



STANDARD OPERATING PROCEDURE

Contractor Payment Module

Ministry of Road Transport and Highway

Login Window of the MoRTH- DATA LAKE

The below screen will appear to all the users where respective users can login into data lake by selecting their respective roles.

Module SOP's **Claim Outstanding Payments** **helpdesk@morth.org**

LOGIN

Contractor

CO_RA00346BA006MP

728120 Enter Captcha*

☒ Remember me

SIGN IN

Powered By
AMNEX

WHAT'S NEW **NOTICES**

SOP of Digital Signature Certificate

Date 11/11/2024 New

SOP of UPC Creation Form

Date 11/11/2024 New

SOP for Onboarding of DPR Consultants

Date 11/11/2024 New

TOTAL LENGTH **20033** **2363** **5648**

UNDER IMPLEMENTATION (KM) **COMPLETED (KM)** **BALANCE FOR AWARD (KM)**

75th Anniversary **SHARATHALA ROAD PROJECT** **MoRTH**

Contractor Login.

1.1. Submission of Invoice.

- For invoice Submission contractor has to click on the **“New”** button.

The screenshot shows the 'Contractor - Invoice Processing' dashboard. At the top, there's a navigation bar with 'Home / Finance / Contractor - Invoice Processing'. Below this, a 'New' button is highlighted with a red box. To the right of the 'New' button are tabs for 'PENDING', 'APPROVE', 'REJECT', and 'SEEK CLARIFICATION'. Below these tabs is a table with columns: Action, View, Current Status of Invoice, Transaction ID, UPC, Payment Type, Invoice No., Invoice Date, Invoice Amount(INR), Invoice Submission Date, Bill Duration From, and Bill Duration To. The table is currently empty, showing 'No data available in table'. At the bottom, there are 'Previous' and 'Next' buttons.

- On click of the **“New”** button, the form will open Contractor to fill the form with the required information and upload all mandatory documents.

The screenshot shows the 'Contractor - Invoice Submission' form. It contains several input fields for contract details, including Contract Amount, Cumulative Payment Received Till Date, Payment Type, Invoice Duration From, Invoice Duration To, Invoice No., Invoice Date, Invoice Work Chainage From, Invoice Work Chainage To, Effective Length, Road Side, Invoice Absolute Amount [Rs.], Upload Invoice, Date of Milestone Completion [if applicable], and Installment No [if applicable]. Below these fields is a 'Checklist - Invoice Submission' section with various checkboxes and dropdown menus for progress and compliance. At the bottom, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted by a red box.

- After clicking on the submit button, the Dairy function will open where the contractor has to add a note using a digital signature and upload any other reference document **(For Digital Signature Refer to Annexure 1)**.

The screenshot displays the 'Dairy' function interface. It consists of two main windows side-by-side. The left window is titled 'Notepad' and contains a large text area for adding notes. The right window is titled 'Upload Document' and contains a large area for uploading reference documents. Below these windows is a 'TABLE OF CONTENT' section. At the bottom of the interface, there are buttons for 'Add Note', 'Upload Document', 'Cancel', and 'Submit'.

1.2. View Submission & Activity Log

- After the Submission of the invoice, the invoice gets populated in the grid and the Contractor can view the submission & Activity log by clicking on the **“View”** button.

The screenshot shows the 'Contractor - Invoice Processing' interface. At the top, there is a breadcrumb trail: 'Home / Finance / Contractor - Invoice Processing'. Below this, there are four status cards: 'PENDING', 'APPROVE', 'REJECT', and 'SEEK CLARIFICATION'. Below the cards, there is a table of invoice submissions. The table has columns for Action, View, Current Status of Invoice, Transaction ID, UPC, Payment Type, Invoice No., Invoice Date, Invoice Amount(INR), Invoice Submission Date, Bill Duration From, and Bill Duration To. The first row shows an invoice submitted by CO with a transaction ID of 'MoRTH/CO_RA00346BA006MP_1'. Below the table, there is a 'Showing 1 to 1 of 1 entries' message and a pagination bar with 'Previous', '1', and 'Next' buttons.

