: Open Anumati Portal: URL: <https://anumati.itewb.gov.in/portal/login>



Step2: Enter User Name and Password, then select login role



Step3: Click on **Submit New Application**

The screenshot shows the dashboard of the Single Window Clearance System. At the top, there is a navigation bar with the system name and logo, a user profile section with the email 'info.anumati@wb.gov.in', and a 'Logout' button. Below this is a blue banner with the user's name 'Hi, Tarak Pvt. Ltd.' and a welcome message. The main content area features a section titled 'For Underground / Overground Infrastructure (whichever applicable)' with a list of required documents. A 'Related Pages' sidebar on the right contains links for 'View All Applications', 'Submit New Application', 'Guidelines to fill the Form', 'Checklist', and 'District Level Committee Helpline'. The browser's taskbar at the bottom shows several open documents.

Step4: Fill the application Form

The screenshot displays the application form for Tarak Pvt. Ltd. The form is divided into several sections: 'Complete Registered Postal Address with PIN', 'Mobile No.' (8240627802) and 'Alternate Mobile No.', 'Email ID' (taraknltr@wb.gov.in) and 'Landline No.', 'Details of the Proposed Work' (Application Type and Infrastructure Type), 'Specific Name & Nature of Work' (with a 400-character limit), 'Details of the Property' (Property Type, Property Region Type, District, and Police Station), and 'Consent given by Land/Building owner?'. A 'Related Pages' sidebar on the right is visible, identical to the one in the previous screenshot. The browser's taskbar at the bottom shows the same set of open documents.

Step5: Fill all the fields

Urgent - Request to provide son... | windows 98 online - Google Ser... | 98.js - Windows 98 Online | User Registration Page

anumati.tewb.gov.in/portal/application

SELECT DISTRICT NAME: SELECT POLICE STATION NAME:

Consent given by Land/Building owner? *

Yes No

Without approval of land/building owner, application cannot be submitted

Name and Address of the Owner of the Land or Building with Contact No. *

Character Limit: 600. Character Left: 600

Land Owner Contact No. *

Land Owner Contact No.

Other Information

Entire time Duration for execution of the work *

Days: Days: Days: Days:

Entire restoration work to be completed within [According to telecom guidelines Para 6.(b)(3)(iv)] *

Days: Days:

Specific measures taken to mitigate Public Inconvenience *

Any other relevant matter (in the opinion of the Licensee)

Character Limit: 600. Character Left: 600

Character Limit: 600. Character Left: 600

If you have any other relevant matter to disclose, connected with or relative to the work proposed to be undertaken, mention that above.

Approximate amount of money (in INR) to be spent by the applicant for the restoration work to bring back the work-site to its erstwhile state. *

Related Pages

- View All Applications
- Submit New Application
- Guidelines to fill the Form
- Checklist
- District Level Committee Helpline

Taskbar: Type here to search | 24°C Haze | 12:07 07-01-2022

Step6: Attach the required documents

Urgent - Request to provide son... | windows 98 online - Google Ser... | 98.js - Windows 98 Online | User Registration Page

anumati.tewb.gov.in/portal/application

Approximate amount of money (in INR) to be spent by the applicant for the restoration work to bring back the work-site to its erstwhile state. *

Upload Documents

Applicant / Licensee's License / Registration Certificate granted by Central Govt.

[sample_2020-12-30t1156470000-2492.pdf](#)

NOC given by the Land / Building Owner *

Choose File No file chosen

Allowed File Types: pdf

For Forest / Protected Areas, the copy of NOC from State Environment & Forest Department (if applicable)

Choose File No file chosen

Allowed File Types: pdf

Signed project report with details of installation of all items / machineries / fitting with description of all dimensions / length / height / wt. / vol. technical specification with technical vetting from competent authority *

Choose Files No file chosen

You can attach multiple files. Allowed File Types: pdf

Adequate bank guarantee to indemnify the restoration work, Self-assessed and self-certified by the applicant. *

Choose Files No file chosen

You can attach multiple files. Allowed File Types: pdf, jpg

Any Other Documents

Choose Files No file chosen

You can attach multiple files. Allowed File Types: pdf, jpg

I certify that the information I am about to provide is true and complete to the best of my knowledge. I am aware that this self declaration statement is subject to review and verification and if such information is found to be false, adequate legal proceedings may be initiated against me and/or the company I am representing which may lead to termination of telecom license issued by competent authority along with cancellation of my application ab-initio. I furthermore declare that onus of responsibility to prove the veracity of information provided herein lies on me and the company that I represent.

