

Standard Operating Procedure Road Cut Restoration

(1) Procedure for Applying road cut and the process :

- a. The concerned service departments/service providers/public should apply for the road cut application through GCC online portal <https://erp.chennaicorporation.gov.in/portal/login.jsp>.
- b. The following details and documents must be submitted during online process:
 - (i) Name of the road
 - (ii) Zone & division of the road
 - (iii) Type of the road / footpath / CC road (BRR / IR)
 - (iv) Length, Width & Depth of the road cut required
 - (v) Nature of the road cut (Service / Project)
 - (vi) Sketch and location of the road in where the cut has to be made
 - (vii) Building permission copy (If applicable)
 - (viii) Building Completion Certificate (If applicable)
 - (ix) Latest Property Tax Receipt copy
 - (x) Report from the Divisional Engineer regarding Court cases/ lock & seal notices, if any, issued to the premises.

c. The Office where the applications are to be received and approving powers delegated are tabulated below:

S. No	Category of roads	Type of Connections	Approving Authority
Service Department Projects			
1.	Bus Route Road	For new roads laid within 6 months	D.C.(Works)
2.	Interior Road		Regional Deputy Commissioner
3.	Bus Route Road	For roads laid beyond 6 months	D.C.(Works)
4.	Interior Road		Regional Deputy Commissioner
Service Department – House Service Connection & Fault rectification work.			
5.	Bus Route Road	For new roads laid within 6 months	Chief Engineer (Roads & Bridges)
6.	Interior Road		Zonal Officer
7.	Bus Route Road	For roads laid beyond 6 months	S.E(BRR)
8.	Interior Road		Zonal Officer
OFC Connection			
9.	Bus Route Road	For new roads laid within 6 months	D.C.(Works)
10.	Interior Road		Regional Deputy Commissioner
11.	Bus Route Road	For roads laid beyond 6 months	Chief Engineer (Roads & Bridges)
12.	Interior Road		Regional Deputy Commissioner

- d. The Concerned BRR/Zonal Engineers have to inspect site, prepare the estimate for road cut restoration charges as per the Schedule of Rates of the current year, and get the approval from the Competent Authority.
- e. The payment advice for the road cut restoration estimate must be issued to the service departments/ service providers/public within 10 days of receiving the application.
- f. After getting the payment advice in the online portal, the service departments/service providers/public should make the payment by RTGS/DD within 30 days. Otherwise, the processed application will be rejected.
- g. After receiving payment from the service departments/ providers/public, the road cut permission order will be issued within 7 days.
- h. The road cut permission will be valid for a period of one month from the date of issue of permission. The applicant has to execute the work within the time limit.

The Procedures and Specifications to be followed is detailed as under

Sl. No	Description	Category of Roads	Procedure
1.	Projects For new roads laid within 6 months	Bus Route Road	Single charge restoration of road cut with 3.5 m wide and 40mm thick BC
		Interior Roads	Single charge of restoration of road cut with 3.5 m wide and 30 mm thick BC

2.	(Projects) For roads laid beyond 6 months and above	Bus Route Road	Single charge of restoration of road cut with 3.5 m wide 40mm thick BC
		Interior Roads	Single charge of restoration of road cut with 3.5 m wide 30 mm thick BC.
3.	House Service Connection & Fault Rectification for roads laid within 6 months	Bus Route Road	Single charges of restoration of Road Cut and Double Charges of BC 40mm thick with Cold milling
		Interior Roads	Single Charges of restoration of Road Cut and Double Charges of BC 30mm thick with Cold milling
4.	for roads laid beyond 6 months and above	Bus Route Road	Single Charges of restoration of Road Cut with BC 40mm thick including Cold milling
		Interior Roads	Single Charges of restoration of Road Cut with BC 30mm thick including Cold milling.
5.	For all OFC Companies for new roads laid within 6 months	Bus Route Road	Double Charges of restoration of road cut and double Charges for laying 3.5 meters width top layer BC 40 mm with cold milling.
		Interior Roads	Double Charges of restoration of road cut and double Charges for laying 3.5 meters width top layer BC 30 mm with cold milling.

