

# Central RoW Portal



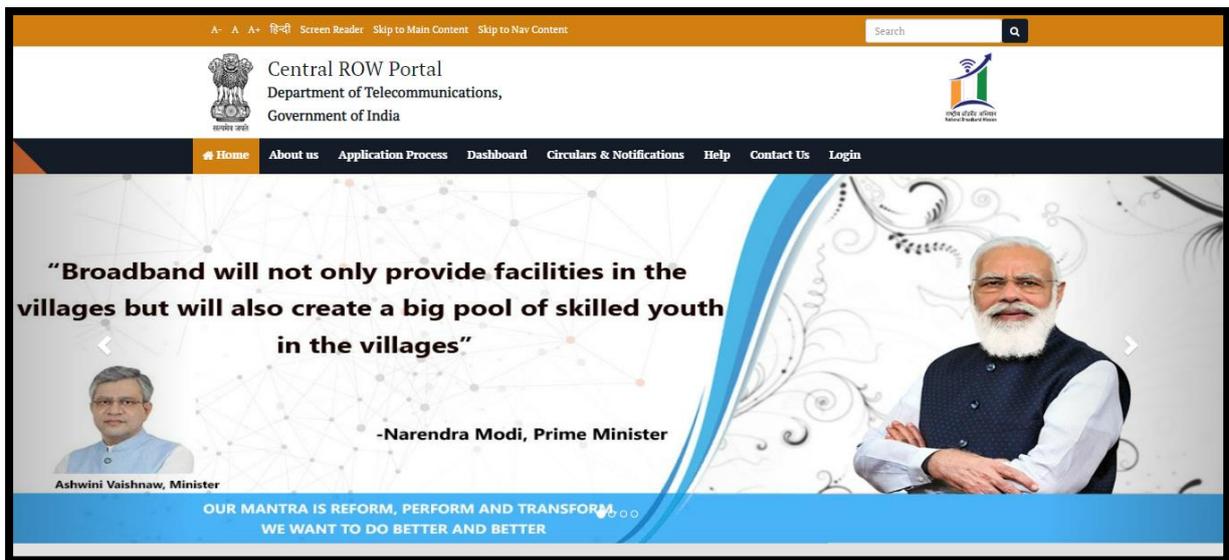
## HELP DOCUMENT FOR APPLICANT



Department of Telecommunications

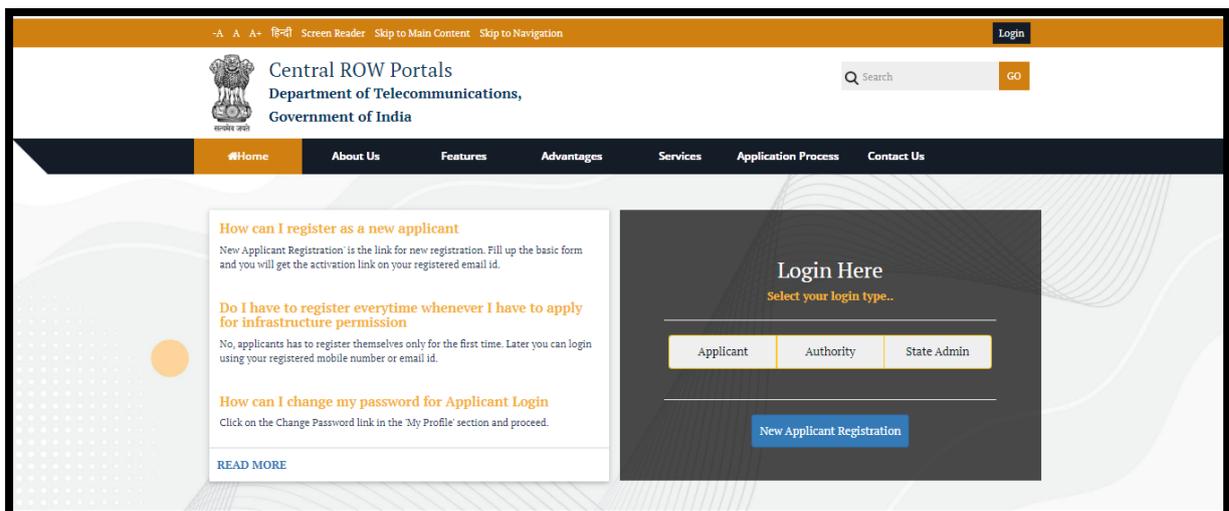
URL: <https://sugamsanchar.gov.in/>

Based on the RoW rules and policy 2016, an application for pan India is developed as an institutional mechanism between all stake holders including Central and State Government, Local bodies, and Service Providers to facilitate Right of Way Application Process through single interface. Central RoW Portal (sugamsanchar.gov.in) is dedicated to provide Ease of doing business for the Telecom Service Providers and Internet Providers. This will be one window solution to apply for RoW permissions, find the status of their applications, pay fees and can download the final approval/rejection letter.



Apply online for Overground or Underground Infrastructure through Central RoW Portal. Click on the Login option on the black navigation bar to get on to the applicant login screen as shown below –

URL: <https://row.sugamsanchar.gov.in/>

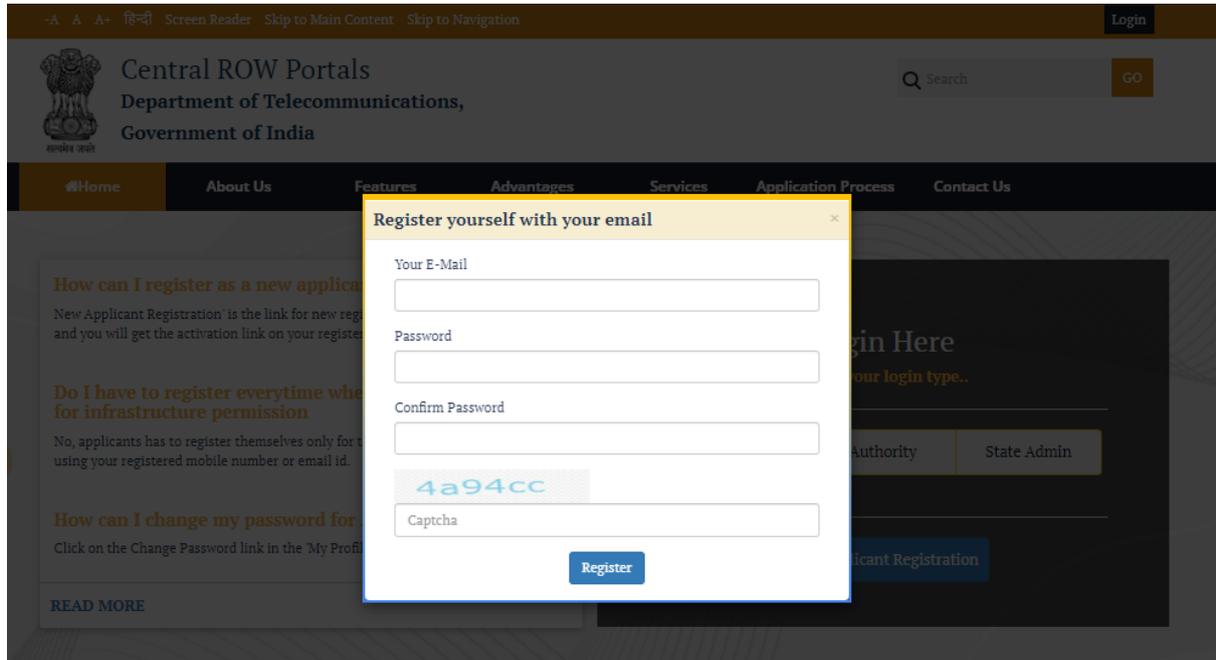


# New Registration

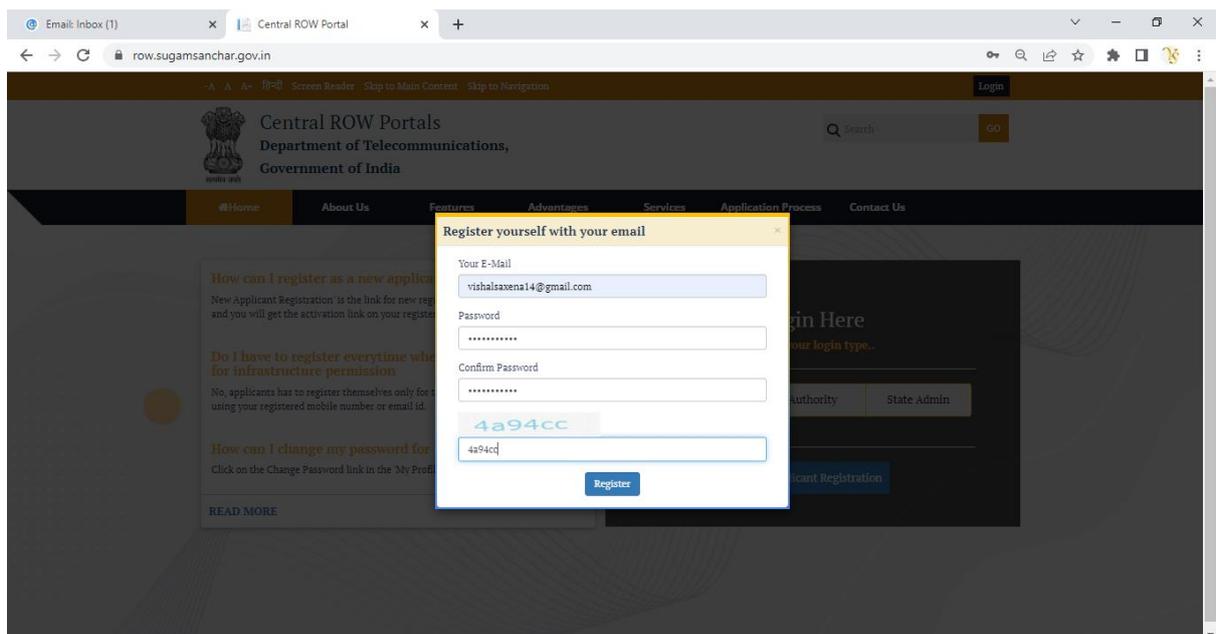
If applicant is the first-time user, then new Applicant registration should be the first activity.

User needs to click on the blue button for 'New Applicant Registration'.