Related Pages

- View All Applications
- Submit New Application
- Guidelines to fill the Form
- Checklist
- District Level Committee Helpline

Taskbar: Type here to search | 24°C Haze | 12:07 07-01-2022

Step7: Submit and Pay

For Forest / Protected Areas, the copy of NOC from State Environment & Forest Department (if applicable)

Choose File No file chosen

Allowed File Types: .pdf

Signed project report with details of installation of all items / machineries / fitting with description of all dimensions / length / height / wt. / vol. technical specification with technical vetting from competent authority *

Choose Files No file chosen

You can attach multiple files. Allowed File Types: .pdf

Adequate bank guarantee to indemnify the restoration work. Self-assessed and self-certified by the applicant. *

Choose Files No file chosen

You can attach multiple files. Allowed File Types: .pdf, .jpg

Any Other Documents

Choose Files No file chosen

You can attach multiple files. Allowed File Types: .pdf, .jpg

I certify that the information I am about to provide is true and complete to the best of my knowledge. I am aware that this self declaration statement is subject to review and verification and if such information is found to be false, adequate legal proceedings may be initiated against me and/or the company I am representing which may lead to termination of telecom license issued by competent authority along with cancellation of my application ab-initio . I furthermore declare that onus of responsibility to prove the veracity of information provided hereinbefore lies on me and the company that I represent.*

Submit Application & Make Payment Reset

Disclaimer | Terms & Conditions | Privacy Policy | Copyright Policy

Best viewed on latest Chrome 85+ / Firefox 81+ / Edge 85+.
This is the official Web Portal of Right of Way - IT & Electronics Department, West Bengal.
Content on this Web Portal is published and managed by IT & Electronics Department, West Bengal. Designed & Developed by SMLTR

Step8: make payment

iFMS Integrated Financial Management System **GRIPS**

Finance Department Government of West Bengal

DEPOSITOR'S DETAILS

Details of Payment			
Department:	Information Technology	No. Of Head:	1
Depositor Name:	tarak	Address:	aa-700091
Mobile No:	8240627802	E-Mail:	tarak.ntr@wb.gov.in
Identification No:	61d7e043a841d	Payment Ref. No.:	04620221016
In favour of:	Single Window Clearance System IT and E Department	Payment Mode:	NA
Period From:	07/01/2022	Period To:	07/01/2022
Total Amount[*]:	10000	Remarks:	

CHALLAN DETAILS

SUB SERVICE	IDENTIFICATION NO	HEAD OF ACCOUNT	HEAD DESCRIPTION	AMOUNT[*]
other fees	61d7e043a841d	1275-00-102-001-18	Other Communication Services Receipts from Monitoring Organization Administrative expenses for Underground Telegraph infrastructure and one-time fee for Over ground Telegraph infrastructure	10000
Total Amount: 10000				
IN WORDS: TEN THOUSAND ONLY				

Select Payment Mode

Payment Mode: SBI Epay

CONFIRM CANCEL

Home | Payment of Taxes & Non taxes Revenue | Reprint of Challan | GRN Status | Search your Challan | Departmental Activities

Step9: Track the status

The screenshot displays the 'SINGLE WINDOW CLEARANCE SYSTEM' portal for Telecom Infrastructure. The user is logged in as 'Tarak'. The main heading is 'Hi, Tarak' with a sub-heading 'Take a look at all the applications submitted by you in the Right of Way Project by the State Government of West Bengal.' Below this, there is a search section for applications by CAF reference number. A search box contains '1690025118427239' and a 'Search Application' button. The search results are shown in a table:

#	CAF Reference No.	Application Type	Application Date	Application Status	Block/Municipality/PWD
1	1690025118427239	Installation of Tower (Telecom/Mobile)	27 Jan, 2021	In Progress	bidhannagar municipal corporation (bmc)

On the right side, there is a 'Related Pages' section with links: 'View All Applications', 'Submit New Application', 'Guidelines to fill the Form', 'Checklist', and 'District Level Committee Helpline'. The footer contains 'Disclaimer | Terms & Conditions | Privacy Policy | Copyright Policy' and 'Designed & Developed by SNLTR'. The browser's taskbar shows several open documents and the system tray displays '24°C Haze' and the date '27-01-2022'.

For More Details: Please visit YouTube link:

How to fill the application?

