



User Manual
for
Online System
for
Permission for Mobile
Tower Approval in
Municipal Areas



I. Online application submission along with details and uploading of documents

Application Process

Application for new license initiates with Application for Basic information. One needs to click on “New” button. The form is as follows:

The screenshot shows a web browser window with the URL `mobiletower.aparatn.in/sign/maintenance.aspx`. The page title is "Mobile Tower Application" and it says "Welcome UDM". A search bar is at the top. Below it is a navigation menu with "Basic Application Information" selected. The form has a "Save" button at the top left. The form fields are:

- Name of the Organization* (text input)
- Contact Person* (text input, value: UDMA)
- Designation* (text input)
- Application No (text input, value: Auto)
- Address* (text area)
- Mobile No (text input, value: 9944278234)
- Email ID (text input, value: haidiro74@gmail.com)
- Name of the Project (text input)
- Purpose of the Work (text input)
- Save (button)

Fig 11: Application Form for Basic Information

Following details need to be inserted in Basic Information Application Form:

- Name of the Organisation
- Designation
- Address
- Name of the Project
- Purpose of the Project

Following data will be auto-fetched from user registration:

- Contact Person
- Mobile Number
- E-Mail ID

Once submission of Application Form for Basic Information is done, Mobile Tower Details Application Form will be displayed as follows:



Search

Mobile Tower Detail

PDF Save

District* ULB Type ULB Name

Application No Application Date Name of the work site*

Construction Type* Latitude Longitude

Ward No* Site Owner Name* Premises / Holding No*

Street / Road Name*

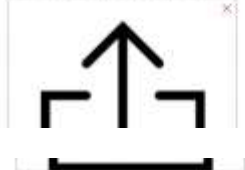
Site Owner Mobile Number Site Owner E-Mail ID* Area of the floor / roof in square meter* The unit of measurement for Ground Coverage / Area Covered by Tower in square meter

Site Owner E-Mail ID* Area of the floor / roof in square meter* The unit of measurement for Ground Coverage / Area Covered by Tower square meter

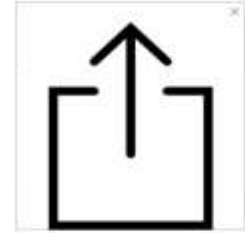
Proposed Height in Tower in meter* Total Volume of tower in cube meter* Proposed date of commencement

Proposed date of completion work*

Signature of the Site Engineer



Signature of the Authority



- I/ We shall take special care with regard to the safety of the human life.
- I/ We shall abide by all the instruction of the ULB authority regarding safety and security of the worksite.
- I/ We shall be well alert and careful during the construction at field regarding existing structure or any utility services.
- I/ We shall order all necessary permissions to have the site from concerned local authorities/ utility departments/ water and sewerage department etc.

Mobile Tower Attachment

Attach Name Attach File

Attach

Sl No	Attach Name	Attach File
1	Distt name and ULB name application copy from ULB, shared by Urban Development District Town Department of Urban Works	07.jpg
2	Consent of the site and the site plan (to be submitted by the site owner) and plan of the site.	
3	Copy of the site and the site plan for ground level tower or copy of the permission certificate in case of the roof top tower.	



Fig 12: Mobile Tower Details Application Form

Once Application submitted, it's save a draft which is editable and is as follows:

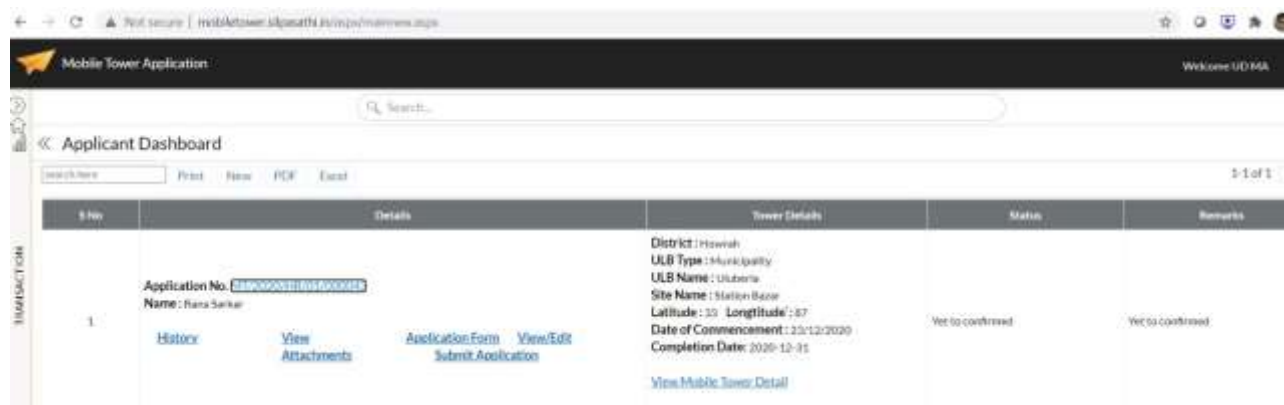


Fig 13: Application save as draft

At this time application remain in editable mode as shown in following figure:

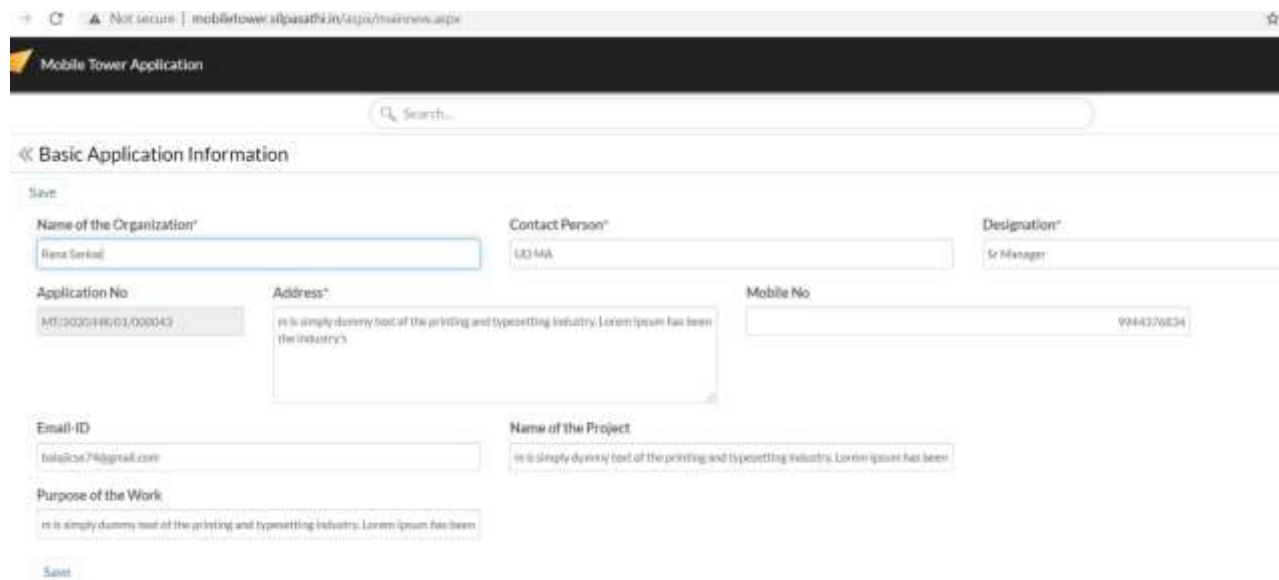


Fig 14: Application form in editable mode

On clicking Submit, the Application in draft mode will be finally submitted. Once submitted the Mobile Tower application will be in read only mode as below:

Mobile Tower Application

Welcome UD MA

Search...

Mobile Tower Detail

PDF Save

District* ULB Type ULB Name

Application No Application Date Name of the work site*

Construction Type* Latitude Longitude

Ward No* Site Owner Name* Premises / Holding No*

Street / Road Name*

Site Owner Mobile Number Site Owner E-Mail ID* Area of the floor / roof in square meter* The unit of measurement for Ground Coverage / Area Covered by Tower in square meter

Fig 13: Mobile Tower Application in Read only mode

Action History shows the history of action taken by users with different role. Following screenshot shows action history with Action user, Date and Remarks given by the user as follows:

Mobile Tower Application

Welcome UD MA

Search...