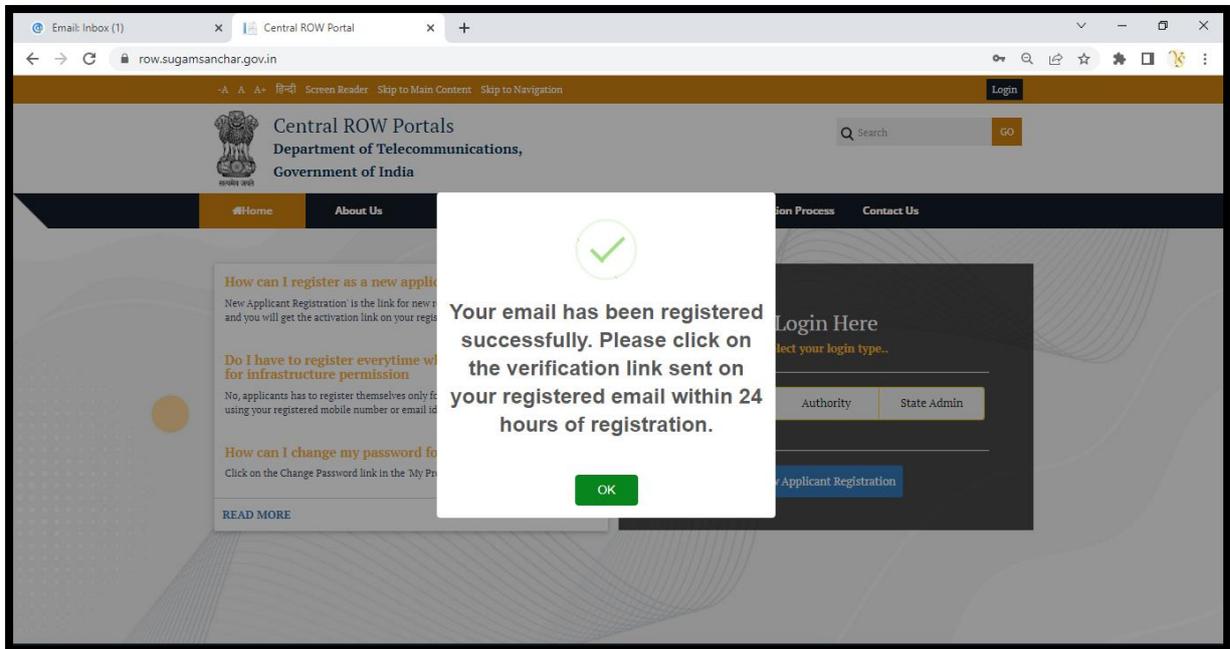
Email registration form is displayed as shown below-



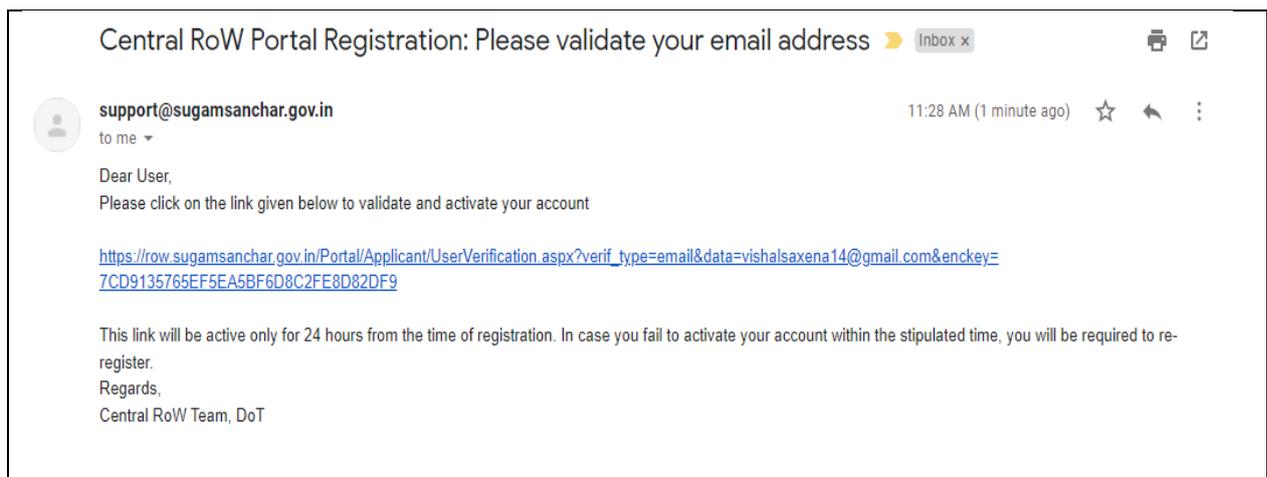
Provide Email and Password. Enter the details and click on 'Register' –



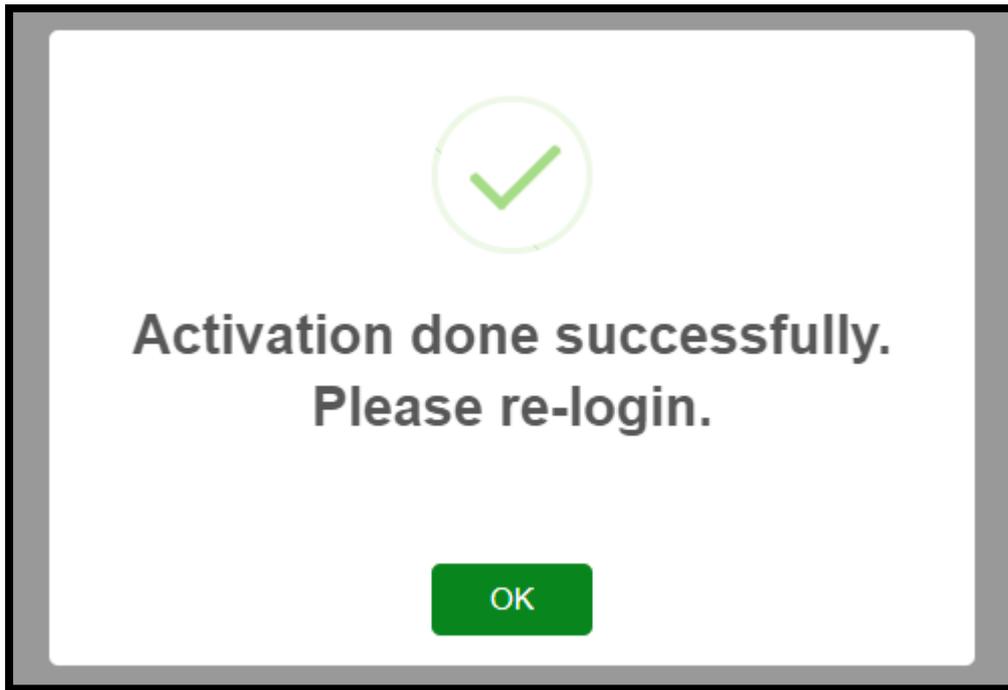
Verification message is displayed and Activation email sent on provided email id



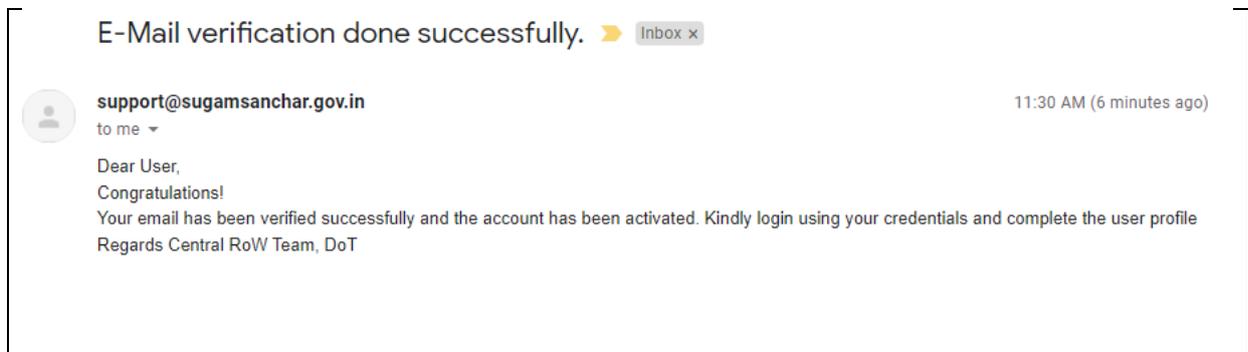
Check your registered email inbox – click on the link given in the email



Email verified and click ok, user redirected to login –



Verification email also sent-



# Applicant Profile Data

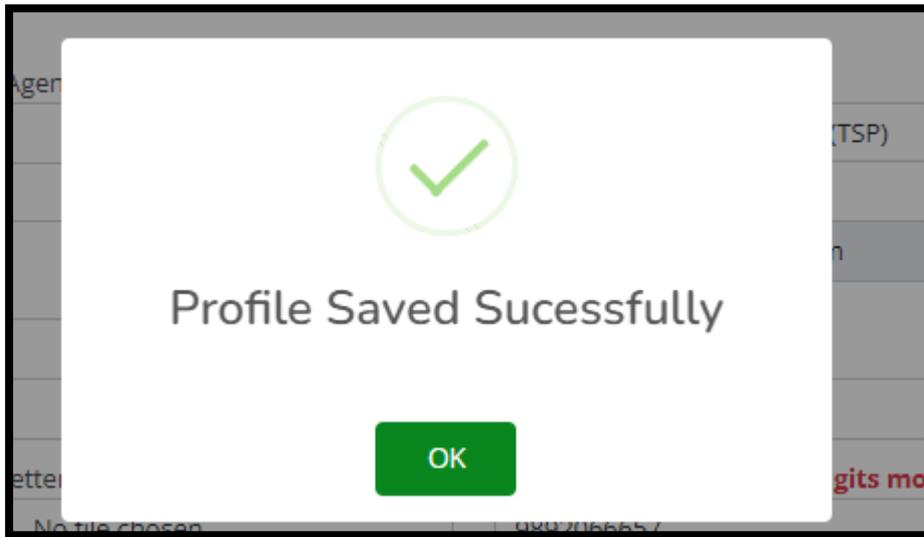
Now try again to log in to the portal. On first login, applicant will be directed to the profile creation page as shown below –

The screenshot shows the 'User Profile' registration page. At the top, it says 'Complete User Profile (All fields are required)'. The form contains several fields: 'Applicant Name \*', 'Organisation /Agency Name \*', 'Organisation Type \*' (dropdown), 'Organisation Ownership \*' (dropdown), 'Applicant Address \*', 'Email ID \*' (filled with 'vishalsaxena14@gmail.com'), 'State \*' (dropdown), 'District \*' (dropdown), 'Pin Code \*', 'License Number \*', 'License Expiry Date \*' (calendar icon), 'License Certificate \*' (file upload), 'Authorization letter from Organization \*' (file upload), 'Mobile Number (Enter 10 digits mobile number)\*', and 'OTP \*'. There are 'Get OTP' and 'Submit' buttons.

