

GOVERNMENT OF NCT OF DELHI
PWD SECRETARIAT: 5th LEVEL, B-WING
DELHI SECRETARIAT: IP ESTATE
NEW DELHI-110002

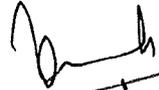
F.No.ENC/DIR(W)/PWD/RC/8081/13578-05
CD No. 057530372

Dated: 10/10/2019

Sub: Modified Policy/ Revised Standard Operating Procedures (SOP's) w.r.t. Road Restoration and grant of online permission of Road Digging through PDM Software.

I am directed to forward herewith the Modified Policy/ Revised Standard Operating Procedures (SOP's) w.r.t Road cutting permission through PDM software for information and necessary action.

This issues with the prior approval of Hon'ble Minister (PWD).


10/10/19
(Vineet Kumar)
Dy. Secretary (PWD)

F.No.ENC/DIR(W)/PWD/RC/8081/13578-05
CD No. 057530372

Dated: 10/10/2019

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3. The Commissioner, North Delhi Municipal Corporation, SPM, Civic Centre, 4TH Floor, JLN Marg, Minto Road, New Delhi-110002,. Tel: 23225410 Fax: 232254042
4. The Commissioner, South Delhi Municipal Corporation, Dr. SP Mukherjee Civic Centre (9th Floor), Jawarharlal Nehru Marg, New Delhi- 110002 Tel(23225901-02) Fax (23225903).
5. The Commissioner, East Delhi Municipal Corporation, 419 Udyog Sadan, Patparganj Indl. Area , Opposite ADM Mall, Delhi-110092, Tel: 22144122, Fax 22144121
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11. CEO BSES, Rajdhani Power Limited, BSES Bhawan, Nehru Place, New Delhi.
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13. CEO, BYPL,, Skakti Kiran Building, Karkardoom, Delhi-110092.
14. Engineer-in- Chief, PWD, MSO Building, New Delhi.Ph: 23490260.

15. Pr. Chief Engineer (Maintenance/Project), PWD, MSO Building, New Delhi.
16. Managing Director, GSDL, 3rd Level, A-Wing, Vikas Bhawan-II, Civil Line, Dehi.
17. Sh. A. K. Sharma, Vice President, BSES, Shakti Kiran Building, Karkardooma, Delhi.
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20. Sh. Santulan Chaubey, Director DeGS, e-governance Society, 9th Floor, Delhi Sectt. New Delhi. PH: 9818180683
21. Sh. Metha , AGM, Government Business Deptt (NW-1), Local Head Office, 3rd Floor, 11 Sansand Marg, New Delhi-110001. Mob: 9889822111, Ph: 23407485, Fax: 23349259 email: agmgad.lhodel@sbi.co.in
22. Sh. Pawan Kumar, Project Head, GSDL Vikas Bhawan-II, Delhi-111054, Mob: 9968963277

Copy for information to:-

1. OSD to Hon'ble LG, Delhi, Raj Niwas, Delhi-110054.
2. OSD to Hon'ble Chief Minister, Delhi, 3rd level, Delhi Secretariat, New Delhi-110002.
3. OSD to Hon'ble Minister (PWD), 7th level, Delhi Secretariat, New Delhi-110002.
4. OSD to Chief Secretary, Delhi, 5th level, Delhi Secretariat, New Delhi-110002.
5. PPS to Pr. Secretary (PWD), 5th level, Delhi Secretariat, New Delhi-110002.


10/10/19
(Vineet Kumar)
Dy. Secretary (PWD)

Standard Operating Procedure (SOP) for Road Cutting Permission

The guidelines for implementation of online Plan, Dig & Monitor applications were issued earlier through minutes of meeting held under the Chairmanship of Chief Secretary by PWD Secretariat vide communication No. F4(125)/2015-16/PWD-II/Road/4629-54 dated 29.03.2017. Subsequently the revised policy / modified SOP w.r.t. Road restoration and grant of online permission was accorded by Hon'ble LG, Delhi & the same was circulated by PWD Secretariat vide No. F.4(125)/2015-16/PWD-II/Roads/5386-5414 dated 19.04.2018. A meeting was also held on 04.08.2018 under the chairmanship of Hon'ble Minister, (UD/PWD) to discuss the various issues relating to "Digging & Restoration of Road". The minutes of this meeting was issued by communication no. OSD(UD/PWD/Min Health/2018-19/6474-75 dated 08.08.2018.

