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**GOVERNMENT OF MANIPUR
SECRETARIAT: DEPARTMENT OF INFORMATION TECHNOLOGY**

NOTIFICATION

Imphal, 4th March, 2021

No IT/2/2021-DITC-DIT: In pursuance of the provision of the Indian Telegraph Right of Way Rules, 2016 the Government of Manipur is hereby pleased to notify "Manipur Right of Way (RoW) Policy, 2019 for Mobile Towers, OFC and Telecom Infrastructure"

By orders & in the name of the Governor,

KIMJALHAI KIPGEN
Joint Secretary (IT),
Government of Manipur.

NOTIFICATION ON GUIDELINES FOR INSTALLATION OF MANIPUR MOBILE TOWERS, OFC (OPTICAL FIBRE CABLE) AND RELATED TELECOM INFRASTRUCTURE

9th June, 2020

Subject: Manipur Mobile Towers, OFC (Optical Fibre Cable) and related Telecom Infrastructure Policy, 2019.

Background:

The subject "Telecommunication" which includes, telephones, wireless, data and telematics services is a Central subject under Ministry of Communication, Government of India. However, although Telecommunication is a Central subject, the support of the State Government is vital as telecommunication has a direct impact on the quality of life of the citizen and the economy. Therefore, it is pertinent to provide enabling provisions in the form of granting permissions to licensees to establish their infrastructure, at public or private or government properties under the jurisdiction of the State Government of Manipur.

It is a well-known fact that the Telecom sector has a multiplier impact on the economy, contributes to economic growth and the GDP. With the rapid growth in the wireless / broadband subscriber base, subscribers are availing a host of new applications like M-banking, high speed data transfer, cashless services, accessing social networking sites, Online Citizen Centric Services, gaming, mobile TV, high speed internet access, VPN services etc. which is ensuring better e-Governance and enhances the knowledge base of the people.

Objectives:

- i. Streamline the process of application and grant of permission for Installation of Mobile Tower, laying of OFC, In-Building solutions and other telecom infrastructures within the specified time line. This will help Telecom Service Providers, Infrastructure providers having licenses from Department of Telecommunications to obtain permission with a given time frame.
- ii. Encourage the development of Telecommunication network in remote and hilly areas of Manipur.
- iii. Establish modern telecommunication Infrastructure to provide high speed internet in Gram Panchayats and villages.
- iv. Ensure good quality Internet in the areas where mobile connectivity exists and also improve terrestrial Broadband connectivity in urban and rural areas.

1. Short title, extent, applicability and commencement:

- (i) This Policy may be called the "**Manipur Right of Way (RoW) Policy, 2019 for Mobile Towers, OFC and Telecom Infrastructure**"
- (ii) It shall extend to the whole of the State of Manipur.
- (iii) It shall come into force from the date of its publication in the Official Gazette.

- (iv) It shall be administered by the Department of Information Technology, Government of Manipur.
- (v) The Policy shall not be in violation or super-session of the provisions contained in the Indian Telecom Act, 1885, Tower guidelines issued by DoT 2013, Indian Wireless Telecom Act 1933 and Indian Telecom Right of Way Rules, 2016 in anyway.

This Policy is intended to amend any existing notifications, circulars, rules, bye-laws, regulations where ever necessary regarding obtaining permission from various authorities in the State of Manipur and the concerned Department shall issue necessary notification in accordance with this policy.

2. Definitions:

(1) In these guidelines, unless the contexts otherwise requires:-

- (a) "Act" means Indian Telegraph Act, 1885 (13 of 1885);
- (b) "Policy" means "Manipur Right of Way (RoW) Policy, 2019 for Mobile Towers, OFC and Telecom Infrastructure"
- (c) "DoT" means Department of Telecommunication, Government of India;
- (d) "DTC" means the District Telecom Committee as formed under Para 18;
- (e) "Form" means the form appended to these guidelines;
- (f) "Infrastructure Provider (IP)" means any person holding an Infrastructure Provider-I registration issued by the DoT;
- (g) "Licensee" under these guidelines means any person holding a license issued under sub-section (1) of section 4 of the Act or an Infrastructure Provider-I registration issued by the (DoT);
- (h) "Para" means the Para of these guidelines;
- (i) "Nodal Officer" means the Deputy Commissioner of the District and shall be the Nodal officer for the purpose of this Guidelines. He/She shall be responsible for granting permission in his/her respective district;
- (j) "Local Body" means Urban Local Bodies like Municipal Corporation, Municipal Council or Municipal Board in an Urban area declared under the relevant law/administrative order of the State Government, Gram Panchayat (GP) and Autonomous District Council (ADC) for Rural areas under the relevant law/administrative order of the State Government;

- (k) "OFC" means optical fibre cable;
- (l) "Rules" means the Indian Telecom Right of Way Rules, 2016;
- (m) "STC" means the State Telecom Committee as formed under this order/guidelines;
- (n) "TERM Cell" means Telecom Enforcement, Resource and Monitoring Cell of the Department of Telecommunication (DOT), Government of India;
- (o) "Telecom Service Provider" (TSP) means and includes a person, firm, association of persons or company who is duly licensed by the DOT under section 4 of the Indian Telecom Act, 1885 for providing inter alia communication services, internet and data transfer services etc;
- (p) Telecom Infrastructure includes:-
- (i) Telecommunication Cell Site or Base Station (TCS/BS) or Telecom Tower or Mobile Tower, a place for tower, delta, single pole antenna, microwave antenna, telecom transceiver machinery, related civil works, requisite cable, power supply equipment, Diesel Generator set, cabin or cupboard for housing any or all of the aforesaid items is necessary.
 - (ii) Ground based tower (GBT), ground based mast/monopole (GBM), roof top tower (WTT), rooftop pole (RTP).
 - (iii) Cell Phone Tower (CPT), Micro cell tower (MCT), antenna fixtures, fabricated antenna, tower to install telephone lines and Wi-Fi antenna,
 - (iv) Pre-fabricated or masonry structure shelters or installation of Base Transceiver Station (BTS) and other equipment.
 - (v) Cabling on the poles or electric poles.
 - (vi) Telecom line laid under the ground and includes manholes, marker stones, appliances and apparatus for the purposes of establishment or maintenance of the telecom line. Provided further that Cell-on-Wheels (COW) and any temporary infrastructure for managing events/festivals/fairs of short duration (maximum 60 days which may be further extended) or to give coverage to blank areas, shall not be included in Telecom Infrastructure for the purpose of these guidelines and no formal permission is required for installation of such temporary infrastructure.
- (q) "SACFA" means Standing Advisory Committee on Frequency Allocation (SACFA) of the DOT;
- (r) "Appellate Authority" means Commissioner / Secretary to the Government of Manipur, IT Department as specified by Gazette Notification issued by DOT, 19th June, 2017.

- (2) The words and expressions used and not defined herein but defined in the Act or the Rules shall have the meanings assigned to them in the Act or Rules, as the case may be.