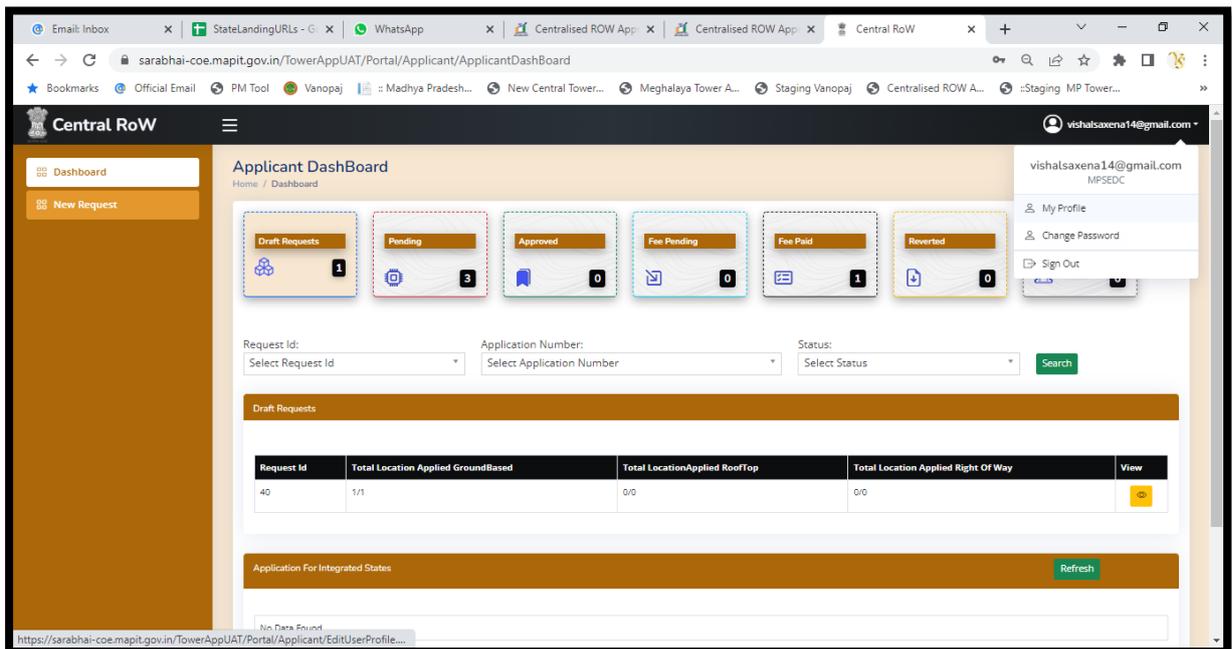
Phone number need to be verified with OTP

This screenshot shows the same registration page as above, but with a modal popup in the center. The popup has a green checkmark icon and the text: 'OTP has been sent successfully to your mobile number.' with an 'OK' button. The background form is dimmed. The form fields are partially filled: Applicant Name: Vishal Saxena, Organisation: MPSEDC, State: MADHYA PRADESH, License Expiry Date: 26-07-2026. There are also status messages: 'License Certificate has been uploaded.' and 'Authorization letter from Organization has been uploaded.'

After verifying phone number, profile is saved -



Applicant profile can be viewed at – top right corner.



Click 'My Profile'. Detail displayed as shown below -

**Central RoW** User Profile  
Login / View/Edit User Profile

**View/Edit User Profile**

Applicant Name \* Vishal Saxena Organisation /Agency Name \* MPSEDC Organisation Type \* Telecom Service Provider (TSP) Organisation Ownership \* Government

Applicant Address \* Bhopal Email ID \* vishalsaxena14@gmail.com State \* MADHYA PRADESH

District \* BHOPAL Pin Code \* 462016 License Number ABCD1234 License Expiry Date 2028-03-21

Mobile Number 9892066657 [Get OTP](#) OTP \*

[View License Certificate](#) [View Authorization letter from Organization](#) [Submit](#)

Update the fields in case of modify, get the OTP and Click Submit. The changes are done to the applicant profile.

To change the password, applicant has the option on the navigation bar as shown below –

**Central RoW** Applicant Dashboard  
Home / Dashboard

**Change Password**

Instruction : Password should have 8 characters consist of at least 1 upper case letter, 1 lower case letter, 1 number & 1 Special Character.

Old Password New Password Confirm Password

6414 Captcha [Update](#) [Cancel](#)

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Click Change Password –

**Central RoW** Change Password

Instruction : Password should have 8 characters consist of at least 1 upper case letter, 1 lower case letter, 1 number & 1 Special Character.

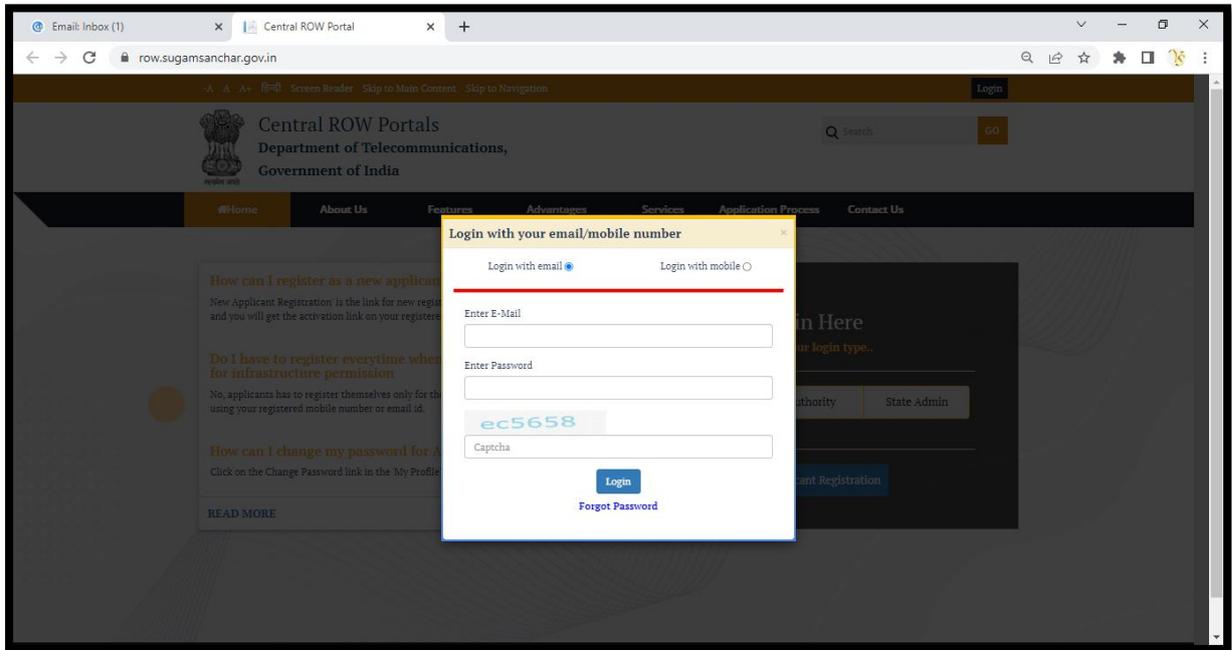
Old Password New Password Confirm Password

6414 Captcha [Update](#) [Cancel](#)

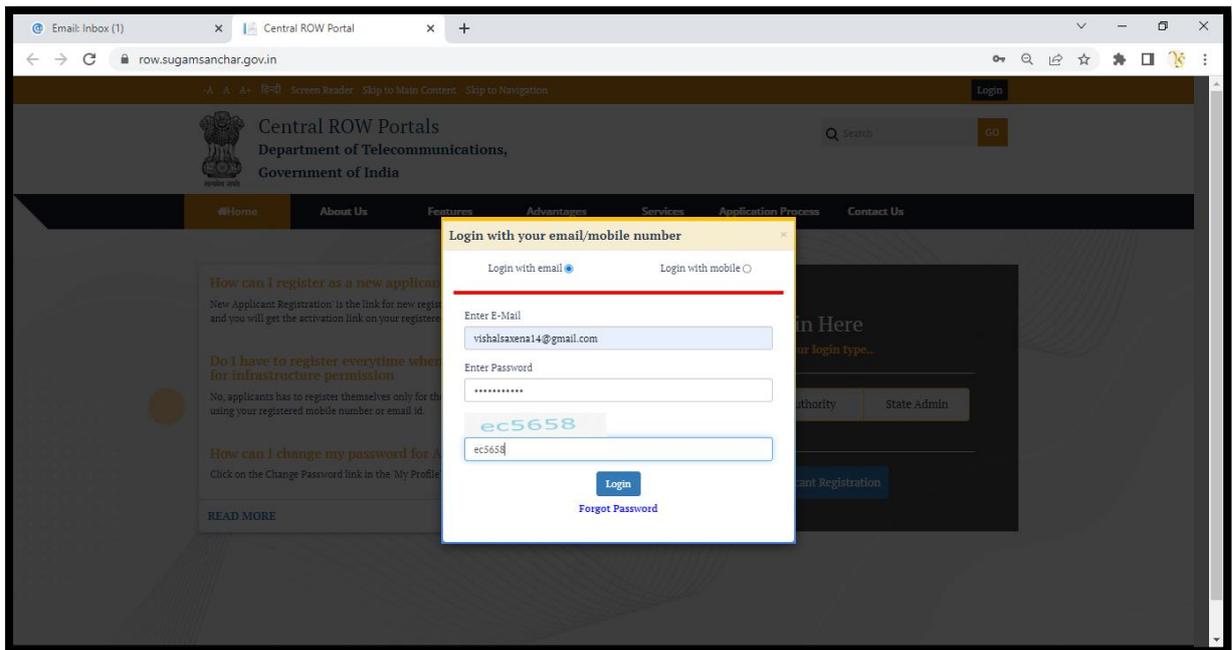
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# Login Process