History Report

search here Print PDF Excel 1/30 of 32

S No	Application No	ULB Type	ULB Name	Status	Remarks
1	MT/2020/HR/01/000016	Municipality	Uluberia	Application Submitted	Application Submitted
2	MT/2020/HR/01/000016	Municipality	Uluberia	Application Submitted	Application Submitted
3	MT/2020/HR/01/000016	Municipality	Uluberia	Forward for Verification	verify
4	MT/2020/HR/01/000016	Municipality	Uluberia	Forward for Verification	verify
5	MT/2020/HR/01/000016	Municipality	Uluberia	Forward for Verification	test
6	MT/2020/HR/01/000016	Municipality	Uluberia	Forward for Verification	test
7	MT/2020/HR/01/000016	Municipality	Uluberia	Forward for Verification	verify
8	MT/2020/HR/01/000016	Municipality	Uluberia	Forward for Verification	verify
9	MT/2020/HR/01/000016	Municipality	Uluberia	Forward for Verification	verify

Fig 14: Action History

Mobile Tower Application can be submitted as follows:

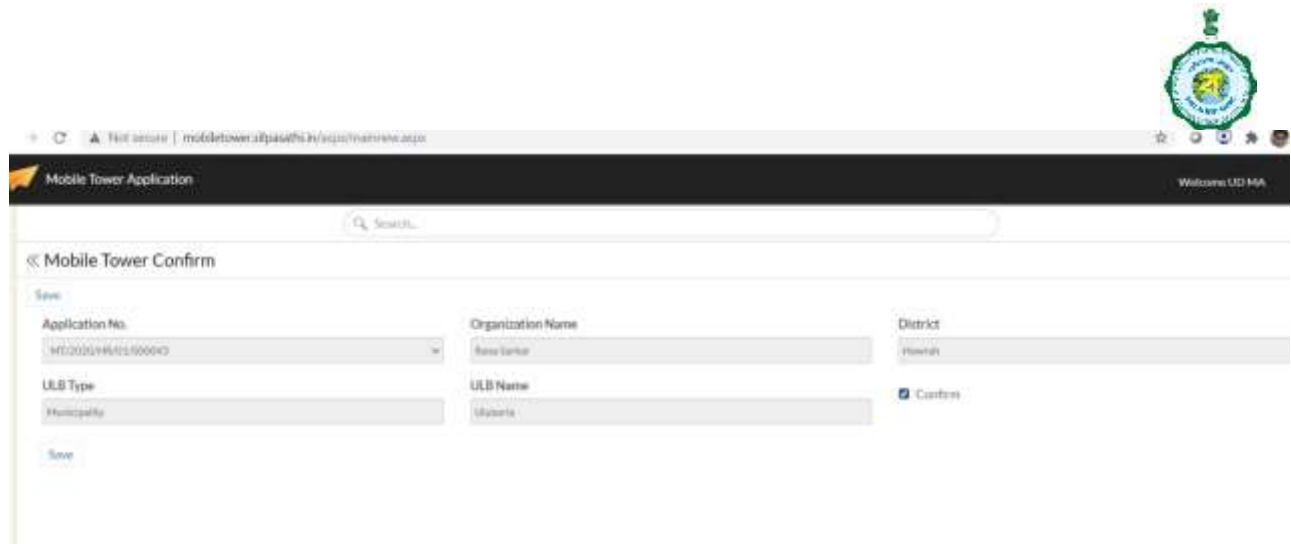


Fig 15: Submission confirmation

The application submitted can be downloaded by clicking “Application Form” as shown follows:

APPLICATION FORM

Ref No. **MT/2020/HR/01/000016** Date: **19-11-2020**

From: (Project Implementing Authority)
UD MA , Test , 0,
sunitsingha@gmail.com , Testing organisation .

(Name and address of the applicant with post held by him/her in the implementation authority, contact mobile no. & e-mail ID)

To: The Commissioner/Chairperson/Chairperson of the Board of Administrators,
Municipal Corporation/Municipality/NAA

Sub: Prayer for Permission on Construction/Erection of Ground based or Roof based Mobile Tower
for **Test ,(Name of Project)** in the
Test org , 0 0
(Name of work site with latitude & longitude) within Ward No. **2** &
Borough No. (if any) 0

Sir/Madam,

I / We on behalf of my/our organization would like to inform you that we would undertake the work of Construction / Erection of Ground based or Roof based Mobile Tower for
Test (Name of the work) in your municipal area
with an aim to provide **Test** (Purpose of the work). The
statements of the particulars of the proposed work are as follows:

1. Name and type of the proposed construction **Test , Roof Top.**
2. Owners details for Roof based Mobile Tower: **UD MA**
3. GIS reference of the location of Tower:

Fig 16: PDF Application Form



III. Online Payment

Payment can be done by clicking “Payment” Link as shown below:

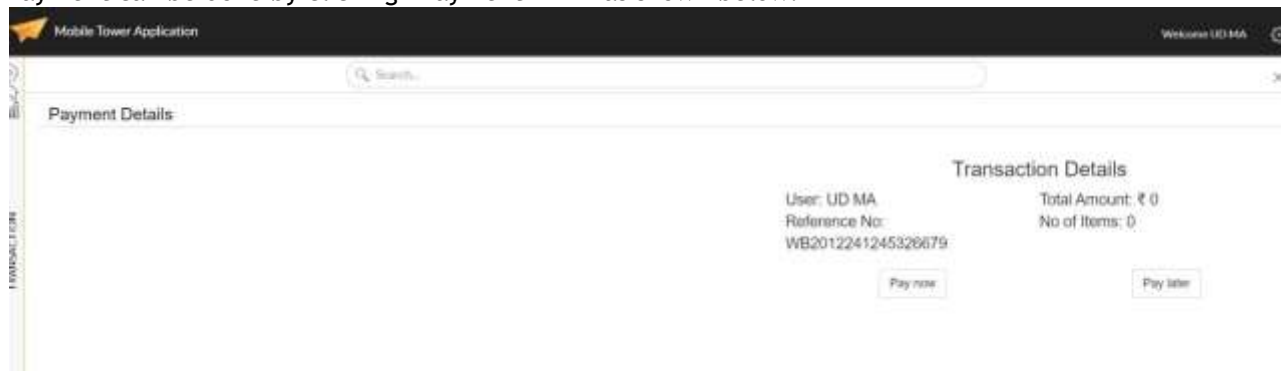


Fig 19: Payment Window

Once Pay Now button is clicked, window appears with option to pay through credit card, debit card as shown below:

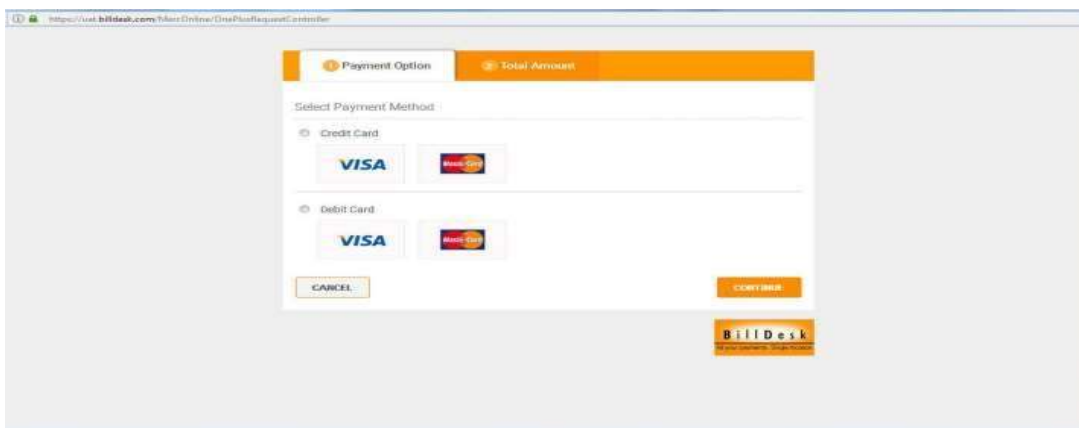


Fig 20: Payment initiated

Selection of one of payment modes leads to details of payment. Once all data related for payment are inserted and Pay button is clicked, transaction is shown as following figure:

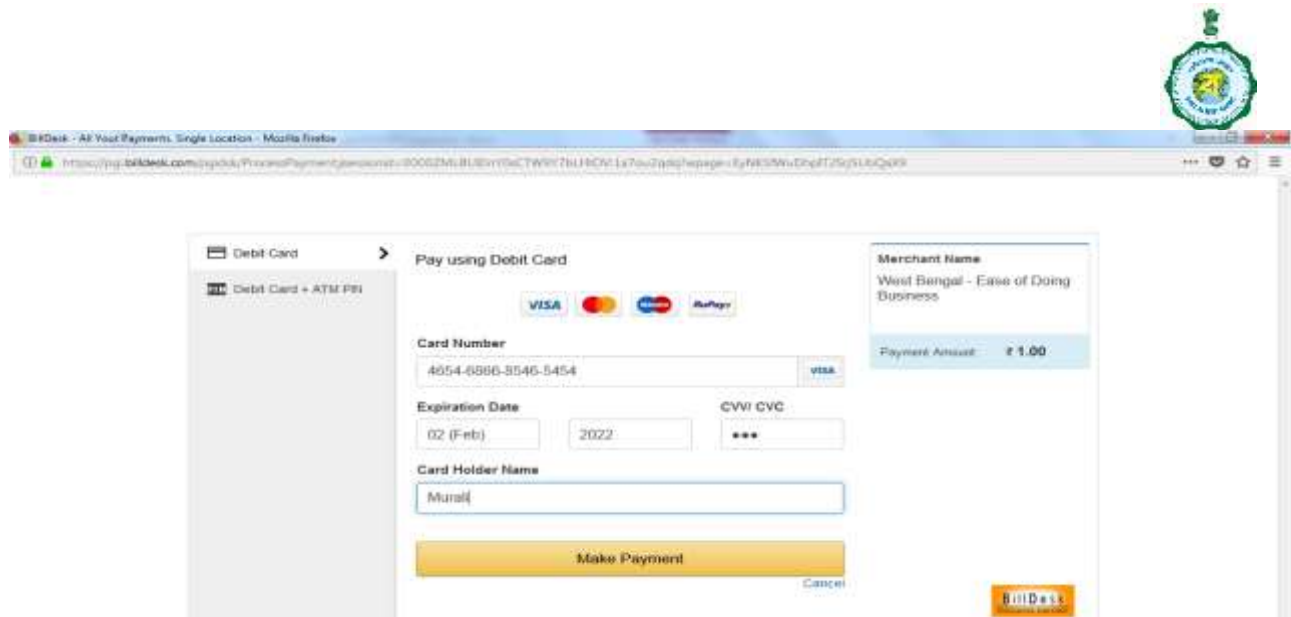


Fig 21: Payment receipt

IV. Download of Final Approval Certificate

When “License” is approved by authority, Applicant can view and download license as follows:



Fig 22: Final certificate download

License generated for permission for Construction / Erection of Tower is as follows:



Certificate of Permission for Construction/ Erection of Ground Based Tower

From: The Commissioner/Chairperson/Chairperson of the Board of Administrators/ Executive Officer
Municipal Corporation/Municipality/NAA

To:
svk pvt ltd
Home
KOLKATA

Sub: Permission for Construction/ Erection of Ground based or Roof based Mobile Tower for
abc (Name of Project) in the
aaa (Name of work site), Premises No./ Holding No.

556 , Plot No. , Street , Ward No. **5** &
Borough No.(if any)

Ref: Application No. **10005000000278** dated **08-12-2020** of the applicant

Dear Sir/Madam,

With reference to your application mentioned above, the ULB has been pleased to grant the

