

## **Guidelines/ Check list for Way leave/easement right proposals:**

Granting of Way leave/easement rights for various types of crossings on Railway land is permitted as per extant Railway Board guidelines.

### **Authority for granting way leave permission:**

Divisional Railway Manager (**DRM**) of the concerned division.

### **Procedure:**

1. The agency/party seeking the permission has to submit the **application** through '**on line mode**' only, which is available in the website <https://ircep.gov.in/WLRMS/>
2. After filling the application form online, the party has to submit the down loaded application form duly signed, along with a copy of rough sketch, draft agreement signed on each page (which is also available in the above website) and Demand Draft/ Money Receipt in original for an amount of Rs.2,000/- towards registration fee, drawn in favour of Senior Divisional Finance Manager (Sr. DFM) of the concerned Division payable at the divisional head-quarter station, **to the concerned Sr.DEN/Co-ords**.  
**(The registration fee to be adjusted in the centage charges)**
3. The formal registration (online) will be done only after submission of completed details as mentioned above.
4. After registration, division will advise the party to attend joint inspection with concerned field staff, for examination of the feasibility of the proposal.
5. On completion of joint inspection and receipt of feasibility report, party will be advised to submit the abstract estimate of the proposed crossing along with plans/drawings, etc.
6. The division will scrutinize the estimate submitted and advise the party to deposit 2% of cost of estimate as centage charges (**duly deducting registration fee of Rs.2,000/-**)
7. On receipt of centage charges from the party, division will finalize the drawings & estimates and process the proposal for Divisional finance vetting and approval of the competent authority (i.e., Divisional Railway Manager).
8. Simultaneously the drawing will be processed for CRS sanction, if diameter of casing pipe of the proposed crossing is more than 350mm.
9. After getting approval of DRM & CRS sanction (if required), party will be advised to deposit the requisite charges (**duly deducting the centage charges paid earlier**).
10. On receipt of the requisite charges from the party, an agreement will be entered and execution of the work will be allowed under the supervision of Railways.
11. Until the payment of necessary charges & execution of the agreement, party cannot be allowed to execute the work.
12. If the diameter of the casing pipe is more than 1700mm for the proposed pipeline, the same will be allowed through box culvert only. The work will be executed by Railways under deposit terms.