Click on the Applicant tab on the Login screen –

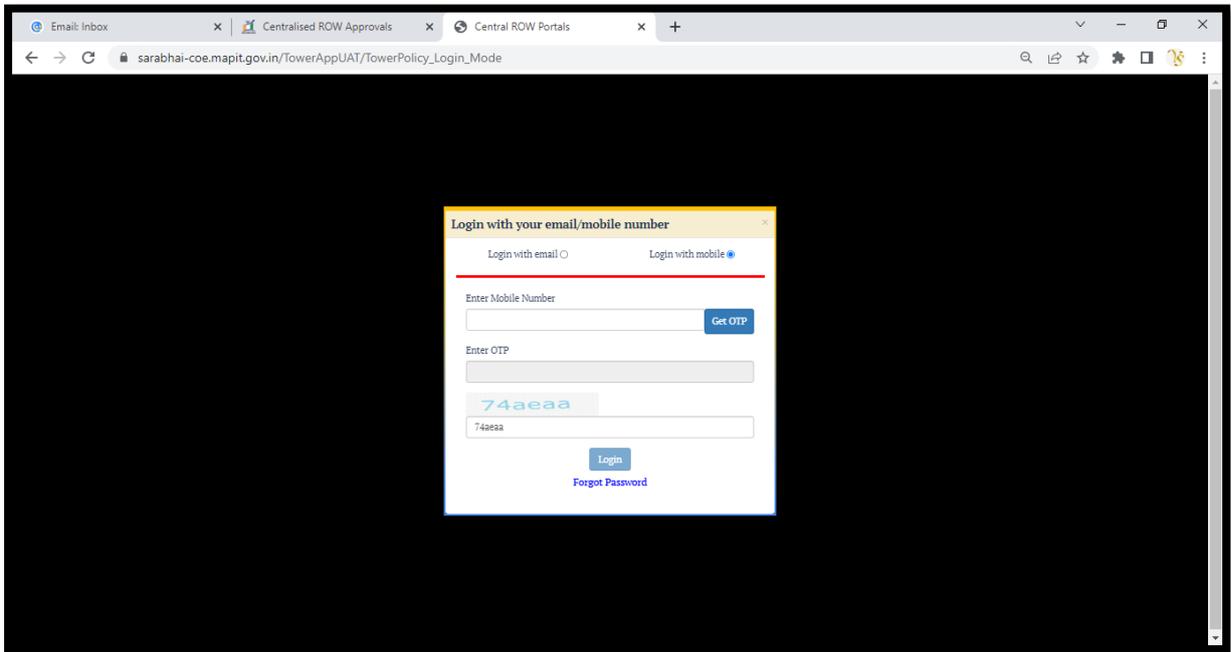


Email login is selected by default. Provide the credentials and captcha and click login

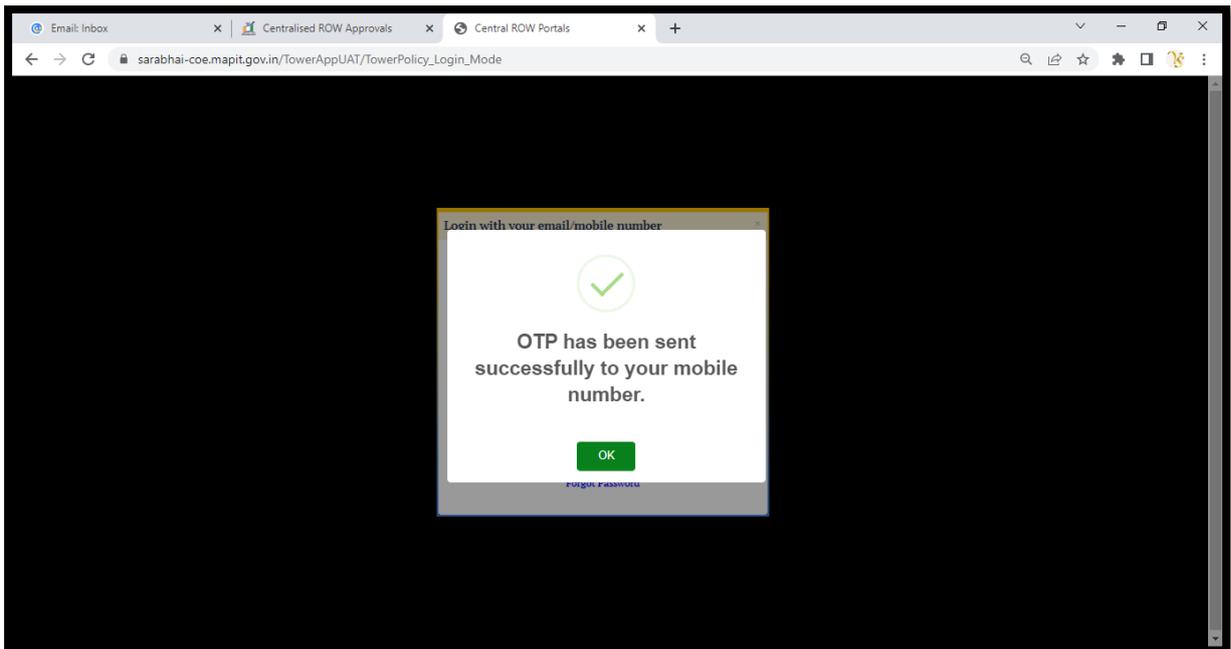


-OR-

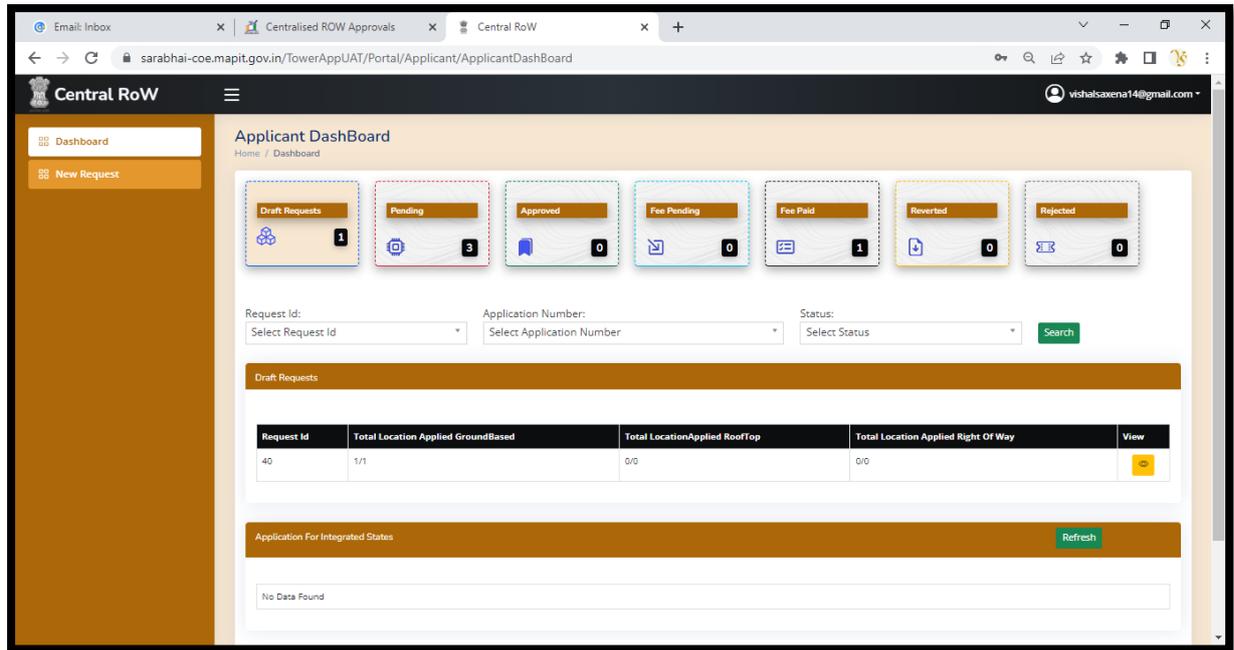
Select Login with Mobile –



Enter your mobile number and get the OTP.



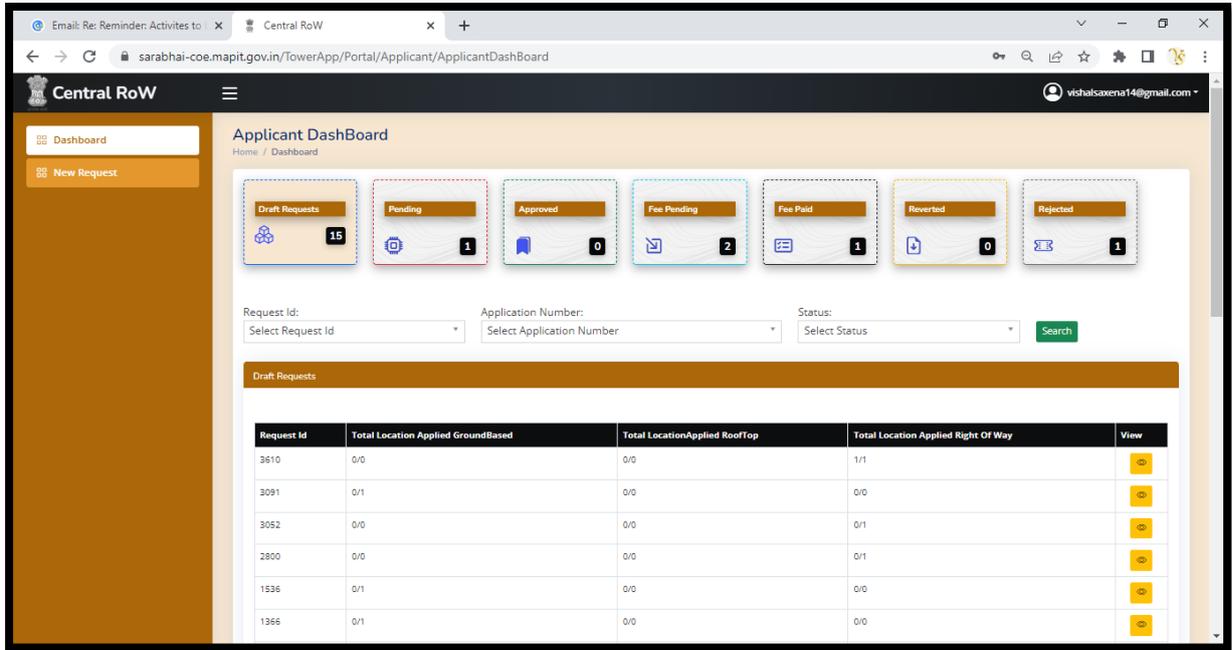
Enter OTP and Captcha, Applicant logged in successfully. Dashboard page is displayed by default