Action	View	Current Status of Invoice	Transaction ID	UPC	Payment Type	Invoice No.	Invoice Date	Invoice Amount(INR)	Invoice Submission Date	Bill Duration From	Bill Duration To
Submission	Activity Log	Invoice Submitted by CO	MoRTH/CO_RA00346BA006MP_1	RA00346BA006MP	Advance Payment	Invoice no-1	01/02/2024	20000000.00	14/01/2025	01/01/2024	31/01/2024

- By selecting “submission” user can check the filled form.
- By selecting “Activity Log” user can check the noting and activity log under the table of contents table.

1.3. Withdraw Invoice

Once the request is submitted by the contractor, they still have the option to withdraw the request till further action is taken by AE.

The screenshot shows the 'Contractor - Invoice Processing' interface. At the top, there's a breadcrumb 'Home / Finance / Contractor - Invoice Processing'. Below it, a 'New' button and a 'Payment SOP' filter are visible. The main area features four status boxes: 'PENDING' (0), 'APPROVE' (1), 'REJECT' (0), and 'SEEK CLARIFICATION' (0). Below these are 'PDF' and 'Excel' download buttons, a 'Show 10 entries' dropdown, and a search bar. A table lists invoice details with columns: Action, View, Current Status of Invoice, Transaction ID, UPC, Payment Type, Invoice No., Invoice Date, Invoice Amount(INR), Invoice Submission Date, Bill Duration From, and Bill Duration To. The first row shows an invoice submitted by CO with a 'Withdraw Invoice' button highlighted in red. The bottom of the table indicates 'Showing 1 to 1 of 1 entries' and includes 'Previous', '1', and 'Next' navigation links.

Action	View	Current Status of Invoice	Transaction ID	UPC	Payment Type	Invoice No.	Invoice Date	Invoice Amount(INR)	Invoice Submission Date	Bill Duration From	Bill Duration To
Withdraw Invoice		Invoice Submitted by CO	MoRTH/CO_RA00346BA006MP_1	RA00346BA006MP	Advance Payment	Invoice no-1	01/02/2024	20000000.00	14/01/2025	01/01/2024	31/01/2024

- On clicking “Withdraw Invoice” dairy function will open and the contractor can withdraw the invoice by adding note using a digital signature and uploading a document(optional).

The screenshot displays the 'Withdraw Invoice' form. It is divided into two main sections: 'Notepad' and 'Upload Document'. The 'Notepad' section has a text area for adding notes, with a 'TABLE OF CONTENT' button below it. The 'Upload Document' section has a file upload area and a 'TABLE OF CONTENT' button. At the bottom, there are buttons for 'Add Note', 'Upload Document', 'Cancel', and 'Submit'.

1.4 Submit clarification

- When AE/IE seeks clarification from Contractor on the submitted invoice, **“Submit clarification”** option appears in the Contractor login.

The screenshot displays the Contractor login interface. At the top, there are four status buttons: PENDING (with a clock icon), APPROVE (with a checkmark icon), REJECT (with a circle-slash icon), and SEEK CLARIFICATION (with a question mark icon). Below these buttons, there are tabs for PDF and Excel, a 'Show 10 entries' dropdown, and a search bar. A table lists invoice details with columns: Action, View, Current Status of Invoice, Transaction ID, UPC, Payment Type, Invoice No., Invoice Date, Invoice Amount(INR), Invoice Submission Date, Bill Duration From, and Bill Duration To. The first row shows an invoice with the status 'Clarification sought by AE/IE'. An 'Actions' dropdown menu is open, showing the 'Submit Clarification' option. At the bottom, there is a pagination bar showing 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next' buttons.

Action	View	Current Status of Invoice	Transaction ID	UPC	Payment Type	Invoice No.	Invoice Date	Invoice Amount(INR)	Invoice Submission Date	Bill Duration From	Bill Duration To
Submit Clarification		Clarification sought by AE/IE	MoRTH/CO_RA00346BA006MP_1	RA00346BA006MP	Advance Payment	Invoice no-1	01/02/2024	20000000.00	14/01/2025	01/01/2024	31/01/2025

- On clicking **“Submit Clarification”** dairy function will open and contractor can submit clarification by add note using digital signature and upload document(optional).

