Process to Apply for Seeking NOC for Laying of Overground Optical Fiber Cable (OFC)

Step 1 – Register

- To register on Portal, fill Agency Category, Name of Agency, License No., GST No., Authorized Person's Name, Email ID, Password and other required details in respective fields.
- Thereafter, entered Mobile No. will be verified through One Time Password (OTP). After verification, Login Credentials will be sent on the registered Mobile No. & Email ID.

Step 2 - Login

- Login by filling Username (received on registered Mobile No. & Email ID), Password and Captcha.

Step 3 – Create Company Profile

- After first login, a pop-up will appear in which applicant will have to submit Agency Details and Authorized Person's Details. Applicant cannot proceed further for any actions unless he/she submits company profile details. Submit following information in particular section to create profile:

  Agency Details

  - Complete Address (Head Office)
  - Landline Number (if any)
  - Mobile Number
  - Website URL (if any)
  - Address & Contact Details of State/Circle Office

  Authorized Person's Details

  - Designation
  - Address

Step 4 – Submit Application for Seeking NOC for Laying Overground OFC

- After creating Company Profile, applicant will be redirected to dashboard. Click on **Application Form** side menu, select Type of Infrastructure (Overground), Telecommunication Infrastructure (Optical Fiber Cable), Electricity Distribution Company (NBPDCL/SBPDCL), District where infrastructure has to be laid, Department from whom NOC is required and click on **Proceed** button.
- Thereafter, application form will open which has been divided into 4 steps. Applicant will have to submit following details in particular step:

A. Basic Details of Project & Agency
Applicant will have to submit following details in this part of form:
- Applicant's Name
- Project Name
- Project Code
- Project Description

Applicant can edit address details of Head Office & State/Circle Office and Authorized Person's Details, if required, at this step.

B. Details of Proposed Work
Applicant will have to submit following details in this part of form:
- Cable to be laid from (Area)
- Cable to be laid upto (Area)
- Nature of Proposed Work
- Length of Cable to be laid (in KM)
- No. of Poles to be installed
- Methodology of Execution
- Area for Execution of Work
  - City/Town/Village
  - Tehsil/Block

C. Other Relevant Information related to proposed work
Applicant will have to submit following details in this part of form:
- Mode of Execution of Work
- Time Duration of Execution of Work (in days)
- Expected Date of Work Completion
- Have you taken specific measures to reduce inconveniences? (Yes or No)
- Have you taken safety measures for proposed work? (Yes or 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 Bihar or Local Bodies
- Details of Overground Telegraph Infrastructure proposed to be laid

D. Upload Documents
Applicant will have to upload following documents in PDF format whose file size should not exceed 2 MB each:
- Registration Certificate/License granted by Department of Telecommunication, Government of India
- Route Plan

- After submission of all details in application form, read the declaration, check the I Agree checkbox and click on **Submit Application Form** button.
- Thereafter, applicant will be redirected to preview the filled application form and do the final submission of form. After Final Submission of Application Form no changes will be allowed in

it. Hence, applicants are advised to do required changes in application form, if any, by going on respective Step before final submission.

*Partially completed applications will appear in **Incomplete Application(s)** section. Applicant can complete the particular application from this section.*

Login once created can be used by applicant for submitting multiple applications for Seeking NOC for Establishment/Laying of any Telecommunication Infrastructure in Bihar by particular registered agency.

Step 5 – Submit Fee

- After final submission of application form, applicant will be redirected to submit Fee online as specified by the department.
- At first, applicant will have to submit Route Permission Charges. After payment, application will be forwarded to concerned Discom for further processing.
- Discom will then scrutiny the application and allot the Pole Rent fee.
- Thereafter, applicant will have to submit Pole Rent online. After submission, Discom will issue the Agreement Letter for installation of pole.

For any payment, click on **Proceed to Pay** button appearing on Fee Submission page to submit fee. Thereafter, applicant will be redirected to payment gateway where he/she will have to submit fee through Debit Card/Credit Card/Net Banking. After payment, applicant can download the payment receipt.

*Applications whose final submission is done but pending for Fee Payment will appear in **Application(s) Pending for Fee Payment** section. Applicant can submit the fee of particular application through this section.*

Step 6 – Track Status of Submitted Application Form

- After issuance of Agreement Letter by Discom, application will be forwarded to respective department for further necessary actions.
- Applicant can track the status of application through **Status of Submitted Application(s)** section. If department raises any query in the submitted application form then applicant will have to answer/resolve it at the earliest.
- Status of every action performed by department (Acceptance/Rejection of application/Issuance of Survey Report/Query Marked) will be displayed in this section.
- Once the NOC is issued by department, applicant can download it from this section.

Applicant will also receive SMS and Email alerts at every required step while processing of application.