3. Terms and conditions for granting permission to establish over-ground telecom infrastructure (Mobile Towers): -

- (i) The licensee shall obtain necessary permission for establishing over-ground telecom infrastructure (Mobile Towers) from the Nodal Officer.
- (ii) The Radiation norms fixed by DOT have to be strictly followed by the licensee. Any citizen can approach the TERM Cell with regard to grievance on any issue relating to radiation.
- (iii) Sign boards and Warning Signs ("Danger", "Warning", "Caution" etc.) as per guidelines of DOT shall be provided by the licensee at towers and antenna sites which are clearly visible and identifiable,
- (iv) The licensee shall be permitted to erect/install telecom infrastructure on open land including private/Government land, land and buildings of Government or Government owned/controlled statutory or non-Statutory Institutions/bodies or at other public/private locations including roads, parks, playgrounds, schools, colleges, hospitals, land earmarked for public utilities.
- (v) In the area of Heritage importance the Pole/Mast shall be designed keeping in view the Heritage character of the area as defined by competent authority.
- (vi) Installation of non-telecom over-ground infrastructure shall not be permitted on the right of way granted region for underground telecom infrastructure.
- (vii) The licensee shall be granted permission to install micro cells/Wi-Fi access points and other required services on street light poles/bus shelters/government buildings.
- (viii) The licensee shall install and fix the equipment such as power back-up as per the standard norms of State Pollution Control Board in the earmarked boundary adjacent to mobile tower/post.
- (ix) The structural stability of the towers/posts and building in which it is erected, shall be ensured by the licensee and the towers/posts and their foundations shall be designed accordingly. He shall be solely responsible for any mishap, if it takes during or after erection of towers.
- (x) The permission shall not be withheld due to any outstanding tax or any other dues payable upon the land and building applied for installation of telecom infrastructure. But the Nodal Officer shall communicate such tax or dues to the licensee and the Owner of the land and building and if an undertaking is submitted by the Owner for depositing the outstanding urban development tax or any other dues, as the case may be, then Nodal Officer shall grant the required permission.
- (xi) Mobile towers/posts being a temporary structure and essential service in nature can be installed on any type of land/building regardless of its specified land use and shall not require change of land use under any law.

4. Terms and conditions for granting permission to lay underground telecom infrastructure (OFC):

- (i) The licensee shall obtain necessary permission for laying optical fiber cable (OFC) network/underground telecom infrastructure and taking fiber to home under roads and overhead from the Nodal Officer.
- (ii) Damages of roads and filling up of pits caused during the laying of underground telecom infrastructure and taking fiber to home shall be repaired by the concerned local body and the entire expenses, for restoration of damaged road portion shall be charged by the local body from the licensee or the licensee should restore the damages as per the satisfaction level of the concerned local body. Charges for such expenses shall be fixed by the State Government from time to time, on the basis of applicable schedule of rates for works for similar nature. The Basic Schedule of Rate (BSR) and guidelines issued by the Public Works Department (PWD), Government of Manipur shall be followed for calculating the restoration charges. Such charges shall be deposited in advance in the form of valid applicable financial instrument/digital payment mode within period of 30 days from the date of grant of the permission and prior to the commencement of work of laying the underground telecom infrastructure. An amount equal to restoration charges as security shall be taken (in lieu of expenses for restoration) prior to the commencement of such work in the form of a Bank Guarantee valid for one year if the licensee has undertaken to discharge the responsibility of restoration of damaged road portion. The period can be extended based on the requirement:

Provided that no other charges, (except above-mentioned restoration charges and relevant administrative charges prescribed under Para -9 and 10), like User Charges etc. shall be levied on the licensee.

- (iii) Laying OFC through Micro-Trenching Method shall be allowed during monsoons, provided that the applicant takes all security measures and makes arrangements for immediate restoration of the damage caused.
- (iv) Supervision of the work:-
- (a) The Nodal Officer, or any officer authorized by the appropriate authority, may supervise the execution of work to ascertain if the conditions imposed under the rules and these guidelines are observed by the licensee;
 - (b) The Nodal Officer may, on the basis of such supervision, impose such other reasonable conditions as it may think fit;
 - (c) If the Nodal Officer comes to the conclusion that the licensee has willfully violated any of the conditions, he/she may forfeit, in full or in part, the bank guarantee submitted by the licensee and withdraw the permission, for reasons to be recorded in writing, Provided that no action shall be taken under this clause unless the licensee has been given a reasonable opportunity of being heard.

- (d) Only pits of size not more than 1.5mtr.x1.5mtr.x1.5mtr. shall be excavated in the roads where optical fiber cables are to be laid, with the distance of not less than 100 meter between two pits. The pits shall be refilled only with granular material and shall be compacted as per the specifications. The pits/trenches shall be reinstated within 48 hours, repeat shall be reinstated within 48 hours, after the work at that location is over, failing which, penalty as applicable as per the guidelines for trenching activities shall be applicable besides the cancellation of permission etc.
- (v) Number of ducts under the roads for which permission shall be granted as per requirement of the licensee.
- (vii) The licensee shall ensure provision of positional intelligence, through appropriate technology, of all underground telecom infrastructures to enable the local body to obtain real time information on its location.
- (viii) The licensee shall carry out Ground Penetrating Radar (GPR) survey wherever necessary along the route where the ducts shall be laid for detection of existing utilities. The data of utilities collected by the licensee through GPR survey should be unconditionally shared with Local Body, free of cost.
- (ix) No damage shall be caused to any underground utilities while laying the ducts by using Horizontal Directional Drilling (HDD) methodology. In case any utility is damaged, the damage so caused to the utilities, shall be rectified by the licensee at his own cost.
- (x) Ducts shall be laid minimum 1.65 meter below the road crust. However, in case of hard rock strata where HDD methodology is not possible, the depth of approx. 400 mm. shall be maintained with the duct installed inside G.I. Pipe covered with PCC 71.
- (xi) The cost of shifting conduits/ OFC, wherever required shall be borne by the licensee and instructions of Local Body in respect shall be complied within the time frame fixed by the concerned Local Body.
- (xii) Local Body shall not be responsible for any damage to OFC and resultant losses, if any, due to any act of employee of Governments or Local Body, while performing official duties. However, prior written intimation shall be given by Local Body to the licensee. In case local body executes the work and causes enough damage which may disrupts the service, then local body shall be liable to pay the penalty to the licensee due to physical damage only as determined by the State Public Works Department.
- (xiii) The licensee shall make proper arrangement for access control of the chambers to avoid misuse/ illegal use of ducts and chambers.
- (xiv) For laying overhead OFC from fiber to home network it shall be permitted to erect poles on specified locations roads over the ground area not more than 1 meter X 1 meter. The spacing between two poles should not be less than 50 meters in line of the sight.

(xv) The licensee shall ensure that,-

- (a) Prior to the commencement of work of laying the optical fiber and at all times during the execution of the work, the measures to mitigate public inconvenience and provisions for public safety are implemented;
- (b) Structural safety of over-ground infrastructure are implemented; and
- (c) The work of laying OFC/telecom infrastructure is carried out in accordance with the conditions specified under the rules and these guidelines.

5. Application for permission:

- (1) Application (in duplicate) for permission for establishment of over-ground telecom infrastructure or for its renewal shall be submitted to the Nodal Officer in the Form-I along-with following documents.-
 - (i) A copy of relevant license/IP-I registration certificate Issued by the Department of Telecommunications, GoI. It needs to be submitted only once per licensee to a particular Nodal Officer defined under para 3 of these guidelines.
 - (ii) Location map from any publicly available source showing the site with its latitude-longitude. Licensee shall share all new and existing GIS map of OFC routes and towers with the IT Department and DTC,
 - (iii) The detailed technical design and drawings of the tower/post or other aboveground infrastructure including the specification of foundation. In case the tower/ post etc. is within 100 meter aerial distance of high or low tension line, then its distance from the same shall be clearly indicated in the drawings.
 - (iv) Copy of Structural Stability Certificate for the building and tower/post obtained from any authorized Structural Engineer, or/from recognized institute or a Structural Engineer registered or employed in Central or State Government Service or a Quasi- Government Organization or any other agencies authorized from time to time by the State Government.
 - (v) Copy of No-objection Certificate issued by the Fire Safety Department in case of high rise buildings where fire clearance is mandatory.
 - (vi) Copy of SACFA clearance/copy of SACFA application for the said location submitted to Wireless Planning and Coordination (WPC) wing of DOT with registration number as WPC acknowledgement along with undertaking that in case of any objection/rejection. Licensee shall take corrective actions/remove the tower.
(Note: - the copy can be submitted to the Nodal Officer as soon as the location is finalized and the tower is installed).