While reviewing the progress of indicators for Ease of Doing Business in Delhi, Hon'ble Lt. Governor & Chief Secretary, Delhi directed PWD to devise the standard operating procedure for each step of the process so as the total time taken in issuing permission should be within 3 working days of application. In the light of above directions, the modified policy/standard operating procedure has been prepared as below: -

1. All processes required for road cutting permission (RCP), starting from initiation of application for RCP to uploading of completion Certificate including intermediary processes such as deposition of processing fee/ security deposit/ Road Restoration charges, uploading of transaction details & road restoration timelines, intimation of joint site inspection, uploading of joint site visit inspection report etc. shall be dealt online only on GSDL portal.
2. All Road Owning Agencies are to be integrated on GSDL portal. GSDL portal to be equipped with details on TPQA, Road restoration charges, other fee details and specifications for Road Restoration. The **PDM (PLAN, DIG & MONITORING)**, Software developed by GSDL needs to be modified in view of modified policy/standard operating procedure.
3. **A) When Road cutting and road restoration to be done by project implementing agency (PIA)**
The Project Implementation Agencies (PIA) shall ensure the following:
 - a. Non-Governmental Project implementation agency should mandatorily deposit non-refundable fee of Rs. 5000/- per application + 18% GST, with GSDL along with their application for road cutting permission. The Governmental PIAs are exempted from payment of application fee for road cutting permission. PIA shall submit the schedule/timelines of road restoration besides timelines for road cutting, to the Road Owning Agencies at the time of application for Road cutting permission.
 - b. All Project implementing Agencies shall have to deposit the refundable security deposit of 10% of road restoration charges or Rs. 2 lacs whichever is more. The security deposit shall be refunded within 45 working days after uploading satisfactory completion of work by PIA.
 - c. No road restoration charges to be deposited by PIA.

- d. On depositing the security deposit & non-refundable processing fee, a UTR indicating the reference nos. of transaction, amount and the Road Owning Agency to whom the payment made will be generated. PIA needs to upload the copy of this UTR to complete the process of online application for road cutting permission.
- e. On completion of process of online application, system will send the road cutting permission within 3 working days subject to joint inspection and other terms and conditions to be complied by PIA. A message shall also be sent to the PIA & other stakeholders through SMS & e-mail for the joint inspection. Date of joint site visit shall be fixed within 3 working days of completion of application for road cutting permission. If site inspection couldn't be done on the so fixed date due to holidays or some other reasons, the same shall be carried out the next day. In case, work is started by agency without joint inspection, punitive action will be taken and security deposit will be forfeited.
- f. Feasibility of possible or otherwise and possible with change in alignment of road cutting shall be explored on the day of joint site visit and deviation in the demand note towards security deposit, if any shall also be estimated on the same day of joint site visit and uploaded by the ROA on the same day. The PIA will have to deposit the balance security amount online within 3 working days of issuing of the demand note.

However, it would be made mandatory for PIAs to intimate road owning agencies (ROAs), the actual start of digging work. PIA shall publically display at site the detail of work being done along with proposed date of completion of work.
- g. While according road cutting permission, the specification of work to be adopted for road restoration work shall be provided by Road Owning agency to the project implementing agency.
- h. The PIA shall have to engage a competent Third-Party Quality Assurance Agency (TPQA) to oversee the restoration work as per the specification provided to PIA at the time of according road cutting permission. TPQA will certify its quality, irrespective of length/width.
- i. Each ROA shall prepare a panel of TPQA, having sufficient number of agencies, to be engaged by PIAs, who will inspect the works to be executed by the road restoration agencies. In case the ROAs are not able to finalize the TPQA list, within 30 days, PWD shall prepare such list on their behalf for taking services of TPQA agency. The maximum charges to be payable to TPQA shall be 1% (One Percent) of Road Restoration cost.
- j. PIA shall have to carry out the road restoration work through agency registered with CPWD, MES, Railways, State PWD, MCD, DDA, I&FC or any Govt. agencies in appropriate class Roads Works.