Link: <https://www.youtube.com/watch?v=O7m87sIVrFs>

For BLC/ULB and DLC

Step 1: Login to Anumati <https://anumati.itewb.gov.in/>



<https://anumati.itewb.gov.in/portal/login>

Instructions

- Fill your registered Email ID, Password and select the appropriate Login Role correctly.
- Click on "I'm not a robot" to verify captcha and then click on Login button.
- If you have forgotten your password then click on "Forgot Password" link and do the necessary proceeding.
- Applicant Users, who are not registered click on 'Register' button at the top of the website to get themselves registered.
- You must fill all the fields with * beside them, as they are mandatory fields.

Login Form

Logout successfully.

Registered Email/ Mobile No. *

Password *

Select Login Role *

Applicant

Applicant

District Level

State Level

Appellate

Block/Municipality/PWD/Other

Forgot Password?

Login

Reset

[For DPRDO Please Select "District Level" from Login Role and for Block/Municipality Please Select "Block/Municipality/PWD/Others" from Login Role]

Step 3: Look into the Dashboard

Take a look at all the applications you have submitted via this portal. Here you will find the list of all applications that has been submitted by your in the RoW portal along with the CAF reference number, application type and application status. If you are looking for any specific application, you can also search by CAF reference no.

 Search your Applications by CAF no.

CAF Reference No.	<input type="text" value="Enter CAF Reference No."/>	 Search Application
-------------------	--	--

#	CAF Reference No.	Application Type	Application Date	Application Status
1	1700219791705916	Installation of Tower (Telecom/Mobile)	20 May, 2021	Query Raised By Field Unit
2	1708879317966798	Installation of Tower (Telecom/Mobile)	23 Aug, 2021	In-Progress

Related Pages

- [View All Applications](#)
- [Submit New Application](#)
- [Guidelines to fill the Form](#)
- [Checklist](#)
- [District Level Committee Helpline](#)

The Application which having status In-Progress are to be reviewed. For reviewing click on CAF Reference No.

Take a look at all the applications you have submitted via this portal. Here you will find the list of all applications that has been submitted by your in the RoW portal along with the CAF reference number, application type and application status. If you are looking for any specific application, you can also search by CAF reference no.

 Search your Applications by CAF no.

CAF Reference No.	<input type="text" value="Enter CAF Reference No."/>	 Search Application
-------------------	--	--

#	CAF Reference No.	Application Type	Application Date	Application Status
1	1700219791705916	Installation of Tower (Telecom/Mobile)	20 May, 2021	Query Raised By Field Unit
2	1708879317966798	Installation of Tower (Telecom/Mobile)	23 Aug, 2021	In-Progress



Related Pages

- [View All Applications](#)
- [Submit New Application](#)
- [Guidelines to fill the Form](#)
- [Checklist](#)
- [District Level Committee Helpline](#)

The Application open in new Tab window

Common Application Form (CAF)

Please fill up the Common Application Form (CAF) below along with all mandatory documents uploads for seeking Telecom infrastructure NOC.

 Details of the Applicant / Licensee

Name of Applicant / Licensee *
ATC Telecom Infrastructure Pvt. Ltd.

Related Pages

- [View All Applications](#)
- [Submit New Application](#)
- [Guidelines to fill the Form](#)
- [Checklist](#)
- [District Level Committee Helpline](#)

Check all the details, information and documents given by the Applicant.

Property Type * <input checked="" type="radio"/> Private Property <input type="radio"/> Public Property	Property Region Type * <input checked="" type="radio"/> Rural <input type="radio"/> Urban
District * Howrah	Block * Baqnan I
Police Station * Baqnan	Consent given by Land/Building owner? * <input checked="" type="radio"/> Yes <input type="radio"/> No <small>Without approval of land/building owner, application cannot be submitted</small>
Name and Address of the Owner of the Land or Building with Contact No. * Mr. Dinobandhu Mahadeo Samanta, Mrs Bandana Samanta and Mr Debmon Samanta, all residing at Vill & P.O – Agunti Beltala, P.S.- Baqnan, Dist – Howrah, Pin – 711303, West Bengal	
Character Limit: 600. Character Left: 600	
Other Information	
Entire time Duration for execution of the work * 45 Days	Entire restoration work to be completed within [According to telecom guidelines Para 6.(b)(3)(iv)] * 52 Days

- Related Pages**
- View All Applications
 - Submit New Application
 - Guidelines to fill the Form
 - Checklist
 - District Level Committee Helpline

Check all uploaded document submitted by the applicant. (For Detail See Annexure A)