Fig 23: Final Certificate

Third Party Verification through online system

1. UD&MA web-page for the online service - Permission for Mobile Tower Approval in Municipal Areas

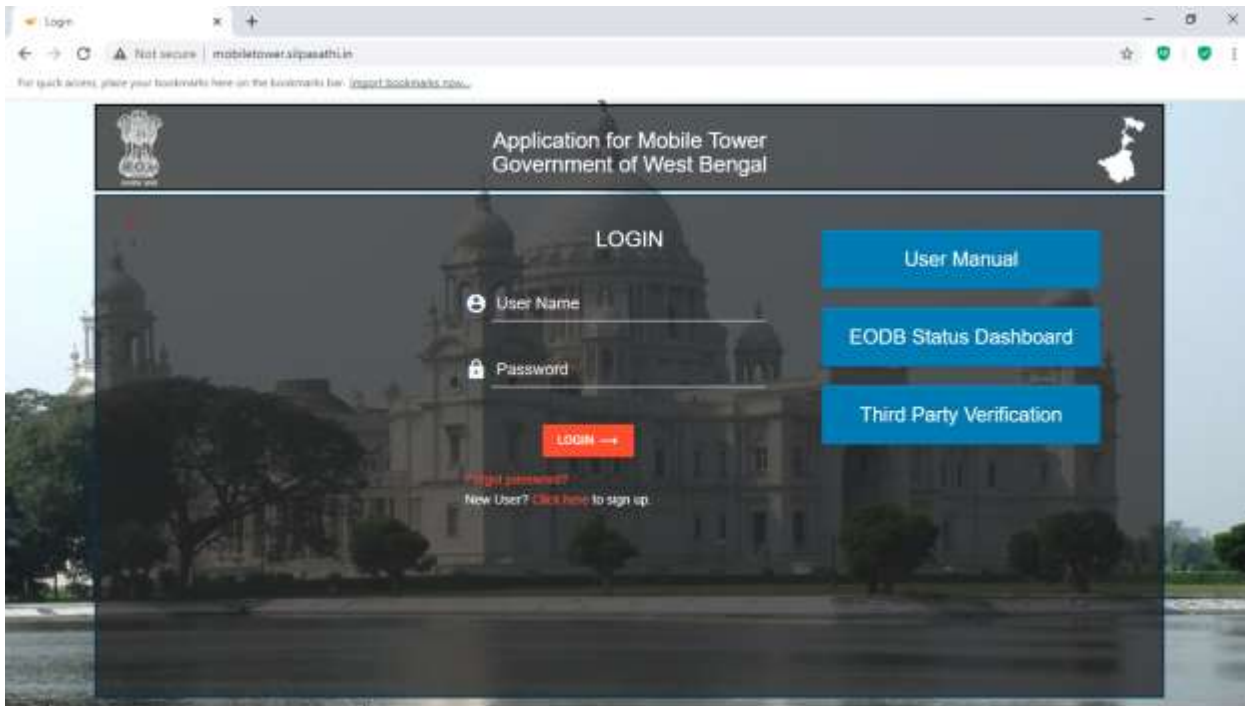
URL: http://www.wburbanservices.gov.in/page/cms/mobile_tower_about_service_bbb2ce

The screenshot shows a web browser window displaying the website of the Government of West Bengal, Department of Urban Development & Municipal Affairs. The page title is "Permission for Mobile Tower Approval in Municipal Areas". The navigation menu includes "Home", "About Us", "Act & Rule", "Circular/Order", "e-Service", "Land Cell", "Budget", "Scheme & Program", "MIS", and "Citizen Interface". The main content area features a sidebar with buttons for "ABOUT THE SERVICE", "PROCEDURE FOR APPLICATION", "CHECKLIST FOR APPLICATION", "TIMELINES", "FEES", "APPLY ONLINE", and "USER MANUAL". The main text area is titled "About the Service" and describes the online system for mobile tower approval. It lists five features: 1. Submission of Application, 2. Payment of Application Fee, 3. Track status of Application, 4. Download the Final Signed Certificate, and 5. Third Party Verification. A "FEEDBACK" button is visible on the right side of the page.