- (vii) For Forest/Protected Areas, the copy of clearance from State Environment and Forest Department, if applicable.
 - (viii) Acknowledgement receipt issued by TERM Cell on the basis of self-certificate submitted by licensee in respect of mobile tower/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 traffic measurement after the antennas starts radiating.
(Note: - It can be submitted within 30 days after radiating the tower),
 - (ix) Copy of the type test certificate issued by Automotive Research Association of India (ARAI) to the manufactures of the DG sets.
 - (x) Ownership title document of the building/site needs to be submitted. (Self attested copies). However, production of Patta/approved map should not be insisted upon but in specific cases such documents if required then same needs to be submitted.
 - (xi) Attested copy Of Lease Agreement Deed/Consent Letter, signed by the applicant and the owner of the site/building.
 - (xii) The Nodal Officer/Local Body may also seek the copy of No Objection Certificate (NOC)/ Consent Letter from building owners/entities/societies having roof top rights in case of roof-based tower or from land owner in case of ground-based tower.
 - (xiii) In case the permission is sought in the land/premises of any office of Central Government or a PSU of Central Government, the prior written consent or copy of agreement from the authority having legitimate right over the land/premises shall be attached with the application.
 - (xiv) Copy of No-objection Certificate issued by the Information Technology Department, Manipur.
- (2) Application for permission to lay underground telecom infrastructure or taking fiber to home in the right of way shall be submitted to the Nodal Officer in Form-2 along-with following documents:
- (i) A copy of relevant license/IP-I registration certificate issued by the Department of Telecommunications. It needs to be submitted only once per licensee/IP.
 - (ii) The location map showing the proposed underground telecom infrastructure including route planned, exact latitude and longitude, nature of land.
 - (iii) the copy of consent of the owner of land/building where the OFC/telecom infrastructure proposed to be laid;
 - (iv) certificate by a structural engineer (as mentioned in Para 6(1) (iv)) attesting to the structural safety Of building where the post or other above-ground contrivances is proposed to be established on a building;

- (v) the detailed technical design and drawings of the post or other above-ground contrivances (in case of over-ground cabling);
 - (vi) the copy of approval issued by the DOT for locations of the above-ground contrivances proposed to be used for the transmission of Radio waves or Hertzian waves (in case of over-ground cabling);
 - (vii) For Forest/Protected Areas, the copy of clearance from State Environment and Forest Department, if applicable. (Note:-NOC of Forest Deptt. would not be required in areas not covered under Forest/Protected Areas.
 - (viii) Copy of No-objection Certificate issued by the Information Technology Department, Manipur.
- (3) The licensee shall submit a copy of receipt in proof of the payment of application fee and other charges as prescribed under these guidelines.
 - (4) The licensee shall furnish such other relevant information as may be required by the Nodal Officer or as the State Government may direct.
 - (5) The licensee may also submit the soft copy of the application along with all the forms, statements and documents.
 - (6) Application, if the licensee desires, may be submitted On-line in cases of such appropriate authorities, wherever they have proper arrangements for this purpose till the time IT Department come up with a common on-line platform for the State for receipt/processing of application. IT Department shall develop the same within 12 months from the date of notification of these guidelines.
 - (7) In cases where applications for permission for establishment of telecom infrastructure has been submitted under erstwhile Order/s of the State Government for new as well as existing telecom infrastructure but permission has not been issued, then in such cases, there would be no need to submit fresh application. However, any documents required under these guidelines, but not submitted earlier, shall be submitted along-with the fee/charges under these guidelines. The Nodal Officer shall issue the permission in accordance with these guidelines. The fees/charges paid earlier shall be adjusted and such pending application should be disposed of within 30 days from the deposit of remaining fee/charges and submission of remaining documents. In case the permission has not been granted in 30 days, the Licensee shall re-approach the local body after the 30th day from the submission of the complete application on which local body required to revert in next 15 days, else the application shall be considered deemed to be approved post 15th day.
 - (8) All applications received by the Nodal Officer shall be entered in a Register in Form-3 and shall be maintained for record.
 - (9) Minimum Clearances to be maintained from transmission lines of different voltage rating are not given. Minimum clearances are specified in Indian Electricity Rules 1957.

6. Examination and scrutiny of applications:

- (1) The Nodal Officer, in an urban area shall, Within three days of the receipt of the application, send it to the Engineering or Planning cell of the Local Body for examination, who, considering parameters as detailed in Para 8 below, shall submit his report within three days of the receipt of the application from the Nodal Officer.
- (2) In case the permission is sought in rural area, the Nodal Officer, shall within three (3) official working days of the receipt of the application shall send it to the Circle Officer and in charge of PWD having jurisdiction of the area for examination and also to the GP or ADC as applicable for their comments, who, considering parameters as detailed in Para 8 below, shall submit their report within seven (7) official working days of the receipt of the copy of application to the Nodal Officer.
- (3) The Nodal Officer also, shall scrutinize the applications and verify or cause to be verified the contents and facts envisaged in the application and in other supporting documents within seven (7) Official working days of the receipt of report under sub-Para (1) or (2) above, as the case may be.
- (4) If after scrutiny of documents and other details under sub-Para (3), the Nodal Officer is of the opinion that any additional relevant information on the subject matter required to be sought, he may require the licensee within a period of fifteen (15) official working days from the receipt of the application to submit the same and the licensee shall be bound to submit such additional information within ten (10) official working days, failing which the application may be disposed off ex-parte within the stipulated period specified in Para-9.

7. Parameters for examination of application:-

- (1) The application for establishment of over-ground telecom infrastructure shall be examined with respect to the following parameters, namely.-
 - (a) the extent of land required for such infrastructure;
 - (b) the location proposed;
 - (c) the mode and time duration for execution of the work;
 - (d) the estimation of the expenses that the local body shall necessarily be put in consequence of the work proposed to be undertaken shall be prepared as per the latest instruction/ guidelines of the Public Works Department, Government of Manipur.
 - (e) assessment of the inconvenience that the public is likely to be put to in consequence of the establishment or maintenance of the aboveground telecom infrastructure, and the measures to mitigate such inconvenience indicated by the licensee;
 - (f) Certification/information indicated in the documents as required under sub-Para (I) of Para 6 of these guidelines.

- (2) The application for laying of underground telecom infrastructure shall be examined with respect to the following parameters, namely.-
- (a) the route planned for the proposed underground telecom infrastructure and the possible interference, either in the establishment or maintenance of such telecom infrastructure, with any other public infrastructure that may have been laid along the proposed route ;
 - (b) the mode of execution;
 - (c) the time duration for execution of the work and the time of day that the work is proposed to be executed ;
 - (d) the estimation of the expenses that the concerned Agency shall necessarily be put in consequence of the work proposed to be undertaken;
 - (e) the responsibility of restoration of any change that the concerned Agency be necessarily may put in consequence of the work proposed to be undertaken;
 - (f) assessment of measures to ensure public safety and inconvenience that the public is likely to be put in consequence of the work proposed and the measures to mitigate such inconvenience indicated by the licensee;
 - (g) Certification/information indicated in the documents as required under sub-Para (2) of Para 6 of these guidelines.

8. Disposal of applications:

- (1) The Nodal Officer shall be responsible for the single window clearance of the application made by the licensee.
- (2) The Nodal Officer, examining and considering all the facts including facts mentioned in the application and reports received under sub-Para (1) or (2), as the case may be, of Para-7 and objections/suggestions, if any, filed under sub-Para (3) of Para 7, shall within a period not exceeding sixty (60) official working days from the date of application received under Para 6 -
 - (a) Grant permission on conditions as specified in Para 4 or 5, as the case may be, and conditions of time, mode of execution, measures to mitigate public inconvenience or enhance public safety as specified by the Nodal Officer subject to the provisions of the rules and these guidelines. The permission shall be issued in Form-4 or Form-5, as the case may be,
 - (b) Reject the application for reasons to be recorded in writing. The permission may be refused only if the application is found to be against any of the provisions of the rules and these guidelines but shall not be refused on any extraneous ground:
 Provided that no application shall be rejected unless the applicant licensee has been given an opportunity of being heard or minimum time of seven (7) official

working days to furnish the required details as sought on the reasons for such rejection:

Provided further that the permission shall be deemed to be granted if the Nodal Officer fails to either grant permission under (a) or reject the application under (b) within sixty (60) official working days; and the same shall be communicated in writing (in the Form - 4 or 5) to the applicant / licensee not later than five (5) official working days after permission is deemed to have been granted.