- k. During Road cutting and road restoration, the PIA shall follow all the mandatory requirements, provisions and guidelines to take care of traffic congestion and security/safety issues.
- l. The PIA shall obtain a certificate from ROA for satisfactory completion of road restoration work by the agency (to be engaged by PIA) and shall apply for NOC along with the Certificate of TPQA. NOC or observations shall be issued by ROA within 5 working days of application for NOC by the PIA otherwise it will be deemed to have been issued automatically after a lapse of 5 working days.
- m. During road digging/cutting sometimes the adjoining areas such as footpath, drains and other utilities are damaged while laying/restoring the services. The PIAs must restore those areas, services as well at their cost. The restoration of the adjoining areas is to be done as per the existing specification. In case PIA does not restore the damaged part, the same shall be got done by ROA after serving a notice in this regard at the risk & cost of PIA & adjust the cost from security deposits.
- n. PIAs shall indemnify ROA against any mishap or accident occurring during digging and restoration works.
- o. The agency shall make arrangement for necessary barricading and provide Caution Boards during the execution of work, failing which the road cutting permission will be cancelled and security deposit will be forfeited.
- p. The work shall be carried out without disturbing the flow of traffic and road will not be completely closed without obtaining permission from Traffic Police.
- q. Excavated earth/ debris/unserviceable material should not be dumped on the existing road. Back filling of trench and its surface dressing shall have to be done progressively during the execution of work and Surplus earth/malba/ unserviceable material to be removed simultaneously. It can either be used to filling low laying areas adjacent to road or shall be disposed off away from road following NGT guidelines and as per direction of RoA authorities. If PIA fails to remove surplus earth/malba/unserviceable material within three days after laying of services, the same shall be removed by RoA and charging the expenditure to PIA at double the actual cost incurred towards, it which can be adjusted from their security deposit.
- r. After the work for which PIA has been accorded permission is completed, PIA shall upload date of completion of cutting work on GSDL site. Project implementing agency shall have to restore the road to the original condition and such restoration work will have to be started within 48 hours and complete within specified period.
- s. The PIA shall be liable to restore the damage caused to the service of other utilities and in case of failure the road owning agency shall have the right to forfeit the security deposit and also raise additional demand if required.

- t. PDM Portal shall have provision of making advance payment by PIA towards processing charges/ fee for those Project Implementing Agencies which require frequent road cutting permission. These advance payment to be adjusted automatically once the application for road cutting permission is received from the PIA making advance payment.

B) When the Road restoration to be done by Road Owning Agency (ROA)

The project implementing agency will ensure the following:

- a. Project implementing agency shall cut the road after obtaining road cutting permission and the work of road restoration shall be carried out by the road owning agency. The PIA shall apply online on GSDL website for obtaining road cutting permission.
- b. Non-Governmental Project implementation agency should mandatorily deposit non-refundable fee of Rs. 5000/- per application + 18% GST, with GSDL along with their application for road cutting permission. The Governmental PIAs are exempted from payment of application fee for road cutting permission. PIA shall submit the schedule/timelines for road cutting and for the purpose for which the road cutting has been applied to the Road Owning Agencies during application for the Road cutting permission.
- c. While applying for Road cutting permission in such cases, a demand note is generated based on the information provided by PIA about the length and width of road to be cut. PIA shall have to deposit the amount with the ROA online along with security deposit.
- d. All Project implementing Agencies shall have to deposit refundable security deposit of 7.5% of road restoration charges or Rs. 1.5 lacs whichever is more. The security deposit shall be refunded within 45 working days after satisfactory completion of work by ROA.
- e. On depositing the non-refundable fee, Road restoration charges and security deposit, a UTR indicating the reference nos. of transaction, amount and the Road Owning Agency to whom the payment made will be generated. PIA needs to upload the copy of UTR along with online application for Road cutting permission.
- f. Receipt of payment generated needs to be uploaded to complete the process of online application for road cutting permission.
- g. On completion of process of online application, system will send Road Cutting permission within 3 days and also a message of joint site visit to PIA & the representatives of all stakeholders through SMS & e-mail. Date of joint site visit shall be fixed within 3 working days of completion of application for road cutting permission. If site inspection couldn't be done on the so fixed date due to holidays or some other reasons, the same shall be carried out the next working day.