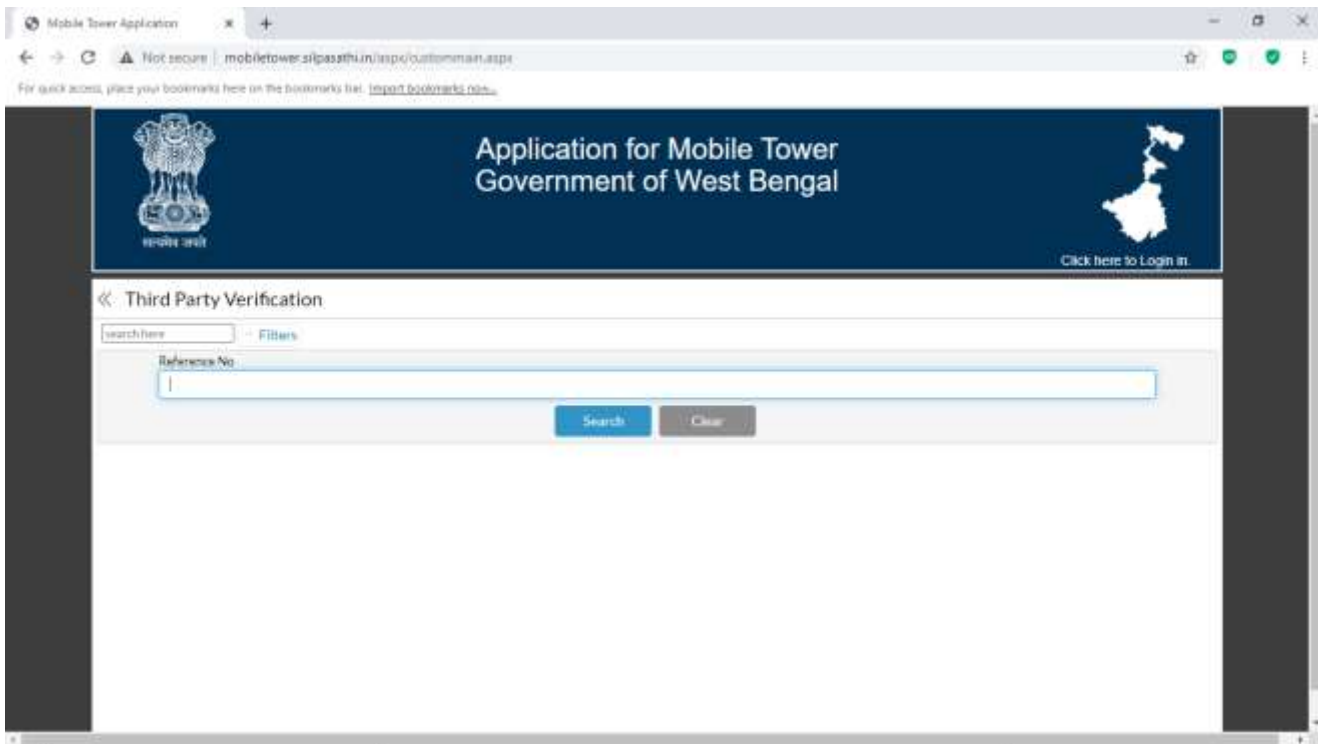
2. The following web-page opens, URL: <http://mobiletower.silpasathi.in/asp/signin.aspx> (Screenshot below)

The screenshot shows a web browser window displaying the login page for the "Application for Mobile Tower Government of West Bengal". The page features a "LOGIN" section with input fields for "User Name" and "Password", and a "LOGIN" button. To the right of the login section are three buttons: "User Manual", "EODB Status Dashboard", and "Third Party Verification". Below the login section, there is a message: "Forgot password? New User? [Click here](#) to sign up." The background of the page shows a large building, likely the State Assembly building in Kolkata.

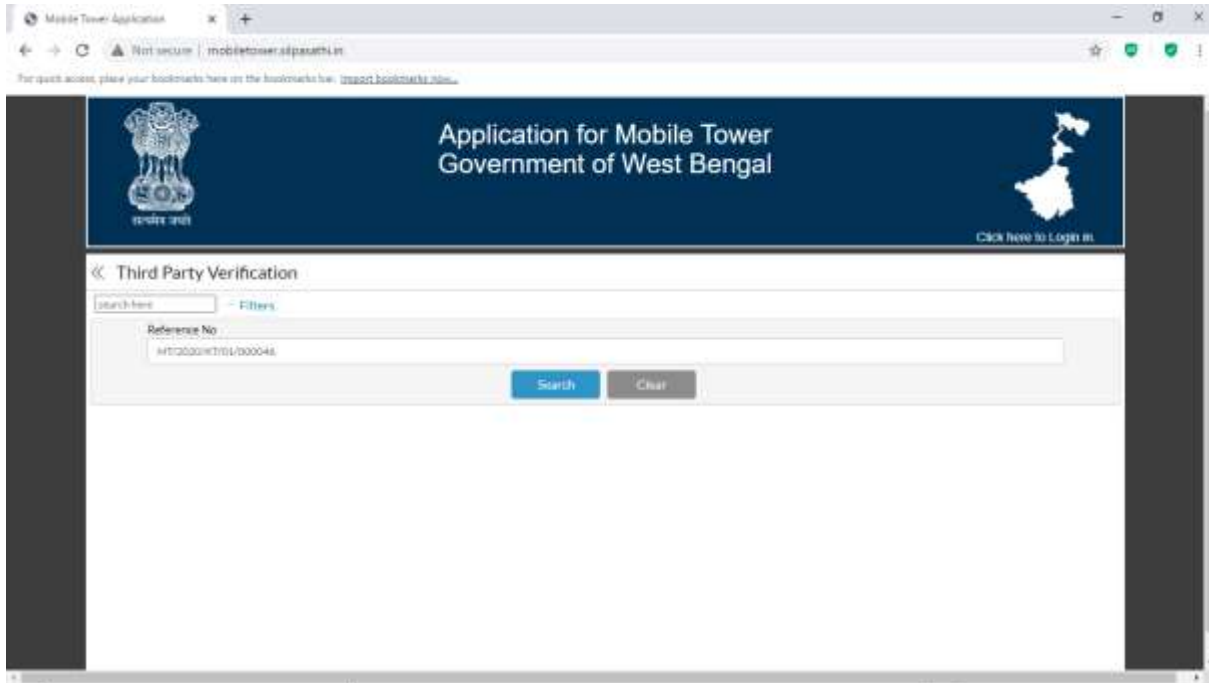
3. On the web-page below click on 'Third party Verification'
(Screenshot below)