9. Application fee and other charges:-

- (a) (i) The application under Para 6(1) for establishment of over-ground telecom infrastructure shall be accompanied with a fee as per the rate at Schedule-I to the Nodal Officer.
- (ii) The application under Para 6(2) for laying underground telecom infrastructure shall be accompanied with a fee as per the rate at Schedule-I.
- (b) No other tax shall be levied against the Mobile Tower except as mentioned above.

10. Fee and other charges in respect of installation/laying telecom infrastructure on Government lands and buildings:

- (1) The licensee shall deposit application fee and other charges as specified under Para 10 in respect of lands and buildings of Central/State Government or statutory or non-statutory bodies/institutions,
- (2) The licensee shall also deposit following annual charges for using area of lands and buildings of Government or statutory or non-statutory bodies/institutions apart from the charges specified in sub-para (1) follows namely:
 - (a) In case of lands and buildings belonging to Central Government or statutory or non-statutory bodies/institutions of the Central Government, rates of annual charges as may be determined by the Central Government, shall be deposited in the funds of the concerned Department of Central Government or statutory or non-statutory bodies/institutions, as the case may be.
 - (b) In case Of lands and buildings belonging to State Government or statutory or non- statutory bodies/institutions/agencies of the State Government including local bodies annual charges shall be deposited as per the rate at Schedule-I.
 - (c) In case of each Wi-Fi antenna or Micro Cell unit with utility box attached to Micro Cell are installed on any land or building including bus shelters, street, light pole, public places, other Government premises annual charges of as per the rate at Schedule-I shall be deposited by the licensee to the Nodal officer.
 - (d) The licensee shall deposit an amount as per the rate at Schedule-I per pole annually in urban areas and an amount as per the rate at Schedule-I per pole annually to the Nodal Officer for use of street light poles to carry OFC/Aerial cabling.

- (e) The annual rent for putting up manhole/chamber on the OFC route shall be charged an amount as per the percentage at Schedule-I of the DLC of the area taking actual number of chambers and their actual size into consideration. Any other charges shall not, however, be levied for putting up chambers.
- (f) The licensee may, if he so desires, deposit one time charges under clause (b) or clause (c) or clause (d), clause (e), as the case may be, which would be equal to eight times of such full annual charges. Such a payment would exempt the licensee from further liability of payment of aforesaid annual charges under clause (b) or clause (c) or clause (d), clause (e), as the case may be.
- (g) Restoration charges for laying underground OFC to the Nodal Officer shall be deposited as mentioned in clause (iii) of para-5.
- (h) No fee and charges shall be recovered from the Government Departments for establishing Telecommunication system including towers/poles for their use.

11. Guidelines for installations of in-building solutions (IBS) in Government Buildings:

The in-building systems may be set-up in buildings to obtain good coverage and capacity to the mobile network inside the building by ensuring that the signals don't have to penetrate thick walls. The infrastructure required to be installed requires extensive wiring in building which could be internal or external based on the aesthetical requirement of the owner. This solution is beneficial to the mobile users as well as mobile operators as it reduces the load of the mobile towers and gives coverage to the mobile users. In this regard, following guidelines shall be followed.

- (1) Identification/selection of Government buildings for in-building solution would be done by the concerned department and request for installing IBS can be communicated to the Telecom Service / Infrastructure Provider who in-turn shall conduct a survey to see the possibility of installing IBS in the said premises/building. The survey shall be verified by an engineer from Public Works Department who is member of the District Telecom Committee.
- (2) The permission for setting such a facility would be given by the concerned Head of Department of the building and issue enabling order to allow such installations. In view of requirement of exterior/interior wiring for in-building solution, the line plan should be got approved by the maintenance agency for electrical services for the said building. The service Infrastructure provider would also look into the security considerations of the Government offices.

12. Tenure of permission and renewal:

- (1) The permission accorded shall be coterminous with the license/ registration certificate period of the applicant or valid for 20 years from the date of its issuance whichever is early. The licensee shall submit application for renewal of permission to the Nodal Officer at least sixty official working days before the expiry of the permission along with all the documents as required for new permission. The Nodal Officer shall renew the permission

after charging fee and other charges as prescribed under Para 10 or Para 11, as the case may be.

- (2) The Nodal Officer shall dispose of renewal application within fifteen (15) official working days. If application for renewal is submitted in time, the operation of the Mobile Tower etc. shall not be discontinued for any delay in disposal of application for clearance by the Nodal Officer.

13. Regularization of existing mobile towers:

- (1) Wherever permission has already been granted under erstwhile policy/orders, the same shall hold good and no fresh permission shall be required under these guidelines. The tenure of permission so granted shall be effective from the date of its issuance and it shall hold good for a period of 20 years from the date of issuance.
- (2) For all the existing mobile towers where application has been already submitted, shall be regularized by Nodal Officers on the basis of application and documents already submitted. Earlier fees paid, if any, by the licensee shall be adjusted as per the new guidelines which shall also be taken into consideration along with the payments already made and under process with various local authorities. In case the permission is not issued within 30 days from the date of commencement of these guidelines, the Licensee shall re-approach the local body on which local body is required to revert in next 15 days.
- (3) For all the existing mobile towers etc. wherein formal permission has not been issued by the Nodal Officer and application not submitted, shall be regularized upon submission of application in Form-6 along with information and documents as specified therein and after the payment of prescribed fee/charges under these guidelines. Such application shall be submitted within six months of issue of these guidelines, after which these mobile towers shall be deemed as unauthorized. Once the application is submitted within the due time, the operation of the Mobile Tower shall not be discontinued till disposal of the application by the Nodal Officer or till the disposal of appeal (if any) filed in time before the Appellate Authority, whichever is later. In case the permission has not been issued within 30 days, the Licensee shall re-approach the local body after the 30th day from the submission of the complete application, on which local body is required to revert in next 15 days, else the application shall be considered deemed to be approved and permission granted post 15th day.
- (4) Telecom Installations are critical communication infrastructure for seamless mobile and internet services to the citizens. In order to avoid disruption in mobile/internet communication, an essential service, sealing of existing and operational base transceiver station towers or any interruption to internet service by disconnection of electricity of such tower or any equipments/accessories installed for internet transmission may not be resorted to without the consent of the respective TERM Cell in respect of the EMF radiation related issues.

14. Construction/ repair works by various utility service providers of State/ Central authorities:

The agencies of various utility service providers extending services such as electricity (MSPDCL/MSPCL), water supply pipes, gas pipes, sewerage, Road works (PWD/NHA) etc. while undertaking any construction/repair works in specific alignment to optical fibre cable (OFC.) shall intimate to concerned Nodal Officer and local authority and also to concerned TSP/IP providers well in advance not less than 15 official working days before the start of work so as to give sufficient time to TSP/IP to make plans for shifting of OFC/alternate rout in order to avoid disruption in mobile/internet services.

As the TSP/IP are providing/supporting Telecom services the power disconnection to telecom installations on account of any planned repair/maintenance activity shall not be done without prior notice to the concerned TSP/IP at least 15 days in advance.