The screenshot shows the 'Submit Clarification' interface. It features a 'Notepad' window for adding notes and an 'Upload Document' window for uploading optional documents. Both windows have a '1 of 1' or '1 of 2' indicator. A 'TABLE OF CONTENT' button is visible between the two windows. At the bottom, there are buttons for 'Add Note', 'Upload Document', 'Cancel', and 'Submit'.

AE/IE Login

2.1 Contractor invoice processing BY AE/IE.

View the submitted invoice the by Contractor.

- After the submission of the invoice by the contractor the details are displayed in the AE/IE grid.
- AE/IE can view submissions & activity logs by clicking on the “View” button.🔗

Home / Finance / Contractor - Invoice Processing

Payment SOP FILTER

PENDING 1 APPROVE 0 REJECT 0 SEEK CLARIFICATION 0

PDF Excel Show 10 entries Search:

Action	View	Current Status of Invoice	Transaction ID	UPC	Payment Type	Invoice No.	Invoice Date	Invoice Amount(INR)	Invoice Submission Date	Bill Duration From	Bill D
Actions -	View -	Invoice Submitted by CO	MoRTH/CO_RA00346BA006MP_1	RA00346BA006MP	Advance Payment	Invoice no-1	01/02/2024	20000000.00	14/01/2025	01/01/2024	31/01/

Previous 1 Next

- Processing for submitted invoice by Contractor.
- AE/IE to process Contractor invoice by clicking on “Recommend”.

Home / Finance / Contractor - Invoice Processing

Payment SOP FILTER

PENDING 2 APPROVE 0 REJECT 0 SEEK CLARIFICATION 0

PDF Excel Show 10 entries Search: NHIDCL/CO_DN/08016/01001/MN_3

Action	View	Current Status of Invoice	Transaction ID	UPN	PMU	RO	Payment Type	Invoice No.	Invoice Date	Invoice Amount(INR)	Invoice Sub
Actions -	View -	Invoice Submitted by CO	NHIDCL/CO_DN/08016/01001/MN_3	DN/08016/01001/MN	PMU-Ukhrul	RO-Imphal	Other	3A	01/04/2024	30000000.00	22/11/2024

Condition for processing of INVOICE

- If AE/IE can process the contractor invoice by selecting ‘Provisional Payment’ or ‘Final Payment,

- If AE/IE select Provisional payment transaction Id gets split in two parts (i.e.) Provisional payment & Balance payment.
For provisional payment, Transaction ID gets appended with “ P”. For balance payment, Transaction ID gets appended with “ B”.
- If AE/IE processes contractor invoice by selecting “Full Payment” then Transaction ID gets append with “ F”. and will be processed as a single invoice.

2.1 On clicking the “Recommend” pop-up will open, AE/IE has to fill all details in pop-up and submit.

Invoice Recommendation By AE/IE

Do you want to proceed with Provisional payment Or Full payment?

☐ Proceed with provisional payment
☐ Proceed with full payment

Assesment By AE/IE Over Submitted Invoice

Particulars	Comments
Any claim pertaining to compensation due to Authority default as per contract	<input type="text"/>
Any claim pertaining to liquidated or non liquidated damages due to Authority default as per contract	<input type="text"/>
Cumulative Financial Progress (%ge)	<input type="text"/>
Cumulative Physical Progress (%ge)	<input type="text"/>
Details of Machinery deployed on Project during the month	<input type="text"/>
Fulfilment of Authoritys obligations as per Contract	<input type="text"/>
Milestone Progress- Whether work is in progress as per approved Construction Program	<input type="text"/>
Other Document	<input type="text"/>
Project Photo	<input type="text"/>
Project Video	<input type="text"/>
Schedule H	<input type="text"/>
Test Report	<input type="text"/>

Cancel Submit

- On submission of pop up, digital calculation will open, AE/IE to fill calculation sheet and submit using digital signature.

Notepad

1 of 1

Upload Document

1 of 2

TABLE OF CONTENT

Add Note
Upload Document
Cancel Submit

Calculation sheet where the user will update the details of an invoice for processing the same.