# Applicant Dashboard

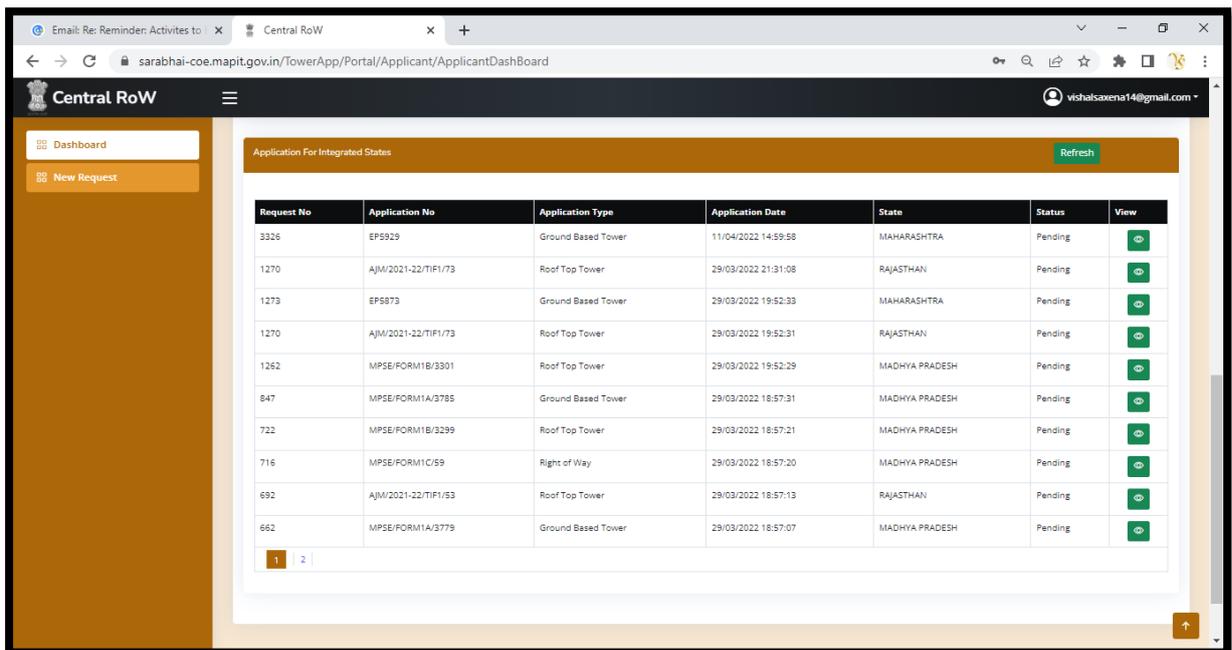
On login, Applicant has 2 options either to view all the draft/applied applications and their current status or they can apply for new Request.

Clicking on different tabs will display the list of applications in different stages



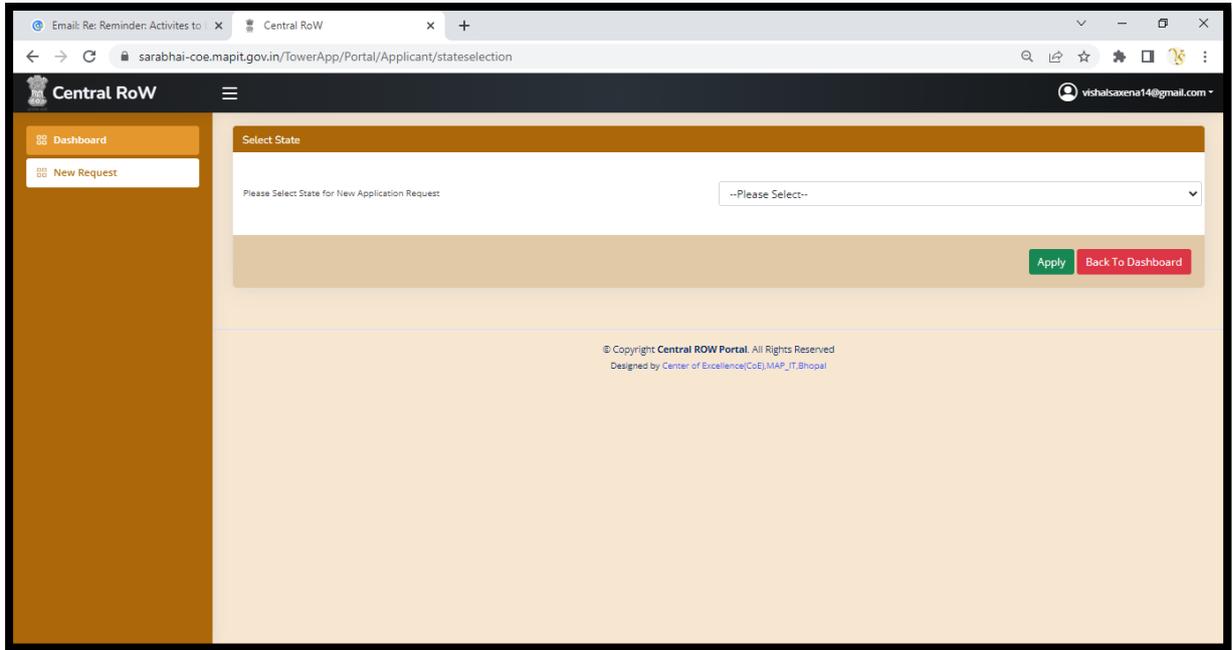
Dashboard Includes the Application tracking of the integrated states\*\* – Scroll down to the bottom.

\*\*Integrated states are the states which are having their own portal and the listed applications are submitted there after login thru central portal.

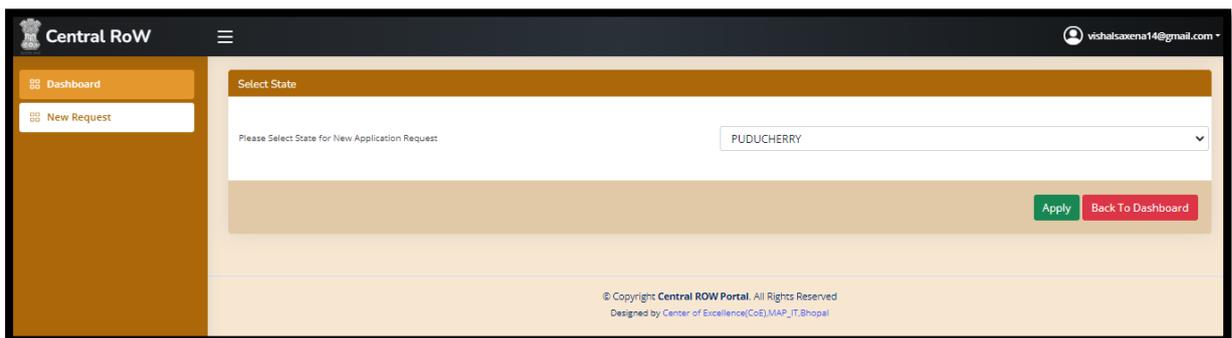


# New Request: Onboarding

Applicant can apply for overground and underground infrastructure for any State or Union Territory (UT) through the central portal. For that Select 'New Request' menu option as shown below –



Select State or UT from the list, to apply for –



Note:

Applying for – (Onboarded\*\* States and Union Territories)

1. Andaman & Nicobar
2. Arunachal Pradesh
3. Chandigarh
4. Dadra Nagar Haveli & Daman Diu
5. Jammu & Kashmir
6. Ladakh
7. Lakshadweep
8. Meghalaya
9. Puducherry
10. Tripura

\*\*Onboarded States and Union Territories meaning the entire application process will be done at Central ROW Portal only.

For Other States and Union Territories, Process explained in detail @ [New Request: Integrated](#)

Essential parameters to be provided to check for the availability\*\*\* of Disposing authority and payment details –

\*\*\*Disposing Authority and Payment Details are configured by State Admin. In case the combination doesn't exist, portal will not allow applicant to proceed further.

The screenshot displays the 'Central RoW' portal interface. On the left, there is a navigation menu with 'Dashboard' and 'New Request' options. The main content area is titled 'Essential Parameters' and is set for 'PUDUCHERRY'. It contains four dropdown menus: 'District\*', 'Land Type\*', 'Area Type\*', and 'Department\*'. Each dropdown menu currently shows '--Please Select--'. Below the dropdowns are two buttons: a green 'Proceed' button and a red 'Reset' button. At the bottom of the page, there is a footer with the text: '© Copyright Central ROW Portal. All Rights Reserved. Designed by Center of Excellence(CoE),MAP,IT,Bhopal'.

Click Proceed

Central RoW

Dashboard

New Request

Essential Parameters

PUDUCHERRY

District\* MAHE Land Type\* Government

Area Type\* Urban Department\* Department of Civil Supplies and Consumer Affairs

Proceed Reset

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If the combination doesn't exist then system displays the following message-

Central RoW

Dashboard

New Request

Essential Parameters

PUDUCHERRY

District\* KARAIKAL Land Type\* Private

Area Type\* Rural

Disposal Authority Not Available. Please Try Later.

OK

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If the combination exists then, Basic Info form will be displayed- applicant information auto populated from profile

The screenshot shows the 'Basic Info' form in the Central ROW Portal. The form is titled 'Submit New Application' and contains the following fields:

- Applicant Name: Vishal Saxena
- Organisation / Agency Name: MPSEDC
- Organisation Type: Telecom Service Provider (TSP)
- Mobile Number: 9892066657
- Email ID: vishalsaxena14@gmail.com
- Applicant Address: Bhopal
- District: BHOPAL
- Pin Code: 462016
- License Number: ABCD1234
- License Expiry Date (DD/MM/YYYY): 21/03/2028

Below the license information, there are two sections for tower types:

- Ground Based Tower**  
No Of location(s) On Govt/PSU Land: 0  
No Of location(s) on Private Land: 0  
Total No Of location(s) Applied: 0
- Roof Top Tower**  
No Of location(s) On Govt/PSU Land: 0  
No Of location(s) on Private Land: 0  
Total No Of location(s) Applied: 0

Select the type and count and then click save –

The screenshot shows the 'Basic Info' form in the Central ROW Portal, with the 'Ground Based Tower' section selected. The form is titled 'Submit New Application' and contains the following fields:

- District: BHOPAL
- Pin Code: 462016
- License Number: ABCD1234
- License Expiry Date (DD/MM/YYYY): 21/03/2028

Below the license information, there are three sections for tower types:

- Ground Based Tower**  
No Of location(s) On Govt/PSU Land: 1  
No Of location(s) on Private Land: 0  
Total No Of location(s) Applied: 1
- Roof Top Tower**  
No Of location(s) On Govt/PSU Land: 0  
No Of location(s) on Private Land: 0  
Total No Of location(s) Applied: 0
- Right of Way**  
No Of location(s) On Govt/PSU Land: 0  
No Of location(s) on Private Land: 0  
Total No Of location(s) Applied: 0

At the bottom right of the form, there are two buttons: 'Save' and 'Reset'.