15. Seizure and removal of unauthorized telecom infrastructure:

- (1) If any person, after the issuance of these guidelines, installs or continues to install any tower or any other telecom infrastructure without obtaining the prior permission and depositing the prescribed fee and charges then in such cases power/electricity connections shall not be provided. The Nodal Officer, through Local Body, may seize and remove such tower and the expenses incurred by the Local Body for such removal or seizure shall be recovered from the licensee/person concerned:
Provided that before seizure or removal of tower etc. the Nodal Officer shall afford an opportunity of hearing to the concerned person/licensee by giving at least thirty days' notice to him.
- (2) In case any Telecommunication system has been seized or removed under this Para, intimation shall be sent immediately to TERM Cell of Manipur circle. TERM cell, Manipur Circle shall update details of their designated officials with the IT Department from time to time.

16. Right of authorities to seek removal:

- (1) Where the State Government or local body or the Nodal Officer, having regard to circumstances which have arisen since the installation of any telecom tower or the establishment of any underground or over-ground OFC/telecom infrastructure under, over, along across, in or upon any immovable property vested in or under the control or management of the State Government or the local body or the appropriate authority, that is necessary and expedient to remove or alter such telecom tower or OFC/telecom infrastructure, the Nodal Officer shall issue a notice to the applicant (licensee), being the owner of such telecom tower or OFC/telecom infrastructure, to remove or alter its location.
- (2) On receipt of the notice under sub-para (1), the applicant (licensee) shall, forthwith and within a period of thirty days, proceed to submit, to the Nodal Officer, a detailed plan for removal or alteration of such telecom tower or OFC/telecom infrastructure.

- (3) The Nodal Officer shall, after examination of the detailed plan submitted by the applicant (licensee) under sub-para (2), pass such orders as it deems fit:

Provided that the Nodal Officer shall, having regard to emergent and expedient circumstances requiring the removal or alteration of such telecom tower or OFC/telecom infrastructure, provide reasonable time to the applicant (licensee) for removal or alteration of such telecom tower or OFC/telecom infrastructure:

Provided further that the responsibility and liability, including the cost thereof, for removal or alteration of such telecom tower or OFC/telecom infrastructure shall be borne by the applicant (licensee).

17. State Level and District Level Telecom Committees:

- (1) There shall be a State Telecom Committee (STC) in the State which shall act as an Apex Committee for overall guidance and monitoring of the implementation of these guidelines under the Chairmanship of the Commissioner and Secretary, IT Department with the following members. However, the Chairman of STC is authorized to co-opt any expert as necessitated:

| Sl.No | Designation | Membership |
|--------------|--|-------------------|
| 1 | Chief Secretary, Government of Manipur | Chairman |
| 2 | Director General of Police, Manipur Police | Member |
| 3 | Commissioner/Secretary (MAHUD), Government of Manipur | Member |
| 4 | Commissioner/Secretary (IT), Government of Manipur | Member |
| 5 | Commissioner/Secretary (Health), Government of Manipur | Member |
| 6 | Commissioner/Secretary (RDPR), Government of Manipur | Member |
| 7 | Commissioner/Secretary, (Revenue), Government of Manipur | Member |
| 8 | Commissioner/Secretary (Environment and Forest), Government of Manipur | Member |
| 9 | Chief Engineer, PWD (Roads, Bridges & Buildings), Manipur | Member |
| 10 | General Manager, BSNL | Member |
| 11 | State Informatics Officer, NIC, Manipur | Member |
| 12 | Director, Information Technology. | Convener |
| 13 | Deputy Director General (Department of Telecommunications), Manipur Unit | Member |
| 14 | Managing Director, Manipur State Power Company Limited | Member |
| 15 | Representative of the Infrastructure Provider | Member |
| 16 | Representative of the Telecom Service Provider | Member |

- (2) District Telecom Committee (DTC): There shall be District Telecom Committee in each district to implement these guidelines under the overall supervision of the STC. The DTC shall comprise of the member as mentioned below. However, the Chairman of DTC is authorized to co-opt any expert as necessitated:

| Sl.No | Designation | Membership |
|-------|---|------------|
| 1 | Deputy Commissioner | Chairman |
| 2 | Superintendent of Police | Member |
| 3 | Additional Deputy Commissioner | Member |
| 4 | Chief Municipal officer of ULBs in the District | Member |
| 5 | CEO, Zila Parishad | Member |
| 6 | Representation of the pollution Control Board | Member |
| 7 | Chief Medical and Health Officer | Member |
| 8 | Executive Engineer, PWD (Bldg) | Member |
| 9 | Executive Engineer, PWD (Rural Road) | Member |
| 10 | Representative of Manipur State Power Company Limited | Member |
| 11 | Representative of the concerned license | Member |
| 12 | District Head of BSNL | Member |
| 13 | District Informatics Officer, NIC | Member |
| 14 | Informatics Officer, DIT District Office | Convener |
| 15 | Representative of the Infrastructure Provider | Member |
| 16 | Representative of the Telecom Service Provider | Member |

- (3) The STC/DTC shall deal with the issues related to installation of telecom infrastructure including (within their jurisdiction) the following:-
- (i) Implementation of this guidelines in a smooth manner for development of the telecom infrastructure.
 - (ii) Public grievances which may arise in case of installation of mobile towers, laying of underground and over ground of etc.
 - (iii) Grievances for seizure/ removal of unauthorized mobile towers, underground and over ground of etc.

18. Appeals/Disputes Resolution/Public Grievance:

- (a) Any dispute arising between a licensee and the Nodal Officer in consequences of these guidelines or any complaint/grievances by any individual/organization shall be referred to the DTC.
- (b) The DTC shall decide the dispute/ dispose of the complaint/grievance within thirty days of receipt of the grievance.
- (c) Appeal against the decision of the DTC shall be made to the STC by the aggrieved party within sixty days (60) of the order of DTC. The STC shall decide the dispute/dispose of the complaint/grievance within thirty days of receipt of the grievance.

- (d) Any party aggrieved by the decision of STC may file an appeal before the Appellate Authority within thirty days of the order of STC:

Provided that the disputes pertaining to Government land and buildings between a licensee and the Nodal officer in consequence of these guidelines may be referred to the Appellate Authority directly in terms of rule 14 of Indian Telecom Right of Way Rules, 2016.

- (e) The Appellate Authority shall determine the disputes in accordance with sub rule (3) of rule 14 of Indian Telecom Right of Way Rules, 2016.

19. Electrical power to Applicant:

Mobile communication tower being a critical infrastructure, Energy Department may give priority in providing electrical power connection to Mobile Towers and Telecom equipment. The Power distribution companies should ensure that disconnection of electrical power if required is executed with prior written notice of at least 30 days given to the concerned IP and TSPs.

20. Removal of Difficulties:

The Government of Manipur may amend these guidelines or issue further guidelines, as and when necessary, for removal of any difficulties that may arise for issue of clearance or permit for installation of over-ground and under-ground telecom infrastructure in the State.

DR. RAJESH KUMAR,
Additional Chief Secretary (IT),
Government of Manipur.

**Manipur Right of Way (RoW) Policy, 2019 for Mobile Towers, OFC and
Telecom Infrastructure**

SCHEDULE-1

**RATE FOR INSTALLATION OF OVERGROUND AND UNDERGROUND TELEGRAPH
INFRASTRUCTURE**

| SL No | Rate/Percentage | |
|-------|--|--|
| 1 | Fee for establishment of over-ground telecom infrastructure | Rs.10,000/- (non-refundable) |
| 2 | Fee for laying underground telecom infrastructure per kilometer. | Rs.1000/- (non-refundable). |
| 3 | Annual charges for lands and buildings belonging to State Government or statutory or non- statutory bodies/institutions/agencies of the State Government including local bodies | i. Rs 10,000/- in Municipal Corporation area ii. Rs 5,000/- in MB/Town Committee area iii. Rs. 5,000/- in other area |
| 4 | Annual charges of each Wi-Fi antenna or Micro Cell unit with utility box attached to Micro Cell are installed on any land or building including bus shelters, street, light pole, public places, other Government premises | Rs.1000/- |
| 5 | Annual charges per pole for use of street light poles to carry OFC/Aerial cabling. | i. Rs. 200/- per pole in urban areas ii. Rs. 100/- per pole in rural areas |
| 6 | Annual rent for putting up manhole/chamber on the OFC route | @1.0 % of the DLC of the area taking actual number of chambers and their actual size into consideration. |

FORM-1**[See Para-6(1) & 14(1)]****APPLICATION FOR PERMISSION/RENEWAL FOR INSTALLATION OF OVERGROUND
TELEGRAPH INFRASTRUCTURE (MOBILE TOWER etc.)****To****The Nodal Officer**

.....