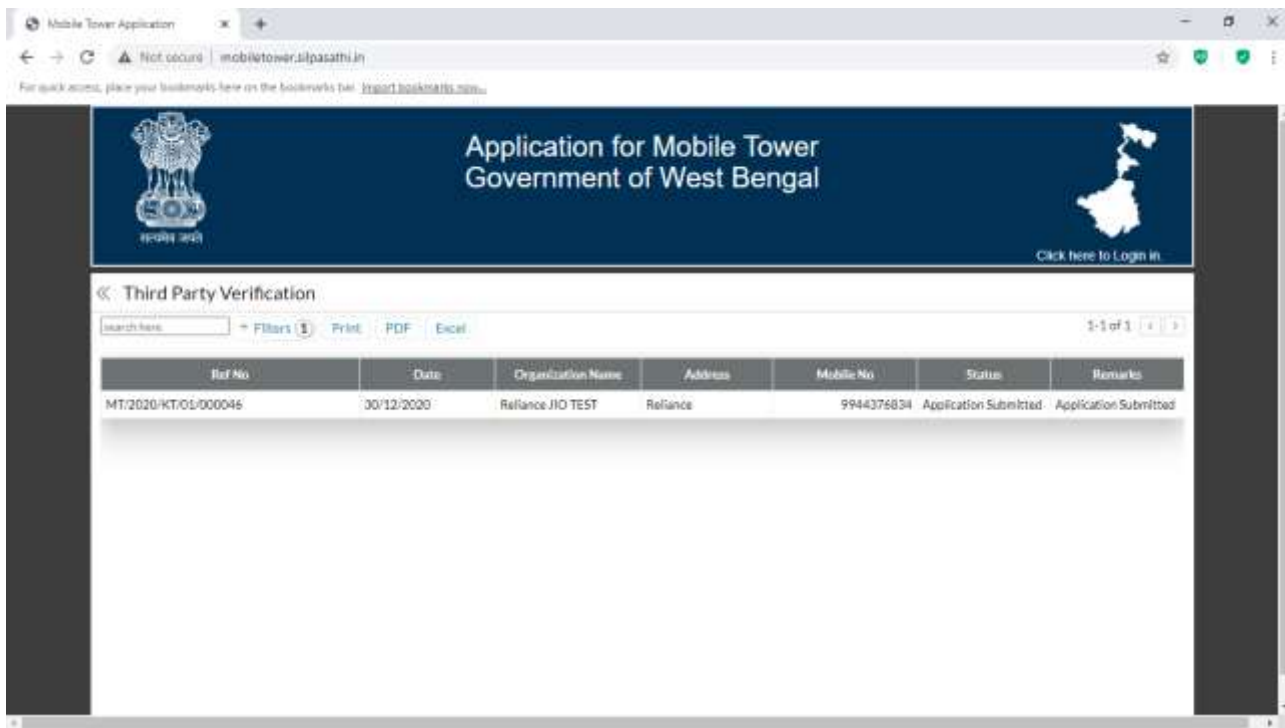
4. The following web-page opens, where user can enter Application No. or License No. and search
(Screenshot below)



5. Search by Application No. – e.g. – MT/2020/KT/01/000046



6. The details of Certificate issued appears
(Screenshit below)



Thus the online system for Permission for Mobile Tower Approval in Municipal Areas has the feature of 'Third Party Verification' in public domain.