- h. Feasibility of possible or otherwise and possible with change in alignment of road cutting shall be explored on the day of joint site visit and deviation in the demand note towards road restoration charges and security deposit, if any, shall also be estimated on the day of joint site visit and uploaded by the ROA on the same day. The PIA shall have to deposit the balance amount as per revised demand note online within 3 working days. The actual Road cutting at site shall be allowed within 48 hours of receipt of balance amount.
- i. The PIA shall inform the ROA immediately after completing the work for which Road cutting permission was obtained so that the ROA can start the restoration work immediately after that.
- j. The PIA shall be liable to restore the damage caused to the services of other utilities at their own cost and the Road owning agency shall have the right to restore the services of these utility services from the amount of security deposit and may raise additional fund demand if required or may get the services restored by the provider of utility service at the cost of PIA.
- k. During Road cutting by PIA and road restoration by the ROA, the PIA & ROA shall scrupulously follow all the mandatory requirements, provisions and guidelines to take care of traffic congestion and security issues.
- l. During road digging/cutting sometimes the adjoining areas such as footpath, drains and other utilities are damaged while laying/restoring the services. The PIA must restore those areas, services as well at their cost. The restoration of the adjoining areas is to be done as per the existing specification. In case PIA does not restore the damaged part the same shall be got done by ROA after serving a notice in this regard and at the risk & cost of PIA & adjust the cost from security deposits.
- m. The PIA shall indemnify ROA against any mishap or accident occurring during digging and restoration works.
- n. The PIA shall make arrangement for necessary barricading and provide Caution Boards during the execution of work. In case PIA do not install barricading and caution sign board, the ROA shall install the same at the risk & cost of the PIA and adjust the cost from the security deposit.
- o. The work shall be carried out without disturbing the flow of traffic and road will not be completely closed without obtaining permission from Traffic Police.
- p. Excavated earth/ debris/unserviceable material should not be dumped on the existing road. Back filling of trench and its surface dressing shall have to be done progressively during the execution of work and Surplus earth/malba/ unserviceable material to be removed simultaneously. It can either be used to filling low laying areas adjacent to road or shall be disposed off away from road following NGT guidelines and as per

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direction of RoA authorities. If PIA fails to remove surplus earth/malba/unserviceable material within three days after laying of services, the same shall be removed by RoA and charging the expenditure to PIA at double the actual cost incurred towards, it which can be adjusted from their security deposit.

- q. PDM Portal shall have provision of making advance payment by PIA towards processing charges/ fee for those Project Implementing Agencies which require frequent road cutting permission. These advance payment to be adjusted automatically once the application for road cutting permission is received from the PIA making advance payment.

C) Road cutting permissions in case of emergency situation:

- a. In cases of requirement of road cutting in emergent situations to restore water and electricity supply etc. as a result of bursting of water/sewer line and underground fault of electric lines, the CEO of the utility or the second in command not below the rank of Chief Engineer or equivalent shall declare the situation as emergent to the civil authorities / traffic police. The PIA must ensure to apply online for road cutting permission within 24 Hours, after start of actual digging work at site, and obtain permission at the earliest. Subsequently, the PIA has to follow the various provisions of road restoration under (A) above and deposit the road restoration charges and the security deposits wherever applicable.
- b. TPQA provisions shall not be applicable in case of emergency situations, if Road cutting at one place is not more than 10 sqm.
- c. Road cutting during monsoons for new connections under EoDB may be treated emergency situations.

D) When the cutting / restoration permission required by individuals for work within the Individual's property limit

- a. When the applicant seek permission for carrying out work inside his property limit for making opening of entry gates/ shifting of entry etc., only road restoration charges without security deposit for the passage facilitation pathway from the road shall be applicable. Provision of TPQA shall not be applicable for such cases. The process for applying online & depositing Road Restoration charges shall be same as in other cases.