6.	For all OFC Companies for all the roads laid beyond 6 months & above	Bus Route Road	Single Charges of restoration of road cut and single Charges for laying 3.5 meters width top layer BC 40 mm with cold milling.
		Interior Roads	Single Charges of restoration of road cut and single Charges for laying 3.5 meters width top layer BC 30 mm with cold milling.

Note: Single charge means 1 x estimate for restoration and double charge means 2 x estimate for restoration as per the SoR.

The following guidelines/norms shall be followed during and after the execution of the road cuts:

- i. The minimum width of the road cut will be taken as 1.00m or it will be increased as per the request of service department depending on the work.
- ii. The service departments/ service providers need to submit a schedule of programme for cutting open the road for laying the Cables/ pipes through trenchless technology / trenching through BRR / Zones.
- iii. The service departments/ service providers doing the road cut should inform other service departments before commencement of the work in advance. Greater Chennai Corporation is not responsible for any damages happened to cables/pipes due to excavation by various service departments/ Service providers.
- iv. Traffic police should be informed in advance and necessary permission has to be obtained from the traffic point of view, wherever required. After getting police permission, the probable date of commencement and completion date should be informed to BRR Department/Zone.

- v. Adequate precautions shall be taken to avoid any possible accidents/barricading with indicators, diversion boards, red flags, danger lights etc., shall be provided.
- vi. After obtaining the permission, if the applicant fails to start the work and complete within the permitted period, the permission granted will automatically get cancelled. The work can be commenced only after revalidation of the permission by the competent authority.
- vii. The road cut work should be carried out only to the stretch at which permission is accorded. If any deviation is made, the additional cost will be claimed by GCC as per actual site condition.
- viii. The road cuts must be done only using a road cutting blade in straight lines and should be in regular/geometrical shapes.
- ix. The length and depth of cutting should be restricted to the minimum requirement. The cable / pipes should be laid at a minimum of 1.00 m depth below the road level.
- x. The service departments have to fill the excavated portion with good earth and it has to be compacted as per IRC specifications.
- xi. In case of road crossing, the RCC (or) PVC of larger dia should be laid for encasing the service lines.
- xii. During the execution of work the surplus earth should be removed then and there by service departments/ service providers. The work site should be always in a neat condition.
- xiii. When road cut work is done, the service departments/ service providers should take preventive steps to ensure that no accidents take place. The applicant will have civil and criminal liability for departments/ local bodies / individuals concerned for any accident that is caused.

- xiv. Within 24 hours of completion, the service departments / service providers have to inform GCC.
- xv. **The service departments / service providers should remove and relocate the service lines/structures on their own cost whenever GCC insists for the road improvements.**
- xvi. The road cut for laying of service utilities should be done on footpath (or) water table portion to the extent possible without damaging carriageway.
- xvii. If chambers are constructed while laying of optical fiber in the road the chamber should be at the road level to avoid accidents. It shall not be above or below road level surface.
- xviii. Narrow roads and lanes (carriage way less than 4.00m) shall be finished with Cement Concrete finish.
- xix. After the completion of road cut work, the photos and completion certificate have to be uploaded in GCC portal by the service departments/ service providers.
- xx. If any road is cut illegally without getting permission from Greater Chennai Corporation, the concerned Zonal Officers / Zonal Executive Engineers shall deploy their man power,
 - a) To confiscate all the materials used for road cutting
 - b) To remove the utilities that are illegally laid by the service departments
 - c) FIR will be filed to initiate legal proceedings against the contractors or other offenders. (However, officials of the government departments may not be included in the FIR, without written consent of the commissioner).
 - d) To impose fine which will be equivalent to 3 times the cost of restoring the road claim charges for restoration.