Widening/improvement to 2-lane with Paved shoulder of Yalingpokpi - Finch corner road section of NH-202 from Km 0.000 to Km 16.900 (part of contract Package -I) on EPC					
Authority Engineer/independent Engineer		K&J Projects Pvt.			
Contractor		Raj Constructions Pvt			
Contract Price		30			
Invoice Absolute Amount [Rs.]		30000000.00000000			
Date		01/04/2024			
Transaction ID		NHIDCL/CO_DN/08016/01001/MN_3_P			

SUMMARY OF INVOICE					
Sr. No.	DESCRIPTION	WORK DONE VALUE(IN INR)			Remarks/ Applicable Clause of CA
		THIS RA BILL(AE/IE)	THIS RA BILL(PMU)	THIS RA BILL(RO)	
(A)	DEMANDS				
1	VALUE OF WORK DONE				
	a) Value of Works executed/Bill of Quantities				
	b) Escalation / Price Adjustment upto end of this month				
	c) Claim due to change in Law				
	d) Variations/Change of Scope payment				
	e) Price Adjustment of Change of Scope				
	f) Damages claim on Authority				
	g) Other Payments				
1	Gross Value (1a+1b+1c+1d+1e+1f+1g)				
2	GST				
	a) CGST @ (on TOTAL)(%)				
	b) SGST @ (on TOTAL)(%)				
	c) IGST @ (on TOTAL)(%)				
2	Total GST (2a+2b+2c)				
3	Advances/Other Payment				
	a) Mobilisation Advance				
	b) Machinery Advance				
	c) Other Advance Paid				
	d) GST on Advance				
3	Total Advances/Other Payment				
	Gross Value including advance payment (1+2+3)				
(B)	RECOVERIES/DEDUCTION				
	a) Recovery of Mobilisation Advance				
	b) Recovery of Interest on Mob. Advance				
	c) Recovery of Machinery Advance				
	d) Damage Claims on Contractor/Concessionaire				
	e) 50% IE Cost				
	f) Interest in delay in payment of 50% of IE Cost				
	g) Interest of working capital Advance				
	h) Recovery of work done at Risk & Cost				
	i) Retention money				
	j) TDS				
	k) GST TDS-CGST				
	l) GST TDS-SGST				
	m) GST TDS-IGST				
	n) Labour Cess				
	o) Amount withheld by Authority Engineer/PD				
	p) GST Amount withheld due to non-submission of proof for depositation of GST duly certified by CA =(S.No.5)				
	q) GST Amount adjusted against already paid with Mob./Other Advances				
	r) Other Deduction/Recoveries				
	Total Recoveries [Sum of B]				
(C)	Amount Payable to Contractor (A-B)				
(D)	Withheld Amount released by Authority Engineer/PD				
(E)	Royalty Reimbursement				
(F)	GST Amount released after submission of proof for depositation of GST duly certified by CA				
(G)	Others				
(F)	GST Amount released after submission of proof for depositation of GST duly certified by CA				
(G)	Others				
	Total Amount Payable to Contractor (C+D+E+F+G)				
	Provisional Payment (75 to 90 %) of Above				

Cancel Submit

- AE/IE can recommend **75% to 90% of the Net Payable amount** If he has proceeded with **“Provisional Payment”**.
- AE/IE can recommend the balance amount by proceeding with **“Balance Payment”**.
- AE/IE can recommend up to 100% if he has proceeded with **“Full Payment”**.

- On submission of the calculation sheet, the dairy function will open and AE/IE has to submit by adding note using a digital signature and uploading a document(optional).

The screenshot shows a submission interface with two main text areas. The left area is titled 'Notepad' and the right area is titled 'Upload Document'. Both areas have a search bar and a 'TABLE OF CONTENT' button at the bottom. The 'Notepad' area has a 'Add Note' button at the bottom left. The 'Upload Document' area has an 'Upload Document' button at the bottom right, and 'Cancel' and 'Submit' buttons at the bottom right.

2.2 Seek Clarification from the Contractor.

AE/IE can seek clarification from the Contractor by clicking on “Seek Clarification”.