4. List of TPQA

TPQA
IIT, CRRI, CBRI, DTU, NCCBM and other Government Agencies as approved by competent authority.

5. General conditions

- (i) Permission for the road cutting and/or road restoration can be revalidated only 4 times after the date of expiry of permission as under:

S.N.	Days of extension after expiry of permission	Revalidation fees.
1	15 days	No revalidation fees.
2	15 days & up to 30 days	10% of security deposit.
3	30 days up to 45 days	25% of security deposit.
4	45 days up to 90 days	50 % of security deposit.

Extension of time due to the days of hindrance only on account of RoA will be considered, for which specific order will be issued. After the period of 90 days the request will be accepted as original application.

- (ii) If any agency executes the work without permission / revalidation, following action will be taken by ROA against the PIA/individual agency.
- FIR will be lodged by ROA against the road cutting agency as well as the contractor executing Cutting/Restoration work for damaging the public property.
 - Road restoration charges at twice the normal rates (with security deposit of executed work) will be charged from the defaulting agency on account of work executed without permission/ revalidation of permission along with the aforesaid punitive action.
 - Charges on account of the damages have to be deposited within 2 weeks from the date of receipt of the letter, failing which the amount can be adjusted against available deposit of the firm in the form of security etc. and necessary action under the provision of law.

6. Details for various Deposits

Type of Deposit	Mode of Deposit	Beneficiary details	Payment instruments
Application / Processing fee	Online	GSDL	Cash transfer through NEFT/RTGS
* Road Restoration charges	Online	PAO – 22, PWD	Cash transfer through NEFT/RTGS
* Security Deposit	Online	PAO – 22, PWD	Cash transfer through NEFT/RTGS
	Offline	Concerned Executive Engineer of RoA	Treasury Challan/ Demand Draft/Pay order / Banker's Cheque / Deposit at Call Receipt / Fixed Deposit Receipt / Bank Guarantee of any Scheduled Bank in favour of Concerned Executive Engineer of RoA

Note: * the details are mentioned here for which, Road owning Agency (RoA) is PWD

7. Other terms and Conditions:

1. The work shall be carried out as per the alignment approved during Joint site visit and as per direction of the concerned authority of RoA.
2. The work shall be carried out in such a manner so as not to affect or disturb any services coming along the work.
3. The PIA shall use trench-less method as far as possible, for crossing bituminous road surface of main road.
4. The PIA shall lay cable/service at least 1.5 meter below road surface. Later on, if, Road Owning Agency (RoA) decides to charge fees for usage of land for the cable /services laid, then the Project Implementing Agency (PIA) shall be ready to pay such fee in future.
5. The PIA shall install, from starting point of the work to its end point, the display boards showing Name of work, Agency, Name of the Department and Contact officer with their Telephone Number, etc.
6. The PIA shall intimate, before the start of work to MTNL, BSNL, DOTS, etc. so that their services are not affected by the work. Existing services encountered in the course of the work shall be protected against the damage by the agency.
7. The PIA shall inform concerned officers of Gas Authority of India through Telephone, regarding road cutting before the actual start of work.
8. The PIA shall have to comply all applicable provisions as mentioned in Standard Operating Procedure (SOP).
9. All dismantled serviceable material shall be stacked properly by PIA along the sides of footpath and will become the property of the Road owning department.
10. PIA shall fill all the trenches with excavated earth in layers and ram it well and consolidate the same after the completion of laying cables /services work.
11. Under dig and restore road cutting permission, in case, the RoA is not satisfied with the restoration work, the PIA shall have to deposit such additional amount as incurred by RoA in restoring the work to original condition upon receiving a notice of such demand from competent authority of PIA.
12. The PIA shall take proper care not to damage surroundings during the execution of the work and will be responsible for any damage, leakage and uprooting of trees etc. if any.
13. If the RoA requires shifting of the cable/services in future due to widening / improvement work of the road, then the PIA shall shift their cables / services at their own cost within 60 days of being intimated by this RoA in this regard. The maximum available period for such shifting is 90 days.