New request is created –

The screenshot shows the Central ROW Portal interface. A modal window is displayed in the center with a green checkmark icon and the text: "New request created with request number -37". Below the message is a green "OK" button. The background shows the "Submit New Application" form with fields for Applicant Name (Vishal Saxena), Mobile Number (9892066657), District (Bhopal), Organisation Type (Telecom Service Provider (TSP)), Applicant Address (Bhopal), and License Expiry Date (21/03/2028). There are also sections for "Ground Based Tower" and "Roof Top Tower" with location counts.

Provide the application location details –

The screenshot shows the Central ROW Portal interface with the "Location Basic Details" section highlighted. The "GBT (Form1A)" tab is selected. The "Applicant's personal information" section shows Name of applicant (Vishal Saxena), Contact details (9892066657), and Address (Bhopal). The "Location Basic Details" section includes fields for District (MAHE), Urbani/Rural (Urban), ULB Area Type (Please Select--), ULB, Ward, Latitude, and Longitude. A "Select Location on Google Map" button is also visible.

## Technical Details-

Central ROW Portal State/UT : PUDUCHERRY Welcome : vishalsaxena14@gmail.com

5,14383 1,6076 [Select Location on Google Map](#)

### Location information

Govt/Private Land \*  Department \*  Buildings located on the land  Current use of land \*

Electricity lines passing \*  Postal / Physical Address \*  Details of land \*  Other structures on the land \*

### Technical information

Tentative Height of tower (in meter) \*  Area of land (in sqft) \*  Land required for aux equip (in sqkm) \*  Ground coverage of the tower (in sqft) \*

Any structure will be damaged \*  Details of structural damage  Est cost of restoration (in Rs.)  Funding Source \*

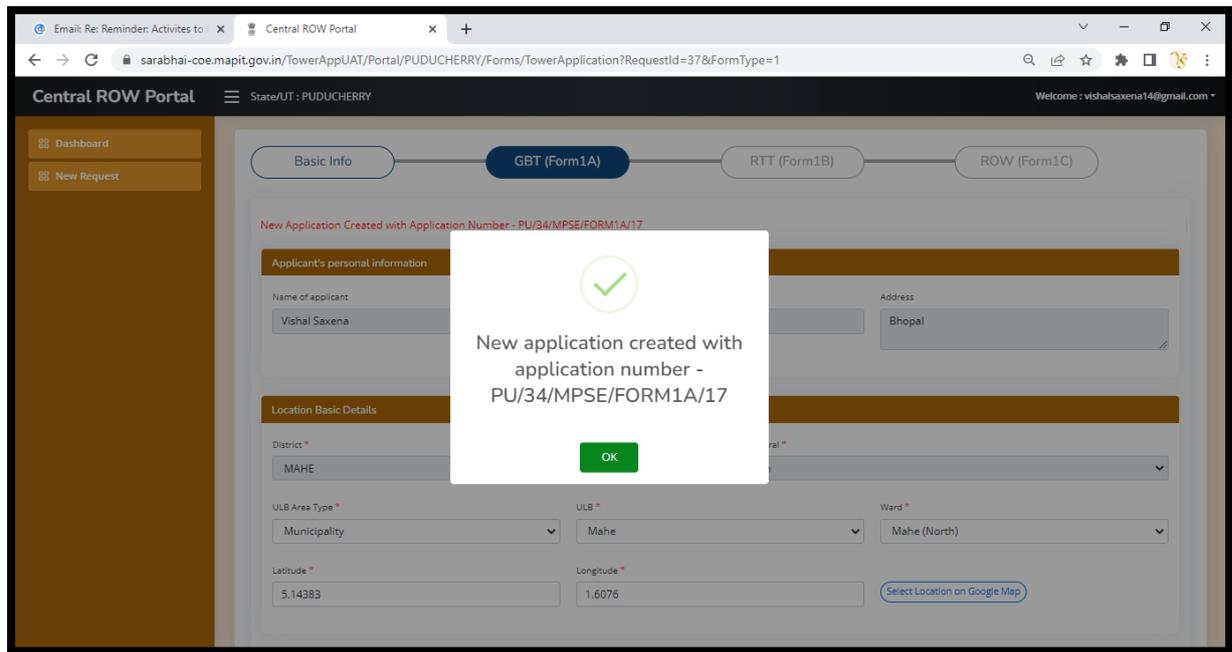
## Attach the required documents –

Central ROW Portal State/UT : PUDUCHERRY Welcome : vishalsaxena14@gmail.com

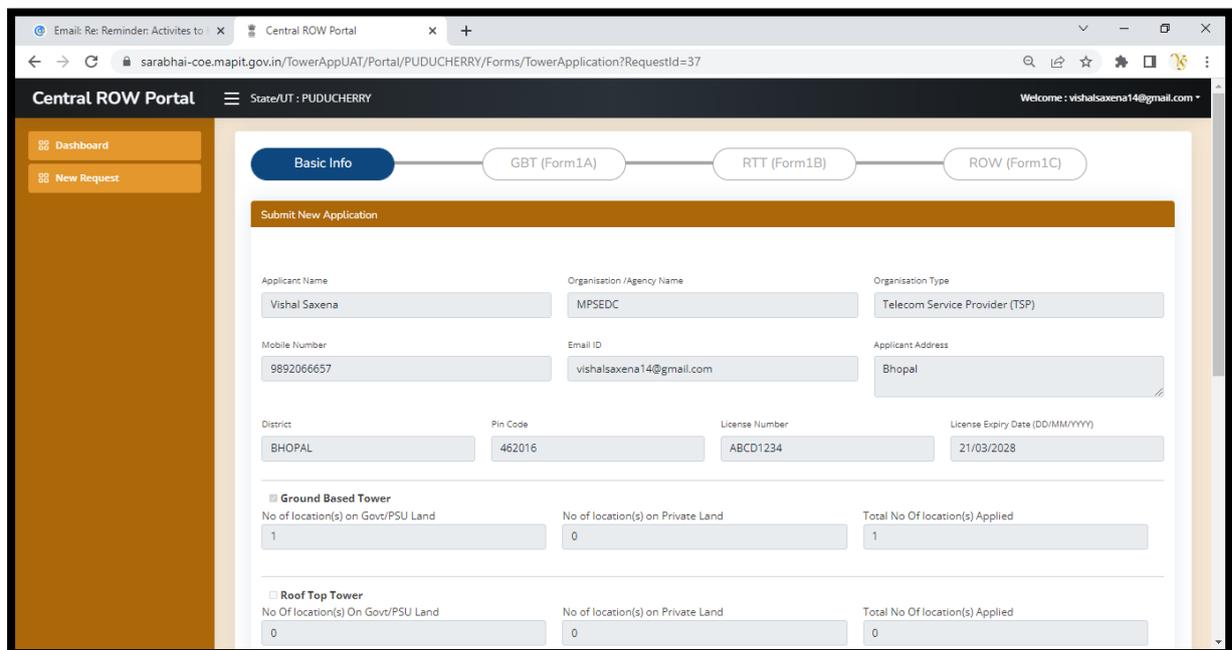
Documents to Upload \* Only Image File (JPG,JPEG,PNG) , PDF File (.PDF), DWG File (.DWG) Formats and Max size 5 MB Allowed To upload

Sr. No.	Docs Name	Upload Type	Upload File	View
1	Acknowledgement Receipt of TERM CELL of the Self Certificates	File OLink	Choose File <input type="text" value="sample.pdf"/> sample.pdf has been uploaded.	View
2	Contact Details (Employees of the licensee)	File OLink	Choose File <input type="text" value="sample.pdf"/> sample.pdf has been uploaded.	View
3	Elevation Plan	File OLink	Choose File <input type="text" value="sample.pdf"/> sample.pdf has been uploaded.	View
4	Execution of the work (Duration)	File OLink	Choose File <input type="text" value="sample.pdf"/> sample.pdf has been uploaded.	View
5	Indemnity Bond	File OLink	Choose File <input type="text" value="sample.pdf"/> sample.pdf has been uploaded.	View
6	Lease Agreement Deed / Consent Agreement Deed , signed by the licensee and the owner of the site	File OLink	Choose File <input type="text" value="sample.pdf"/> sample.pdf has been uploaded.	View
7	License/Registration Certificate	File OLink	Choose File <input type="text" value="logo.jpg"/> logo.jpg has been uploaded.	View

Click on Save, new Application Number is created –



Click OK, click on the Basic Info tab on the top of the page –



Go to the bottom of the page –

Read the declaration carefully, if agree check the box for 'I agree' and click on the 'Submit to authority' button

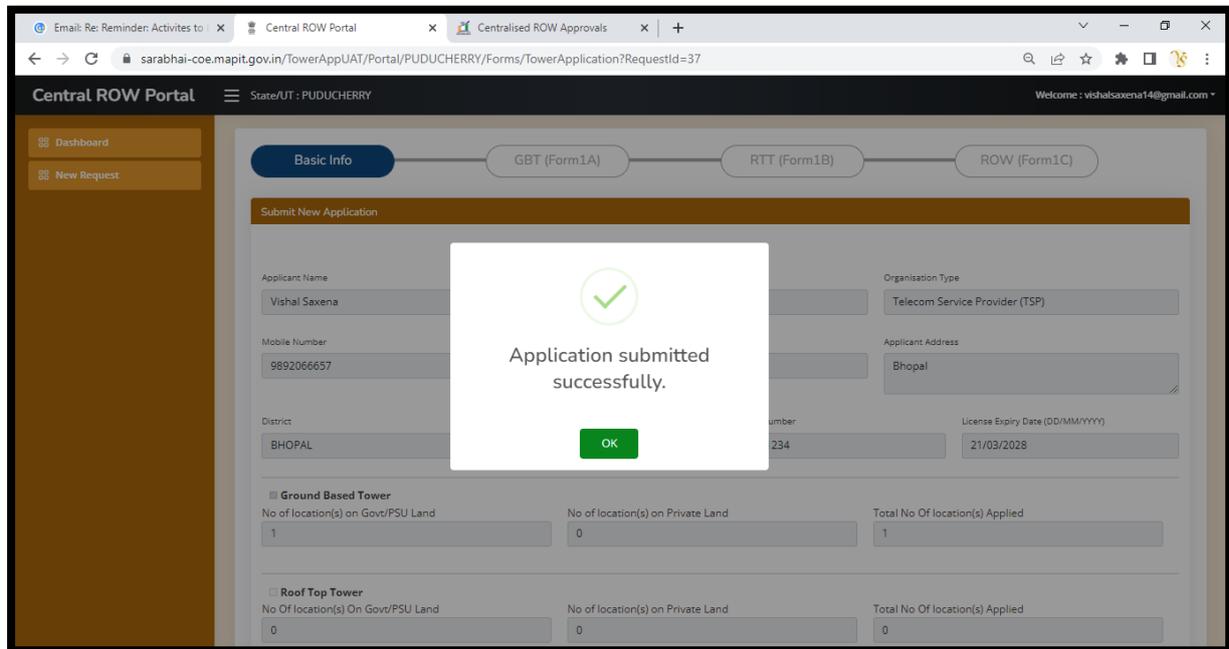
The screenshot shows a web browser window with the URL [sarabhai-coe.mapit.gov.in/TowerAppUAT/Portal/PUDUCHERRY/Forms/TowerApplication?RequestId=37](http://sarabhai-coe.mapit.gov.in/TowerAppUAT/Portal/PUDUCHERRY/Forms/TowerApplication?RequestId=37). The page title is "Central ROW Portal" and the user is logged in as "vishalsaxena14@gmail.com". The left sidebar contains "Dashboard" and "New Request" options. The main content area is titled "Right of Way" and contains three input fields: "No of location(s) on Govt/PSU Land" (0), "No of location(s) on Private Land" (0), and "Total No Of location(s) Applied" (0). Below these fields is a "Declaration" section with a list of terms and conditions. The first condition is checked, and the text "I Agree." is visible. At the bottom right of the form, there is a blue "Submit To Authority" button. The footer contains the copyright notice: "© Copyright Central ROW Portal. All Rights Reserved. Designed by Center of Excellence(CoE)MAP\_IT,Bhopal".