Upload Documents	Related Pages
Applicant / Licensee's License / Registration Certificate granted by Central Govt. jp-1-registration_2021-03-02t1304560530-2519.pdf company-roc-incorp_2021-03-02t1304560530-8804.pdf	View All Applications
NOC given by the Land / Building Owner * bangalpur-11-signed-agreement-compressed_2021-08-23t1555150530-3729.pdf	Submit New Application
Signed Deed with Land / Building Owner * bangalpur-11-signed-agreement-compressed_2021-08-23t1555150530-2763.pdf	Guidelines to fill the Form
Location Map from any publicly available source (Scale 1:1000) showing the site with it's Latitude & Longitude * map_2021-08-23t1555150530-1672.pdf	Checklist
The detailed technical design and drawing of tower / post or other above ground infrastructure including the specification of foundation * 17rit-008-30-nbt-5wt_2021-08-23t1555150530-2841.pdf	District Level Committee Helpline
Underwriting to take care of any loss or injury due to accident caused by the tower (including a declaration to the effect that the applicant shall take special precaution for fire safety, lightning and he shall be solely responsible for any civil or criminal case arising there from) [Should be given in company letterhead with seal and signature] * undertaking-tower-policy-indemnity-1_2021-08-23t1555150530-2453.pdf	
Signed project report with details of installation of all items / machineries / fitting with description of all dimensions / length / height / wt. / vol. technical specification with technical vetting from competent authority *	

Step 4: Update Application Status

Application Charges Paid Till Now - Rs. 10000/-

Update Application Status

Select Application Status *
Select Application Status

Apply

Internal Note for Official Use

Internal Note for Official Use

Upload Documents

Choose Files | No file chosen

You can attach multiple files. Allowed File Types: .pdf, .jpg

Post Comment

Note History

Related Pages

- View All Applications
- Submit New Application
- Guidelines to fill the Form
- Checklist
- District Level Committee Helpline

Raised A Query

Application Charges Paid Till Now - Rs. 10000/-

Update Application Status

Select Application Status *
Select Application Status

Apply

Select Application Status
Query Raised By Field Unit

Internal Note for Official Use

Internal Note for Official Use

Upload Documents

Choose Files | No file chosen


You can attach multiple files. Allowed File Types: .pdf, .jpg

Post Comment

Note History

Related Pages

- View All Applications
- Submit New Application
- Guidelines to fill the Form
- Checklist
- District Level Committee Helpline



Apply to send the Query

Application Charges Paid Till Now - Rs. 10000/-

Update Application Status

Select Application Status *
Query Raised By Field Unit

Apply

Internal Note for Official Use

Internal Note for Official Use

Upload Documents

Choose Files No file chosen

You can attach multiple files. Allowed File Types: .pdf, .jpg

Post Comment

Note History

Related Pages

- [View All Applications](#)
- [Submit New Application](#)
- [Guidelines to fill the Form](#)
- [Checklist](#)
- [District Level Committee Helpline](#)

Step 5: Confirm the Query and check the box If BLC wants to inform the applicant. [Show this comments to the customer]

Application Charges Paid Till Now - Rs. 10000/-

Update Application Status

Select Application Status *
Query Raised By Field Unit

Internal Note for Official Use

Internal Note for Official Use

Upload Documents

Choose Files No file chosen

You can attach multiple files. Allowed File Types: .pdf, .jpg

Post Comment

Note History

Comments

Comments

Please submit NOC from Land owner, Location Map is not clear please submit map given by west Bengal land record office

Show this comment to the customer

Upload Documents

Choose Files No file chosen

You can attach multiple files. Allowed File Types: .pdf, .jpg

Confirm

Related Pages

- [View All Applications](#)
- [Submit New Application](#)
- [Guidelines to fill the Form](#)
- [Checklist](#)
- [District Level Committee Helpline](#)

If BLC or DLC wants to communicate regarding some issues in the submitted Application, they can use **Internal Note**

Internal Note for Official Use

Internal Note for Official Use
Field unit on observation

Upload Documents

Choose Files No file chosen

You can attach multiple files. Allowed File Types: .pdf, .jpg

Post Comment

Note History

- Related Pages**
- View All Applications
 - Submit New Application
 - Guidelines to fill the Form
 - Checklist
 - District Level Committee Helpline

Step 6: Only for DLC: District Level Committee

Update Application Status

Select Application Status *
Query Raised By Field Unit

Select Application Status
Query Raised By Field Unit
Application Rejected with Reason
Application Approved
Query Approved
NOC Issued

Apply

Upload Documents

Choose Files No file chosen

You can attach multiple files. Allowed File Types: .pdf, .jpg

Post Comment

Note History

Block/Municipality/PWD/Other 03rd, Sep 2021 12:01pm

After enquiry it has been found that some documents are present but some are required - 1) NOC from Land owner. 2) Tower Drawing, 3) Structural Stability Certificate. Please attach documents as soon as possible.