8. Dispute Resolution

In case of any dispute arising between PIA & ROA regarding road digging and restoration, a committee comprising of Pr. CE (M), PWD as Chairman and E-in-Cs of all the three DMCs & Member (DJB), as members shall resolve the dispute.

17/c

Form of Security Deposit

Bank Guarantee Bond

WHEREAS, PIA..... (Name of Project Implementing Authority) (Hereinafter called "the PIA") has applied for Road Cutting Permission dated..... (Date) for the work..... (Name of work) (Hereinafter called "the work") and RoA..... (Name and division of Road Owning Authority) (Hereinafter called "the RoA-in-Charge") has agreed to grant them online Road Cutting Permission (Hereinafter called "the RCP") with certain terms and conditions.

KNOW ALL PEOPLE by these presents that we..... (Name of bank) having our registered office at..... (Hereinafter called "the Bank") are bound unto the RoA-in-charge in the sum of Rs..... (Rs. In words) for which payment well and truly to be made to the said RoA-in-Charge the Bank binds itself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this..... Day of..... 20..... THE CONDITIONS of this obligation are:

- (1) if, the PIA starts the work without carrying out joint inspection of the site with RoA-in-charge or his authorised representatives:
- (2) If, the PIA fails to restore the services / adjoining areas such as footpath, drains and other utilities that got damaged during road cutting / digging or road restoration by PIA:
- (3) If, the PIA fails to make arrangement for necessary barricading and provide Caution boards etc. during execution of the work:
- (4) If, the PIA fails to remove surplus earth/malba/unserviceable material within three days after laying of services:

We undertake to pay to the RoA-in-Charge either up to the above amount or part thereof upon receipt of his first written demand, without the RoA-in-Charge having to substantiates his demand, provided that in his demand the RoA-in-Charge will note that the amount claimed by his is due to him owing to the occurrence of one or any of the above conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date* after the application for RCP by the PIA. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE.....

SIGNATURE OF THE BANK

WITNESS.....

SEAL

(SIGNATURE, NAME AND ADDRESS)

*Date to be worked out on the basis of time taken to complete the work plus 90 days

Ref. to Online Road Cutting Permission: (i) Date (ii) No.

To,

----- (Name of the Project Implementing Agency)

----- (Address of the Project Implementing Agency)

Sub: Online Permission for Road Cutting at ""

Ref. to online Application for RCP: (i) Date: (ii) No.:

With reference to your online application for road cutting vide above cited reference, online permission for road cutting under **Dig and Deposit / Dig and Restore policy**, is here by granted for your information and further necessary action and the same has been intimated to DCP (Traffic). This permission is subject to following terms and conditions.

Terms and Conditions:

1. PIA as well as RoA shall ensure to get the Joint site inspection done within 3 working days upon receipt of information in this regard through portal generated SMS and / or e-mail. If joint site inspection couldn't be done on the so fixed date, due to holiday or some other reasons, the same shall be carried out on the next working date. In no case, work shall be started by PIA without joint inspection, failing which punitive action as mentioned in Standard Operating Procedure (SOP) will be taken and security deposit will be forfeited.
2. If, RoA raises any demand note in respect of security deposit and/or road restoration charges arising due to change in alignment, the same shall be deposited online within 3 working days of issue of the demand note. PIA under dig and deposit road cutting permission shall not start actual cutting of road unless such additional demand are deposited by them.
3. In case, during Joint Site Inspection RoA observes Road cutting to be not feasible at all and rejects the site completely for cutting, this online permission stands withdrawn w. e. f. uploading of joint inspection report on the GSDL portal.
4. The work shall be carried out as per the alignment approved during Joint site visit and as per direction of the concerned authority of RoA.
5. During Road cutting and/or road restoration, the PIA shall follow all the mandatory requirements, provisions and guidelines to take care of traffic congestion and security/safety issues.
6. The work shall be carried out without disturbing the flow of traffic and the road should not be completely closed without getting prior approval from Traffic Police authorities.
7. The PIA shall make arrangement for necessary barricading and provide Caution Boards during the execution of work, failing which the Road cutting permission will be cancelled and security deposit will be forfeited.