Click OK on the Confirmation message –

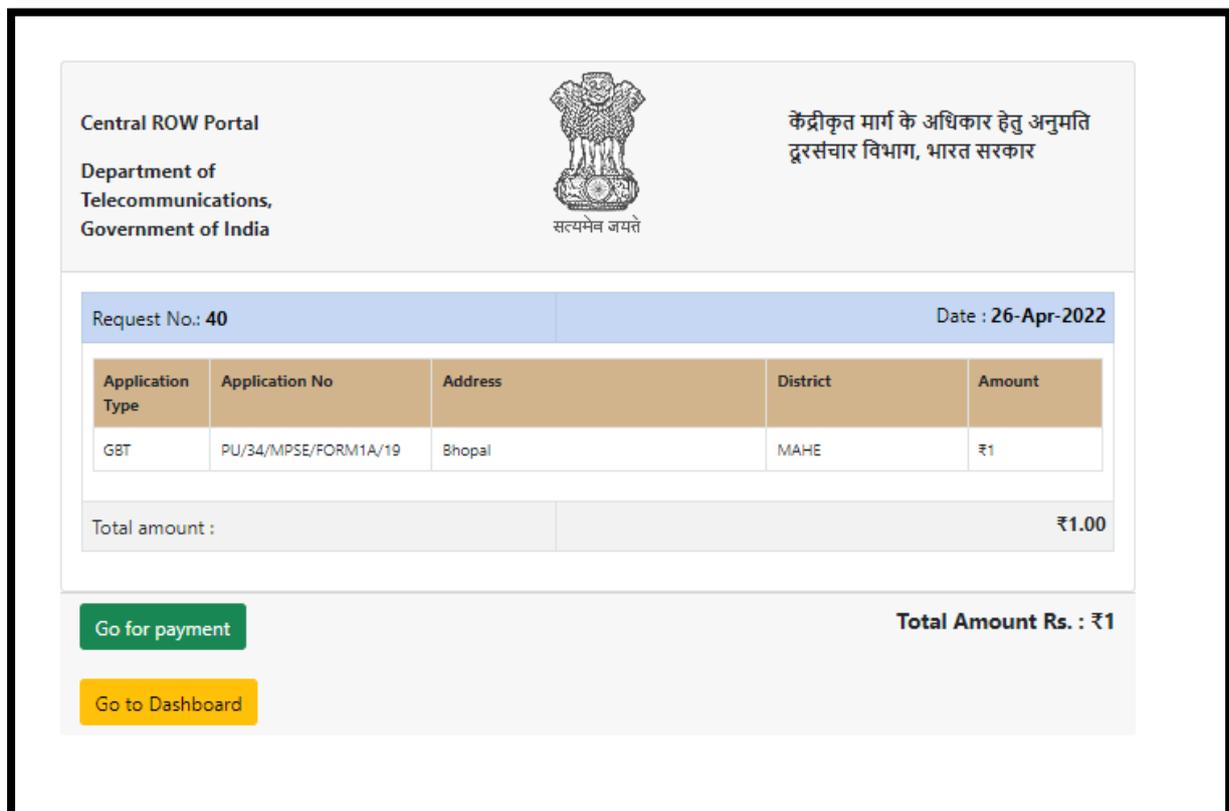
The screenshot shows the same web browser window as the previous one, but with a confirmation dialog box overlaid. The dialog box has the title "sarabhai-coe.mapit.gov.in says" and the text "Are You Sure Want To Submit The Application(s) To Authority?". It contains two buttons: "OK" and "Cancel". The background form is partially visible, showing the "Right of Way" section and the "Declaration" section. The "I Agree." checkbox is still checked. The "Submit To Authority" button is also visible at the bottom right of the form. The footer contains the same copyright notice as the previous screenshot.

In case the State Admin has set the 'Application Fees' as NOT APPLICABLE then –

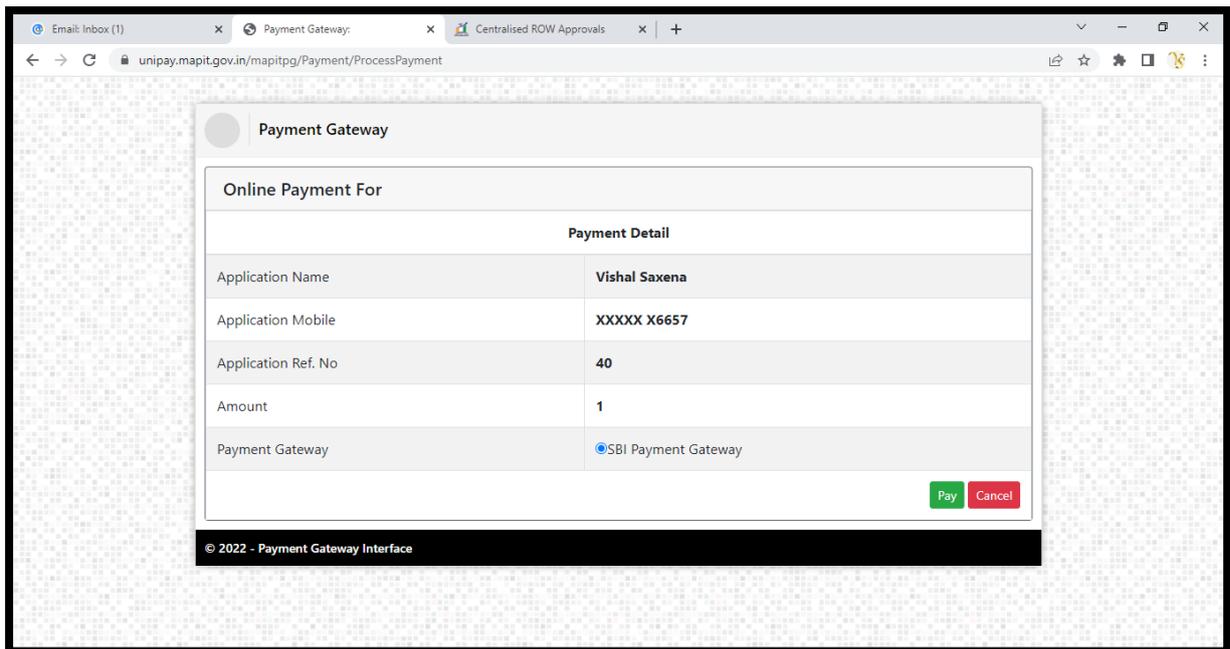
\*\*Application Fees is the admin charges to be paid upfront by the applicant to submit the application. This is option set by respective State Admin as a configuration.



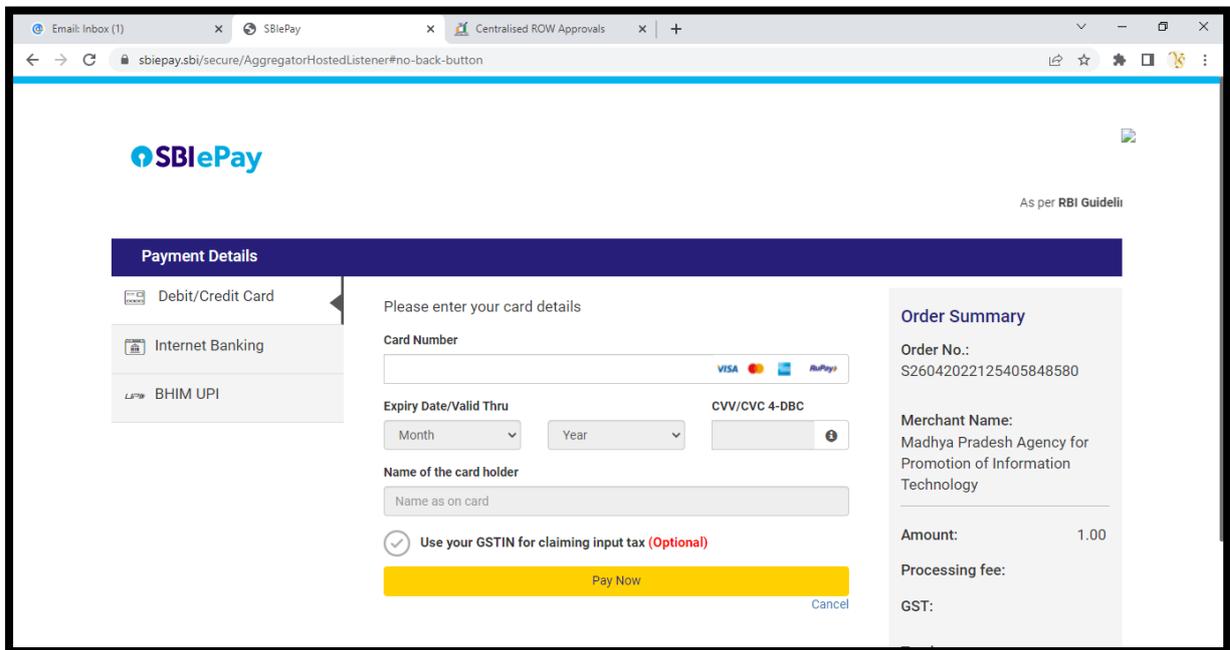
In case Application fees is applicable then the Application fees will be displayed to be confirmed by the applicant – Click on the 'Go for payment'



it will be redirected to the gateway portal. Select SBI and Click on 'PAY'