The screenshot shows the 'Contractor - Invoice Processing' interface. At the top, there is a breadcrumb trail: Home / Finance / Contractor - Invoice Processing. Below this, there is a 'Payment SOP' dropdown menu. The main area contains four status boxes: 'PENDING 1', 'APPROVE 0', 'REJECT 0', and 'SEEK CLARIFICATION 0'. Below these boxes, there is a table of invoices. The table has columns: Action, View, Current Status of Invoice, Transaction ID, UPC, Payment Type, Invoice No., Invoice Date, Invoice Amount(INR), Invoice Submission Date, Bill Duration From, and Bill Duration To. The first row of the table shows an invoice submitted by CO with Transaction ID MoRTH/CO_RA00346BA006MP_1 and UPC RA00346BA006MP. The 'Action' column has a dropdown menu with options: Recommend, Seek Clarification, and Reject. The 'Seek Clarification' option is highlighted with a red box. The 'View' column has a 'View' button. The table also has a 'Show 10 entries' dropdown and a 'Search' input field. At the bottom, there are 'Previous', '1', and 'Next' navigation buttons.

- On clicking “Seek Clarification” dairy function will open and AE/IE can seek clarification by adding a note using a digital signature and uploading a document(optional).

This screenshot is identical to the one above, showing the submission interface with 'Notepad' and 'Upload Document' areas. It includes the same search bars, 'TABLE OF CONTENT' buttons, and submission controls at the bottom.

2.3 Submit clarification to PIU.

- When PIU/NH-DIVISION/BRO seeks clarification from AE/IE over the recommended Contractor invoice, the **“Submit clarification”** option appear in AE/IE login.

Home / Finance / Contractor - Invoice Processing

Payment SOP FILTER

PENDING 0 APPROVE 0 REJECT 0 SEEK CLARIFICATION 1

PDF Excel Show 10 entries Search:

Action	View	Current Status of Invoice	Transaction ID	UPC	Payment Type	Invoice No.	Invoice Date	Invoice Amount(INR)	Invoice Submission Date	Bill Duration From	Bill Duration To	Recommended # By AE/IE(INR)
Seek Clarification Reject Submit Clarification	View	Clarification sought by NH Div/BRO/PIU	MORTH/CO_RA00346BA006MP_1_F	RA00346BA006MP	Advance Payment	Invoice no-1	01/02/2024	20000000.00	14/01/2025	01/01/2024	31/01/2024	1,04,98,116.3

Previous 1 Next

- On clicking the **“Submit Clarification”** pop-up will open, AE/IE can change his recommended amount if there is any change in calculation sheet.

Payment SOP FILTER

PENDING 3 APPROVE 0 REJECT 0 SEEK CLARIFICATION 1

PDF Excel Show 18 entries Search:

Action	View	Current Status of Invoice	Transaction ID	UPC	Payment Type	Invoice No.	Invoice Date	Invoice Amount(INR)	Invoice Submission Date	Bill Duration From	Bill Duration To	Recommended # By AE/IE(INR)
Seek Clarification Reject Submit Clarification	View	Clarification sought by PIU	NHIDCL/CO_DN/0					10000000.00	22/11/2024	19/03/2024	31/03/2024	

Is there any change in Recommended amount?
☐ Yes ☐ No

Submit

- On clicking **“Submit Clarification”** dairy function will open and AE/IE has to submit clarification by adding a note using a digital signature and uploading a document(optional).

Notepad

1 of 1

Upload Document

1 of 2

TABLE OF CONTENT

Add Note

Upload Document

Cancel Submit

2.4 Rejection of contractor invoice.

- AE/IE can reject Contractor invoice by clicking on “Reject” button.

The screenshot shows the 'Contractor - Invoice Processing' interface. At the top, there are four status boxes: PENDING (1), APPROVE (0), REJECT (0), and SEEK CLARIFICATION (0). Below these, there are tabs for PDF and Excel, and a search bar. A table displays invoice details. The 'Actions' dropdown menu is open, and the 'Reject' option is highlighted with a red box.