..... (Details of
appropriate authority)

| A | Details of Applicant / licensee | | | | | |
|----------|--|--|--|--|--|--|
| | 1. License Details | | | | | |
| | 2. Name of License | | | | | |
| | 3. Registered Address | | | | | |
| | 4. Manipur Circle Office Address | | | | | |
| | 5. Name of Authorized Person | | | | | |
| | 6. Designation of the authorized person | | | | | |
| | 7. Phone/Mobile No of the authorized person | | | | | |
| | 8. E-mail | | | | | |
| | 9. PIN | | | | | |
| B | The nature of post/tower or other aboveground contrivances | | | | | |
| C | The extent of land required (size and area in metres) | | | | | |
| D | Details and location of land for the site | | | | | |
| | 1. Plot No | | | | | |
| | 2. Road/Street | | | | | |
| | 3. Ward No. & Name of Colony | | | | | |
| | 4. City/Town or name of revenue Village | | | | | |
| | 5. Block | | | | | |
| | 6. District | | | | | |
| | 7. Exact Latitude and Longitude of site | | | | | |
| E | Details of building or structure of the site | | | | | |
| | 1. Name of building/structure | | | | | |

| | | | | | |
|----------|---|---------------|--|----------------------------|-----------------|
| | 2. Height and stories of building | | | | |
| | 3. Area of building/structure | | | | |
| | 4. Complete address of the building/structure | | | | |
| | 5. District | | | | |
| | 6. Exact latitude and longitude of the site | | | | |
| F | Name and address of the owner of the land or building | | | | |
| G | Details of Tower/Post | | | | |
| | Height | Weight | Ground/ Roof Top Tower | Pole/Wall Mounted | No. of antennae |
| | | | | | |
| | Whether on a open plot/building | Area Required | The exact latitude and longitude of Tower/Post | | |
| | | | | | |
| H | Other related Information | | | | |
| | 1. The mode of and time duration for, execution of work | | | | |
| | 2. The inconvenience that is likely to be caused to the public and the specific measure to be taken to mitigate such inconvenience | | | | |
| | 3. The measure proposed to be taken to ensure public safety during the execution of the work | | | | |
| | 4. The name and contact details of the employees of the licensee for the purpose of communication in regard to the application made. | | | | |
| | 5. Any other matter relevant, in the opinion of the licensee, connected with or relative to the work proposed to be undertaken | | | | |
| | 6. Any other matter specified by DoT, or State Govt. or the local body | | | | |
| I | Details of fee and charge deposited | | | | |
| J | List of documents attached | | | Whether attached (Yes/No) | |
| | 1. Copy of the license granted by DoT | | | | |
| | 2. Location Plan -- (Scale 1:1000) | | | | |
| | 3. The detailed technical design and drawing of tower/post or other above ground telegraph structure including the specification of foundation. In case the tower/post etc is in the vicinity or | | | | |

| | | |
|--|--|--|
| | adjoining to high or low tension line, drawings showing its distance from the line. | |
| | 4. Copy of Structural Stability Certificate | |
| | 5. Copy of No-objection Certificate issued by the Fire Safety Department In case of high rise building where fire clearance is mandatory | |
| | 6. Copy of SACFA clearance/copy of SACFA application for the said location submitted to WPC wing of DoT with registration number as WPC acknowledgement. | |
| | 7. Copy of clearance from State Environment & Forest Department (if Applicable) | |
| | 8. Acknowledgement receipt issued by TERM Cell of the self certificate submitted by licensee. (to be submitted within 30 days after radiating tower) | |
| | 9. Copy of Certificate issued by Automotive Research Association of India (ARAI) to the manufacturer of DG sets. | |
| | 10. Ownership Document of the building site (Attested Copy) | |
| | 11. Attested copy of Lease Agreement Deed/Consent Agreement Deed | |
| | 12. Copy of relevant License/Infrastructure Provider Registration Certificate issued from DoT. | |
| | 13. Copy of No Objection Certificate (NOC) from Building Owner/entities having roof top rights or roof top tenants. | |
| | 14. Prior written consent from the authority having legitimate right over the land/premises belonging to Central Govt./PSUs (if Applicable) | |
| | 15. Any other document | |

Declarations

1. I hereby declare that I have carefully read the policy. I fully comply with term and conditions therein.
2. I understand this application, if found incomplete in any respect and/or if found with conditional compliance or not accompanied with the processing fee, shall be summarily rejected.
3. I understand that processing fee is non-refundable irrespective of whether or not the permission is granted to me.
4. I declare that if at any time any averments made or Information furnished by me is found incorrect or false, my application shall be liable to be rejected and any permission granted on the basis of such information/documents shall be liable to be cancelled / rejected.

Date:

Place:

Signature and name of the

Authorized Signatory

(With Seal)

FORM-2

[See Para-6(2)]

**APPLICATION FOR LAYING/ESTABLISHING UNDERGROUND TELEGRAPH
INFRASTRUCTURE/OFC OR TAKING FIBRE TO HOME**

To

The Nodal Officer

.....

..... (Details of
appropriate authority)

| A | Details of Applicant/licensee | | | | | |
|----------|--|--|--|--|--|--|
| | 1. License Details | | | | | |
| | 2. Name of License | | | | | |
| | 3. Registered Address | | | | | |
| | 4. Manipur Circle Office Address | | | | | |
| | 5. Name of Authorized Person | | | | | |
| | 6. Designation of the authorized person | | | | | |
| | 7. Phone/Mobile No of the authorized person | | | | | |
| | 8. E-mail | | | | | |
| | 9. PIN | | | | | |
| B | Details of proposed work to be laid | | | | | |
| | 1. Length etc. of the proposed work | | | | | |
| | 2. Route planned for the proposed work | | | | | |
| | 3. Nature of proposed work | | | | | |
| | 4. Methodology for execution of proposed work | | | | | |
| | 5. Location details including ward No., colony etc. | | | | | |
| | 6. City/Town/Village and Block | | | | | |
| | 7. District | | | | | |
| | 1. District | | | | | |
| | 2. Exact latitude and longitude of the site | | | | | |
| C | Details of fee and charges deposited | | | | | |
| D | Details of expenses that local body will necessarily be put in as a consequence of the | | | | | |

| proposed work | | |
|---------------|---|----------------------------|
| E | List of documents attached | Whether attached (Yes/No) |
| | 1. Copy of the license granted by DoT | |
| | 2. The location map showing details of underground or overground OFC/telegraph infrastructure including route planned with exact latitude and longitude and nature of land. | |
| | 3. Certificate by a structural engineer attesting to the structural safety of building where post or other above ground contrivances is proposed to be established on a building. | |
| | 4. The detailed technical design and drawings of the post or other above ground contrivances (in case of over-ground cabling) | |
| | 5. Copy of approval issued by the DoT for locations of above-ground contrivances proposed to be used for transmission of Radio waves or Hertzian waves (in case of over-ground cabling). | |
| | 6. Copy of clearance from State Environment & Forest Department (if Applicable) | |
| | 7. Copy of consent of the owner of the land/building where the OFC/telegraph infrastructure proposed to be laid. | |
| F | Other Information for proposed work | |
| | 1. The details of land or buildings or structures where the laying of OFC/telegraph infrastructure is proposed. | |
| | 2. The mode of and the time duration for execution of the work. | |
| | 3. The time of the day when the work is expected to be done in case the applicant expects the work to be done during specific time of the day. | |
| | 4. The inconvenience that is likely to be caused to the public and the specific measures proposed to be taken to mitigate such inconvenience. | |
| | 5. The specific measure proposed to be taken to ensure public safety during the execution of the work. | |
| | 6. Any other matter relevant in the opinion of the licensee connected with or relative to the work proposed to be undertaken. | |
| | 7. Any other Information required under any order of DoT, State Govt. or Local Body | |