8. The work shall be carried out in such a manner so as not to affect or disturb any services coming along the work.
9. The PIA shall use trench-less method as far as possible, for crossing bituminous road surface of main road.
10. The PIA shall lay cable/service at least 1.5 meter below road surface. Later on, if, Road Owning Agency (RoA) decides to charge fees for usage of land for the cable /services laid, then the Project Implementing Agency (PIA) shall be ready to pay such fee in future.
11. If, the adjoining areas such as footpath, drains and other utilities are damaged during road digging/cutting or while laying/restoring the services, the PIAs shall be liable to restore the damage caused to the services /other utilities as per the existing specification at their own cost. In case PIA fails to restore the damaged part, then the road owning agency shall have the right to forfeit the security deposit and also raise additional demand if required.
12. PIA under dig and restore road cutting permission, shall have to restore the road to the original condition by engaging the agency registered with CPWD, MES, Railways, State PWD, MCD, DDA, I&FC or any Govt. agencies.
13. PIA under dig and restore road cutting permission, shall engage competent TPQA agency from the approved panel of TPQA of Road owning agencies who shall oversee Road restoration work as per specification provided to PIA or existing road specifications and certify its quality, irrespective of length / width.
14. PIA shall mandatorily intimate actual start of road cutting to concerned RoA authorities prior to actual cutting of Road.
15. The timelines for road cutting shall be as submitted while applying for Road Cutting permission. In case, the PIA is unable to complete the work within the permission period, then they have to get it further extended from concerned RoA authorities as per revalidation policy as mentioned in Standard Operating Procedure (SOP).
16. The PIA shall install, from starting point of the work to its end point, the display boards showing Name of work, Agency, Name of the Department and Contact officer with their Telephone Number, etc.
17. The PIA shall intimate, before the start of work to MTNL, BSNL, DOTS, etc. so that their services are not affected by the work. Existing services encountered in the course of the work shall be protected against the damage by the agency.
18. The PIA shall inform concerned officers of Gas Authority of India through Telephone, regarding road cutting before the actual start of work.
19. The PIA shall have to comply all applicable provisions as mentioned in Standard Operating Procedure (SOP).
20. All dismantled serviceable material shall be stacked properly by PIA along the sides of footpath and will become the property of the Road owning department.
21. PIA shall back fill all the trenches with excavated earth in layers and ram it well and consolidate the same after the completion of laying cables /services work.
22. Under dig and restore road cutting permission, in case, the RoA is not satisfied with the restoration work, the PIA shall have to deposit such additional amount as incurred by RoA in restoring the work to original condition upon receiving a notice of such demand from competent authority of PIA.
23. Excavated earth/ debris/unserviceable material should not be dumped on the existing road. Back filling of trench and its surface dressing shall have to be done progressively during the execution of work and Surplus earth/malba/ unserviceable material to be

- removed simultaneously. It can either be used to filling low laying areas adjacent to road or shall be disposed off away from road following NGT guidelines and as per direction of RoA authorities. If PIA fails to remove surplus earth/malba/unserviceable material within three days after laying of services, the same shall be removed by RoA and charging the expenditure to PIA at double the actual cost incurred towards, it which can be adjusted from their security deposit.
24. The PIA shall take proper care not to damage surroundings during the execution of the work and will be responsible for any damage, leakage and uprooting of trees etc. if any.
 25. If the RoA requires shifting of the cable/services in future due to widening / improvement work of the road, then the PIA shall shift their cables / services at their own cost within 60 days of being intimated by this RoA in this regard. The maximum available period for such shifting is 90 days.
 26. PIA shall indemnify ROA against any mishap or accident occurring during digging and /or restoration works.
 27. The PIA *under dig and restore road cutting permission* shall have to obtain a certificate from RoA for satisfactory completion of road restoration work by the agency engaged by him.
 28. After the work for which PIA has been accorded permission is completed, PIA shall upload date of completion of cutting work on the portal. Restoration work shall be started within 48 hours and complete within the specified period by the PIA if the road cutting permission has been accorded under dig and restore policy.
- 28. Anything not covered in above terms and conditions shall be dealt as per provisions of Standard operating procedure (SOP).**

Executive Engineer