Action	View	Current Status of Invoice	Transaction ID	UPC	Payment Type	Invoice No.	Invoice Date	Invoice Amount(INR)	Invoice Submission Date	Bill Duration From	Bill Duration To
Actions -	View -	Invoice Submitted by CO	MoRTH/CO_RA00346BA006MP_1	RA00346BA006MP	Advance Payment	Invoice no-1	01/02/2024	20000000.00	14/01/2025	01/01/2024	31/01/2024

- On clicking “Reject” dairy function will open and AE/IE can reject by adding note using digital signature and

The screenshot shows the 'Notepad' and 'Uploaded Document' interface. The 'Notepad' section has a toolbar with options like 'Blank PDF', '1 / 1', '58%', and 'Add Note'. The 'Uploaded Document' section has a toolbar with options like 'Blank PDF', '1 / 1', '58%', and 'Upload Correspondence'. At the bottom, there are 'Cancel' and 'Submit' buttons.

PIU/NH-Div/BRO Login

a. Contractor invoice processing

View the submitted invoice by the Contractor

- After the recommendation of contractor invoice by AE/IE, details get displayed in the PIU/NH-DIV/BRO grid and PIU/NH-DIV/BRO can view the submission and activity log by clicking on the **“View”** button.

The screenshot shows the 'Contractor - Invoice Processing' page. At the top, there are status boxes for PENDING (0), APPROVE (0), REJECT (0), and SEEK CLARIFICATION (1). Below these is a table with columns: Action, View, Current Status of Invoice, Transaction ID, UPC, Agency Name, Payment Type, Invoice No., Invoice Date, Invoice Amount(INR), Invoice Submission Date, Bill Duration From, and Bill Duration To. The first row shows an invoice with Transaction ID 'MoRTH/CO_RA0NH12CA001MP_2_B' and Agency Name 'Abdul Kalam Azad'. The 'View' button in the 'Action' column is highlighted with a red box. Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 3 total entries)'.

3.1 Recommendation for payment from PIU/NH-DIV/BRO to RO-MoRTH Unit.

PIU/NH-DIV/BRO can process and send contractor invoice proposals to RO unit by clicking on **“Recommend to RO”**.

The screenshot shows the 'Contractor - Invoice Processing' page. At the top, there are status boxes for PENDING (4), APPROVE (3), REJECT (1), and SEEK CLARIFICATION (0). Below these is a table with columns: Action, View, Current Status of Invoice, Transaction ID, UPC, Agency Name, Payment Type, Invoice No., Invoice Date, Invoice Amount(INR), Invoice Submission Date, Bill Duration From, and Bill Duration To. The first row shows an invoice with Transaction ID 'MoRTH/CO_RA00346BA006MP_1_F' and Agency Name 'RA00346BA006MP'. The 'Recommend to RO-MoRTH' button in the 'Action' column is highlighted with a red box. Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 15 total entries)'.

On clicking **“Recommend to RO”** calculation sheet will open, where PIU/NH-DIV/BRO can correct any value filled by AE/IE. After filling all details in the calculation sheet PIU/NH-DIV/BRO can submit using a digital signature

Strengthening work in km. 1, 2, 5 to 10, 13,14,18,20,26 to 33, 77 to 85, 96 to 98, 162 to 195 of Dinara- Pichhor Road on NH-346	
Authority Engineer/Independent Engineer	Theme Engineering Services Pvt. Ltd
Contractor	Krishna Constructions
Contract Price	5
Invoice Absolute Amount [Rs.]	20000000 00000000
Date	01/02/2024
Transaction ID	MoRTH/CO_RA00346BA006MP_1_F