- Related Pages**
- View All Applications
 - Submit New Application
 - Guidelines to fill the Form
 - Checklist
 - District Level Committee Helpline

Update Application Status

Select Application Status *
Query Raised By Field Unit

Select Application Status
Query Raised By Field Unit
Application Rejected with Reason
Application Approved
Query Approved
NOC Issued

Apply

Upload Documents

Choose Files No file chosen

You can attach multiple files. Allowed File Types: .pdf, .jpg

Post Comment

Note History

Block/Municipality/PWD/Other 03rd, Sep 2021 12:01pm

After enquiry it has been found that some documents are present but some are required - 1) NOC from Land owner. 2) Tower Drawing. 3) Structural Stability Certificate. Please attach documents as soon as possible.

- #### Related Pages
- View All Applications
 - Submit New Application
 - Guidelines to fill the Form
 - Checklist
 - District Level Committee Helpline

Update Application Status

Select Application Status *
Query Raised By Field Unit

Select Application Status
Query Raised By Field Unit
Application Rejected with Reason
Application Approved
Query Approved
NOC Issued

Apply

Upload Documents

Choose Files No file chosen

You can attach multiple files. Allowed File Types: .pdf, .jpg

Post Comment

Note History

Block/Municipality/PWD/Other 03rd, Sep 2021 12:01pm

After enquiry it has been found that some documents are present but some are required - 1) NOC from Land owner. 2) Tower Drawing. 3) Structural Stability Certificate. Please attach documents as soon as possible.

- #### Related Pages
- View All Applications
 - Submit New Application
 - Guidelines to fill the Form
 - Checklist
 - District Level Committee Helpline

Application Charges Paid Till Now - Rs. 10000/-

Update Application Status

Select Application Status *
Query Raised By Field Unit

Internal Note for Official Use

Internal Note for Official Use

Upload Documents

Choose Files No file chosen

You can attach multiple files. Allowed File Types: .pdf, .jpg

Post Comment

Comments

Comments

Show this comment to the customer

Upload Documents

Choose Files No file chosen

You can attach multiple files. Allowed File Types: .pdf, .jpg

Confirm

Annexure A

Documents Submitted by Applicant and reviewed by BLC/DLC

- ❖ The applicant/ licensee is required to seek approval from the owner of the property in form of written consent, over, along, across, in or upon which telegraph infrastructure is to be established or pass through. The consent letter shall be uploaded along with the Common Application Form (CAF) submission. (mandatory)
- ❖ Self-attested copy of ownership document of the building/land, jointly signed by the applicant and the owner. (mandatory)
- ❖ Self-attested copy of Lease Agreement Deed/Consent Agreement Deed, jointly signed by the applicant and the owner. (mandatory)
- ❖ Self-attested copy of the structural strength certificate of the concerned building/ land for setting up proposed telegraph infrastructure (mast/post/column/pole etc.) (mandatory)
- ❖ Location map from any publicly available sources (scale 1:1000) showing the site with its latitude- longitude. (mandatory)
- ❖ Certification of the technical design by a structural engineer attesting to the structural safety, of the over ground telegraph. (mandatory)
- ❖ No Objection Certificate (NOC) issued by the Fire Safety Department of the State Government in case of high-rise buildings, where fire clearance is mandatory.
- ❖ Scanned copy of the self-declaration for Undertaking any loss or injury due to accident caused by the tower to the effect that the applicant shall take special precaution for fire and lighting as well as bearing the sole responsibility for any civil or criminal case arising there from. (mandatory)
- ❖ For Forest/ Protected Areas, a copy of the clearance from Environment and Forest Department of the State Government respectively, as and when applicable.
- ❖ SACFA Clearance Certificate / SACFA application for the said location submitted to WPC wing of DoT with Registration Number as WPC acknowledgement, as and when applicable
- ❖ Acknowledgement receipt issued by TERM Cell on the basis of the self-certificate submitted by Licensee in respect of Mobile / Base Transceiver Station (BTS) establishing / certifying that all General Public Areas around the tower shall be within safe Electro Magnetic Radiation (EMR) exposure limit as per peak measurement after the antennas starts radiating. After 90 Days
- ❖ Adequate bank guarantee to indemnify the restoration work, Self-assessed and self-certified by the applicant, as and when applicable.
- ❖ Any other Documents, as and when applicable.

For More details:

How to check status and Issue NOC?

Link: <https://www.youtube.com/watch?v=2e-R0K1T8EY>