Provide the details on the secure SBI E-pay portal

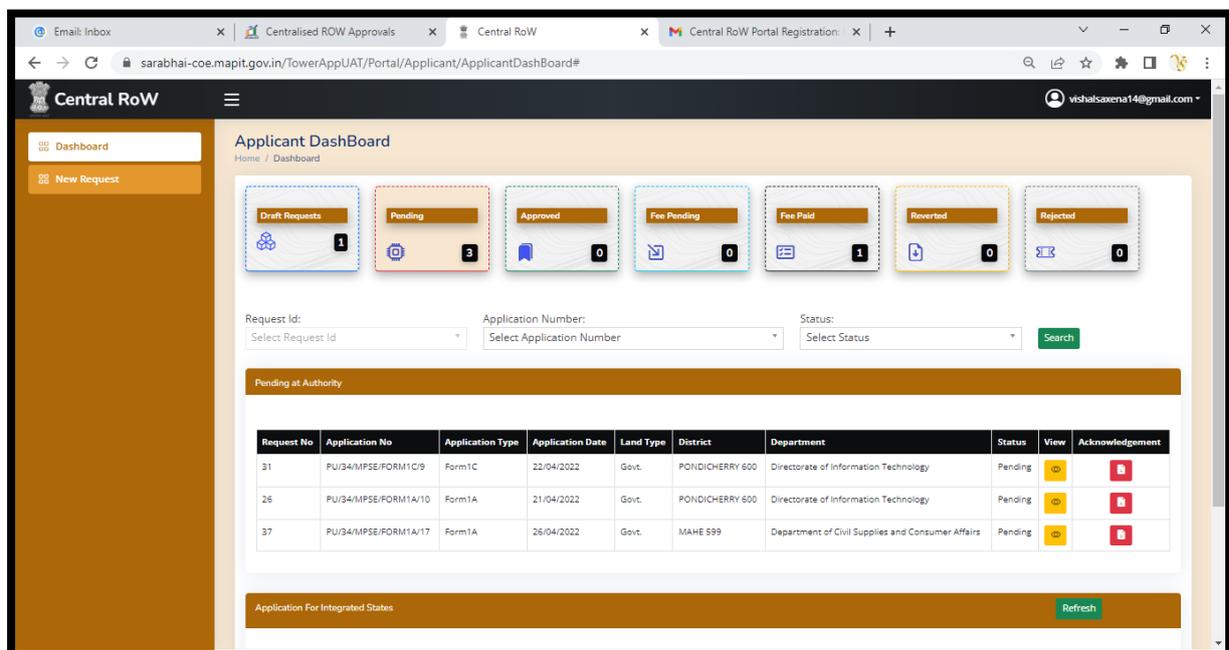


After successful payment, system displays the Payment Acknowledgement –



Click on 'Go to Dashboard'

Application submitted successfully and application is listed in the 'Pending' tab now –



Click on View, to see the application details

The screenshot shows the 'Central ROW Portal' interface. The left sidebar contains 'Dashboard' and 'New Request' buttons. The main content area displays the application details for 'Vishal Saxena' with Application No: PU/34/MPSE/FORM1A/17. The details are organized into sections: 'Applicant's personal information', 'Location Basic Details', and 'Location information'. The 'Applicant's personal information' section includes fields for Name of applicant (Vishal Saxena), Contact details (989206657), and Address (Bhopal). The 'Location Basic Details' section includes dropdown menus for District (MAHE), Urban/Rural (Urban), ULB Area Type (Municipality), ULB (Mahe), and Ward (Mahe (North)). It also shows Latitude (5.14383) and Longitude (1.6076).

Click on 'Back to Dashboard' to get back on to dashboard

Click on 'Acknowledgement' to see and print the infrastructure request-

The screenshot shows the 'Central ROW Portal' interface with an 'Acknowledgement Receipt' modal window open. The modal window contains the following information:

Central ROW Portal  
Department of Telecommunications, Government of India

केंद्रीकृत मार्ग के अधिकार हेतु अनुमति दूरसंचार विभाग, भारत सरकार

**Acknowledgement Receipt**

Your application(s) details are as follows:

Applicant Name: Vishal Saxena	Organization Name: MPSEDC
Request ID : 37	EmailID: vishalsaxena14@gmail.com

Application Type	Application No	Address	District	Amount
GBT	PU/34/MPSE/FORM1A/17	Bhopal	MAHE	NA

[Print](#)

Click on Print to take a print and keep it in the records.

# New Request: Integrated

States and Union Territories having their individual portals are considered as integrated.

If applicant selects any one of them (for e.g. Rajasthan) then –

They have to select the type of application and click on Apply.

The screenshot shows the 'Central RoW' portal interface. On the left, there is a navigation menu with 'Dashboard' and 'New Request' options. The main content area is titled 'Select State' and contains two dropdown menus. The first dropdown is labeled 'Please Select State for New Application Request' and has 'RAJASTHAN' selected. The second dropdown is labeled 'Please Select State for New Application Type' and has 'Ground Based Tower (GBT)' selected. At the bottom right of the form, there are two buttons: a green 'Apply' button and a red 'Back To Dashboard' button. At the very bottom of the page, there is a copyright notice: '© Copyright Central ROW Portal. All Rights Reserved. Designed by Center of Excellence(CoE),MAP\_IT,Bhopal'.

Details of Documents and Fee will be displayed, Click Apply

The screenshot shows the 'Central RoW' portal interface with the 'New Request' form for Rajasthan. The form is titled 'RAJASTHAN' and contains several sections: 'Required Document', 'Application Fees Details', and 'Infrastructure Fee Details'. The 'Application Fees Details' section includes a table with two columns: 'Is Application Fees Applicable' and 'Application Fees'. The first row shows 'No' under 'Is Application Fees Applicable' and an empty cell under 'Application Fees'. At the bottom right of the form, there is a green 'Apply' button. At the very bottom of the page, there is a copyright notice: '© Copyright Central ROW Portal. All Rights Reserved'.

Click OK on the re-directional warning

The screenshot shows the 'Central RoW' portal interface with the 'New Request' form for Rajasthan. A dialog box is displayed in the center of the screen, titled 'sarabhai-coe.mapit.gov.in says'. The dialog box contains the following text: 'Warning: You are being redirected to an external website. Please note that Centralized ROW Services portal is not responsible for external websites content and privacy policies'. At the bottom of the dialog box, there are two buttons: a blue 'OK' button and a white 'Cancel' button. The background of the portal is dimmed.

They will be redirected to the State/UT landing page for the specific requirement.

Telecom Infrastructure (UDH/LSG)  
Government of Rajasthan

1 FORM-1: APPLICATION FOR PERMISSION FOR INSTALLATION OF ABOVE GROUND TELEGRAPH INFRASTRUCTURE

\* Mandatory input

**Authority Details**

Category \* Authority Name \*

Select Category

**Details of the Applicant (Licensee)**

License Details \* Name of Licensee \*

Max. 500 Character

Registered Address \* Rajasthan Circle office Address \*

Max. 500 Character Max. 500 Character

Name of Authorized Person \* Designation of Authorized Person \*

Religion \* Mobile No. \*

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For any assistance please mail us at : UDH@rajasthan.gov.in (UDH Dept), itcellidb.jaipur@rajasthan.gov.in (LSG Dept).

They have to fill up the form and pay the required fee on the state portal.

After successful submission they will be redirected to the Central Row Portal dashboard.

Telecom Infrastructure (UDH/LSG)  
Government of Rajasthan

1 FORM-1: APPLICATION FOR PERMISSION FOR INSTALLATION OF ABOVE GROUND TELEGRAPH INFRASTRUCTURE

A14  If Not Applicable. Click on Checkbox  
Prior written consent from the authority having legitimate right over the land/ premises belonging to Central Government/ PSUs, if applicable. \*  
Max. Size 5MB , File Format PDF,JPG, PNG

A15  If Not Applicable. Click on Checkbox  
Any other Document \*  
Max. Size 5MB , File Format PDF,JPG, PNG

**Declarations**

1. I hereby declare that I have carefully read the policy, I fully comply with the terms and condition therein.

2. I understand that 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.

I Agree \*

Submit Cancel

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For any assistance please mail us at : UDH@rajasthan.gov.in (UDH Dept), itcellidb.jaipur@rajasthan.gov.in (LSG Dept).

Click on the View action to see the Status of the applications, at the Central dashboard.

The screenshot displays the 'Central RoW' Applicant Dashboard. The browser address bar shows the URL: sarabhai-coe.mapit.gov.in/TowerApp/Portal/Applicant/ApplicantDashboard. The dashboard has a left sidebar with 'Dashboard' and 'New Request' options. The main content area is titled 'Application For Integrated States' and features a 'Refresh' button. Below this is a table with the following data:

Request No	Application No	Application Type	Application Date	State	Status	View
3326	EP5929	Ground Based Tower	11/04/2022 14:59:58	MAHARASHTRA	Pending	
1270	AJM/2021-22/TIF1/73	Roof Top Tower	29/03/2022 21:31:08	RAJASTHAN	Pending	
1273	EP5873	Ground Based Tower	29/03/2022 19:52:33	MAHARASHTRA	Pending	
1270	AJM/2021-22/TIF1/73	Roof Top Tower	29/03/2022 19:52:31	RAJASTHAN	Pending	
1262	MPSE/FORM1B/3301	Roof Top Tower	29/03/2022 19:52:29	MADHYA PRADESH	Pending	
847	MPSE/FORM1A/3785	Ground Based Tower	29/03/2022 18:57:31	MADHYA PRADESH	Pending	
722	MPSE/FORM1B/3299	Roof Top Tower	29/03/2022 18:57:21	MADHYA PRADESH	Pending	
716	MPSE/FORM1C/59	Right of Way	29/03/2022 18:57:20	MADHYA PRADESH	Pending	
692	AJM/2021-22/TIF1/53	Roof Top Tower	29/03/2022 18:57:13	RAJASTHAN	Pending	
662	MPSE/FORM1A/3779	Ground Based Tower	29/03/2022 18:57:07	MADHYA PRADESH	Pending	

At the bottom of the table, there are page navigation controls showing '1' and '2'.