Declarations

1. I hereby declare that I have carefully read the policy. I fully comply with term and conditions therein.
2. I understand this application, if found incomplete in any respect and/or if found with conditional compliance or not accompanied with the processing fee, shall be summarily rejected.
3. I understand that processing fee is non-refundable irrespective of whether or not the permission is granted to me.
4. I declare that if at any time any averments made or information furnished by me is found incorrect or false, my application shall be liable to be rejected and any permission granted on the basis of such information/documents shall be liable to be cancelled / rejected.

Date:

Signature and name of the

Place:

Authorized Signatory

(With Seal)

FORM-4**[See Para-9(2)(a)]****OFFICE OF THE NODAL OFFICER.....****(For (Appropriate authority)****CASE No. & Year.....****The applicant /**

licensee.....

Address.....

.....

.....

.....

Sub: - Grant of permission for erection, installation or establishment of aboveground telegraph infrastructure under Rule 9 of Telegraph Right of Way Rule 2016 and order made there-under

- (1) The above applicant/licensee has applied to accord permission for erection, installation or establishment of aboveground telegraph infrastructure under Rule 9 of Telegraph Right of Way Rule 2016 read with Para 5 of these guidelines Dated issued by Deputy Commissioner, Government of Manipur. The permission has been applied on the land or building mentioned below.

| Details of location (Name of village, city, ward no. Street name, road name etc.) | Details of Plot No./ Building/land /structure | Area in Sq. Mt |
|---|---|----------------|
| | | |

- (2) That, I have examined the application and documents/statements submitted by the applicant/licensee. He/She has deposited the necessary fee and charges I have examined the reports received from Local Body and field agencies. I am of the opinion that the desired permission is consonance with provisions of above mentioned Rules and guidelines.
- (3) Therefore, I hereby grant the permission for erection, installation or establishment of following telegraph infrastructure on the land or building herein above mentioned.

| Sl. No | Item | Details (to be mentioned by Nodal Officer) |
|--------|--|--|
| 1 | The nature and location including exact latitude and longitude of the post/tower or other aboveground contrivances which are to be established | |
| 2 | The extent of land required for establishment of the aboveground telegraph infrastructure | |
| 3 | The details of building or structure where the aboveground telegraph infrastructure is to be established. | |

| | | |
|---|---|--|
| 4 | The mode of and time duration for, execution of work. | |
| 5 | In case of micro cells/Wi-Fi points on street lights/poles/bus shelters/ govt. building.. Give details. | |

(4) The permission is granted on following terms and conditions :-

- (i) The Radiation norms fixed by DoT have to be strictly followed by the licensee. Any citizen can approach the TERM Cell with regard to grievance on any issue relating to radiation.
- (ii) Sign boards and Warning Signs ("Danger", "Warning", "Caution", etc.) as per guidelines of DoT shall be provided at towers and antenna sites which are clearly visible and identifiable.
- (iii) he licensee shall be permitted to erect/install telegraph infrastructure on open land including private/Govt lands, lands and buildings of Government or Government owned/controlled Statutory or Non-Statutory institutions/bodies or at other public/private locations including roads, parks, playgrounds, schools, colleges, land earmarked for public utilities.
- (iv) In the walled city area or in the area of Heritage importance the Pole/Mast shall be designed keeping in view the Heritage character of the area.
- (v) Installation of infrastructure shall not be permitted on right of way.
- (vi) The licensee shall be granted permission to install micro cells/Wi-Fi access points and other required services on street light poles/bus shelters/government buildings.
- (vii) The licensee shall fix the equipments which cause minimum noise and environmental pollution for power back-up in the earmarked boundary adjacent to mobile tower/post.
- (viii) The structural stability of the towers/posts and building in which it is erected, shall be ensured by the licensee and the towers/posts and their foundations shall be designed accordingly. He shall be solely responsible for any mishap, if it takes during or after erection of towers

(5) This permission shall be valid from this date up-to the period of license granted to the licensee by DoT (i.e. dated)

The permission is granted on this date under signature and seal of the undersigned.

Nodal Officer

FORM-5

[See Para-9(2) (a)]

OFFICE OF THE NODAL OFFICER.....

(For (Appropriate authority)

CASE No. & Year.....

The applicant /

licensee.....

Address.....

.....

.....

.....

Sub: - Grant of permission for laying of underground telegraph infrastructure under Rule 9 of Telegraph Right of Way Rule 2016 and order made there-under

- (1) The above applicant/licensee has applied to accord permission for laying of underground telegraph infrastructure under Rule 9 of Telegraph Right of Way Rule 2016 read with Para 5 of these guidelines Datedissued by Deputy Commissioner, Govt. of Manipur. The permission has been applied on the land or building mentioned below.

| Details of location (Name of village, city, ward no. Street name, road name etc.) | Details of Plot No./ Building/land /structure | Area in Sq. Mt |
|---|---|----------------|
| | | |

- (2) That, I have examined the application and documents/statements submitted by the applicant/licensee. He/She has deposited the necessary fee and charges I have examined the reports received from Local Body and field agencies. I am of the opinion that the desired permission is consonance with provisions of above mentioned Rules and guideline.
- (3) Therefore, I hereby grant the permission for erection, installation or establishment of following telegraph infrastructure on the land or building herein above mentioned.

| Sl. No | Item | Details (to be mentioned by Nodal Officer) |
|--------|--|--|
| 1 | The nature of work | |
| 2 | The location details of the proposed work including buildings/structures, if any to be used. | |
| 3 | The route planned for the proposed work. | |
| 4 | Methodology for execution of proposed work. | |
| 5 | The time of the day when work is to be done | |
| 6 | Number of ducts under the roads for which permission is | |

| | | |
|---|--|--|
| | granted | |
| 7 | The mode of and the time duration for execution of the work. | |

(4) The permission is granted on following terms and conditions :-

- (i) The licensee shall obtain necessary permission for laying optical fiber cable (OFC) network/underground telegraph infrastructure and taking fibre to home under roads and overhead from the Nodal Officer of concerned appropriate authority.
- (ii) The work shall be started from the outer areas of the city and then to the core area
- (iii) Damages of roads and filling up of pits caused during the laying of underground telegraph infrastructure and taking fibre to home will be repaired by the concerned local body and the entire expenses, for restoration of damaged road portion shall be charged by the local body from the licensee. Charges for such expenses shall be fixed by the State Government from time to time, on the basis of applicable schedule of rates for works for similar nature. The BSR and guidelines issued by the PWD shall be followed for calculating the restoration charges. Such charges shall be deposited in the advance in the form of 100% cash within period of 30 days from the date of grant of the permission and prior to the commencement of work of laying the underground telegraph infrastructure. An amount equal to restoration charges as security shall be taken (in lieu of expenses for restoration) prior to the commencement of such work in the form of a Bank Guarantee valid for one year if the licensee has undertaken to discharge the responsibility of restoration of damaged road portion.
- (iv) Provided that no other charges, (except above-mentioned restoration charges and relevant administrative charges prescribed under Para -9 & 10), like User Charges etc. shall be levied on the licensee.
- (v) Laying OFC through Micro- Trenching Method shall be allowed during monsoons, provided that the applicant takes all security measures and makes arrangements for immediate restoration of the damage caused.
- (vi) Supervision of the work :-
 - (a) The Nodal Officer, or any officer authorised by the appropriate authority, may supervise the execution of work to ascertain if the conditions imposed under the rules and this Order are observed by the licensee;
 - (b) The Nodal Officer may, on the basis of such supervision, impose such other reasonable conditions as it may think fit;
 - (c) If the Nodal Officer comes to the conclusion that the licensee has wilfully violated any of the conditions, it may forfeit, in full or in part, the bank guarantee submitted by the licensee and withdraw the permission, for reasons to be recorded in writing:
Provided that no action shall be taken under this clause unless the licensee has been given a reasonable opportunity of being heard.
- (vii) Only pits of approximate size 1.5mtr.x1.5mtr.x1.5mtr. depth or as per requirement at site shall be excavated in the roads where optical fiber cables are to be laid, at the distance of not less than 100 meter. The pits shall be refilled only with granular material and shall be compacted as per the specifications. The pits/trenches shall be reinstated within 48 hours, repeat shall be reinstated within 48 hours, after the work at that location is over, failing which, penalty as applicable as per the guidelines for trenching activities shall be applicable besides the cancellation of permission etc.
- (viii) Number of ducts under the roads for which permission will be granted be as per requirement of the licensee
- (ix) (The licensee shall ensure provision of positional intelligence, through appropriate technology, of all underground telegraph infrastructures to enable the local body to obtain real time information on its location.

- (x) The licensee will carry out Ground Penetrating Radar (GPR) survey wherever necessary along the route where the ducts will be laid for detection of existing utilities. The data of utilities collected by the licensee through GPR survey should be unconditionally shared with Local Body, free of cost.
 - (xi) No damage shall be caused to any underground utilities while laying the ducts by using Horizontal Directional Drilling (HDD) methodology. In case any utility is damaged, the damage so caused to the utilities, shall be rectified by the licensee at his own cost.
 - (xii) Ducts shall be laid approximately 2mtrs below the road crust. However, in case of Had Rock Strata where HDD methodology is not possible, the depth of approx. 400 mm. shall be maintained with the duct installed inside G.I. Pipe covered with PCC 71.
 - (xiii) The cost of shifting conduits/OFC, wherever required, shall be borne by the licensee and instructions of Local Body in this respect shall be complied within the time frame fixed by the concerned Local Body.
 - (xiv) Local Body shall not be responsible for any damage to OFC and resultant losses, if any, due to any act of employee of Govt. or Local Body, while performing official duties. However, prior written intimation will be given by the Local Body to the licensee.
 - (xv) The licensee shall make proper arrangement for access control of the chambers to avoid misuse/illegal use of ducts and the chambers.
 - (xvi) For laying overhead OFC from fiber to home network it shall be permitted to erect poles on specified locations on roads over the ground area not more than 1 meter X 1 meter. The spacing between two poles should not be less than 50 meters in line of the sight.
 - (xvii) The licensee shall ensure that,-
 - (a) prior to the commencement of work of laying the optical fibre and at all times during the execution of the work, the measures to mitigate public inconvenience and provide for public safety are implemented;
 - (b) Structural safety of overground infrastructure are implemented; and
 - (c) The work of laying OFC/telegraph infrastructure is carried out in accordance with the conditions specified under the rules and this Order.
- (5) This permission shall be valid from this date up-to the period of license granted to the licensee by DoT (i.e. dated)
The permission is granted on this date under signature and seal of the undersigned.

Nodal Officer

FORM-6**[See Para-14(2)]****APPLICATION FOR REGULARIZATION OF EXISTING OVERGROUND TELEGRAPH
INFRASTRUCTURE (MOBILE TOWER etc)****To****The Nodal Officer**

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(Details of appropriate authority)

| A | Details of Applicant/licensee | | | | | |
|----------|--|--|--|--|--|--|
| | 1. License Details | | | | | |
| | 2. Name of License | | | | | |
| | 3. Registered Address | | | | | |
| | 4. Manipur Circle Office Address | | | | | |
| | 5. Name of Authorized Person | | | | | |
| | 6. Designation of the authorized person | | | | | |
| | 7. Phone/Mobile No of the authorized person | | | | | |
| | 8. E-mail | | | | | |
| | 9. PIN | | | | | |
| B | The nature of post/tower or other aboveground contrivances | | | | | |
| C | The extent of land required (size and area in metres) | | | | | |
| D | Details and location of land for the site | | | | | |
| | 1. Plot No | | | | | |
| | 2. Road/Street | | | | | |
| | 3. Ward No. & Name of Colony | | | | | |
| | 4. City/Town or name of revenue Village | | | | | |
| | 5. Block | | | | | |
| | 6. District | | | | | |
| | 7. Exact Latitude and Longitude of site | | | | | |
| E | Details of building or structure of the site | | | | | |
| | 1. Name of building/structure | | | | | |

| | | | | | |
|----------|--|---------------|--|----------------------------|-----------------|
| | 2. Height and stories of building | | | | |
| | 3. Area of building/structure | | | | |
| | 4. Complete address of the building/structure | | | | |
| | 5. District | | | | |
| | 6. Exact latitude and longitude of the site | | | | |
| F | Name and address of the owner of the land or building | | | | |
| G | Details of Tower/Post | | | | |
| | Height | Weight | Ground/ Roof Top Tower | Pole/Wall Mounted | No. of antennae |
| | | | | | |
| | Whether on a open plot/building | Area Required | The exact latitude and longitude of Tower/Post | | |
| | | | | | |
| H | Other related Information | | | | |
| | 1. The mode of and time duration for, execution of work | | | | |
| | 2. The inconvenience that is likely to be caused to the public and the specific measure to be taken to mitigate such inconvenience | | | | |
| | 3. The measure proposed to be taken to ensure public safety during the execution of the work | | | | |
| | 4. The name and contact details of the employees of the licensee for the purpose of communication in regard to the application made. | | | | |
| | 5. Any other matter relevant, in the opinion of the licensee, connected with or relative to the work proposed to be undertaken | | | | |
| | 6. Any other matter specified by DoT, or State Govt. or the local body | | | | |
| I | Details of fee and charge deposited | | | | |
| J | List of documents attached | | | Whether attached (Yes/No) | |
| | 1. Copy of the license granted by DoT | | | | |
| | 2. Site Plan | | | | |
| | 3. The detailed technical design and drawing of tower/post or other above ground telegraph structure including the specification of foundation. In case the tower/post etc is in the vicinity or | | | | |

| | | |
|--|--|--|
| | adjoining to high or low tension line, drawings showing its distance from the line. | |
| | 4. Copy of Structural Stability Certificate | |
| | 5. Copy of SACFA clearance/copy of SACFA application for the said location submitted to WPC wing of DoT with registration number as WPC acknowledgement. | |
| | 6. Copy of clearance from State Environment & Forest Department (if Applicable) | |
| | 7. Acknowledgement receipt issued by TERM Cell of the self certificate submitted by licensee. | |
| | 8. Attested copy of Lease Agreement Deed/Consent Agreement Deed | |
| | 9. Prior written consent from the authority having legitimate right over the land/premises belonging to Central Govt./PSUs (if Applicable) | |
| | 10. Any other document | |

Declarations

1. I hereby declare that I have carefully read the policy. I fully comply with term and conditions therein.
2. I understand this application, if found incomplete in any respect and/or if found with conditional compliance or not accompanied with the processing fee, shall be summarily rejected.
3. I understand that processing fee is non-refundable irrespective of whether or not the permission is granted to me.
4. I declare that if at any time any averments made or information furnished by me is found incorrect or false, my application shall be liable to be rejected and any permission granted on the basis of such information/documents shall be liable to be cancelled / rejected.

Date:

Signature and name of the

Place:

Authorized Signatory

(With Seal)