SUMMARY OF INVOICE					
Sr. No.	DESCRIPTION	WORK DONE VALUE(IN INR)			Remarks/ Applicable Clause of CA
		THIS RA BILL(AE/IE)	THIS RA BILL(NH Div/BRO/PIU)	THIS RA BILL(RO-MoRTH)	
(A)	DEMANDS				
1	VALUE OF WORK DONE				
	a) Value of Works executed/Bill of Quantities	15000055	15000055		
	b) Escalation / Price Adjustment upto end of this month	345	345		
	c) Claim due to change in Law	32	32		
	d) Variations/Change of Scope payment	44	44		
	e) Price Adjustment of Change of Scope	345	345		
	f) Damages claim on Authority	34	34		
	g) Other Payments	55	55		
1	Gross Value (1a+1b+1c+1d+1e+1f+1g)	15000910	15000910		
2	GST				
	a) CGST @ (on TOTAL)(%)	55	55		
	b) SGST @ (on TOTAL)(%)	33	33		
	c) IGST @ (on TOTAL)(%)	55	55		
2	Total GST (2a+2b+2c)	143	143		
3	Advances/Other Payment				
	a) Mobilisation Advance	64	64		
	b) Machinery Advance	3	3		
	c) Other Advance Paid	44	44		
	d) GST on Advance	55	55		
3	Total Advances/Other Payment	166	166		
	Gross Value including advance payment (1+2+3)	15001219	15001219		
(B)	RECOVERIES/DEDUCTION				
	a) Recovery of Mobilisation Advance	454	454		
	b) Recovery of Intrest on Mob. Advance	43	43		
	c) Recovery of Machinery Advance	3	3		
	d) Damage Claims on Contractor/Concessionaire	75	75		
	e) 50% IE Cost	657	657		
	f) Intrest in delay in payment of 50% of IE Cost	886	886		
	g) Interest of working capital Advance	56	56		
	h) Recovery of work done at Risk & Cost	75	75		
	i) Retention money	45	45		
	j) TDS	343	343		
	k) GST TDS-CGST	456	456		
	l) GST TDS-SGST	767	767		
	m) GST TDS-IGST	87	87		
	n) Labour Cess	43	43		
	o) Amount withheld by Authority Engineer/PD	765	765		
	p) GST Amount withheld due to non-submission of proof for deposition of GST duty certified by CA =(S.No.5)	65	65		
	q) GST Amount adjusted against already paid with Mob./Other Advances	65	65		
	r) Other Deduction/Recoveries	56	56		
	Total Recoveries [Sum of B]	4941	4941		
(C)	Amount Payable to Contractor (A-B)	14996278	14996278		
(D)	Withheld Amount released by Authority Engineer/PD	865	865		
(E)	Royalty Reimbursement	65	65		
(F)	GST Amount released after submission of proof for deposition of GST duty certified by CA	56	56		
(G)	Others	45	45		
	Total Amount Payable to Contractor (C+D+E+F+G)	14997309	14997309		
	Full Payment	75	11247981.75	11247981.75	

Cancel Submit

On submission of calculation sheet, dairy function will open and PIU/NH-DIV/BRO can submit by add note using digital signature and upload document(optional).

void(0);

3.2 Rejection of Contractor Invoice

- PIU/NH-DIV/BRO can reject contractor invoice by clicking on “Reject”.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS

Welcome - Indar Singh Jadon

Home / Finance / Contractor - Invoice Processing

Payment SOP FILTER

PENDING 4

APPROVE 3

REJECT 1

SEEK CLARIFICATION 0

Recommend to RO-MoRTH
Reject
Seek Clarification
Send for Review

Invoice Status	Transaction ID	UPC	Agency Name	Payment Type	Invoice No.	Invoice Date	Invoice Amount(INR)	Invoice Submission Date	Bill
Recommended by AE/IE	MoRTH/CO_RA00346BA006MP_1_F	RA00346BA006MP		Advance Payment	Invoice no-1	01/02/2024	20000000.00	14/01/2025	01/

Showing 1 to 1 of 1 entries (filtered from 15 total entries)

On clicking “Reject” dairy function will open and PIU/NH-DIV/BRO can reject by add a note using a digital signature and uploading the document(optional).

void(0);

3.2 Seek clarification from AE/IE

PIU/NH-DIV/BRO can seek clarification from AE/IE by clicking on “Seek Clarification”

The screenshot shows the Ministry of Road Transport and Highways portal. The user is logged in as Indar SinghJaden. The page displays the 'Payment SOP' section with a 'FILTER' button. Below this, there are four status boxes: PENDING (4), APPROVE (3), REJECT (1), and SEEK CLARIFICATION (0). A red box highlights the 'Seek Clarification' option in the 'Actions' column of the table. The table has columns: Current Status of Invoice, Transaction ID, UPC, Agency Name, Payment Type, Invoice No., Invoice Date, Invoice Amount(INR), Invoice Submission Date, and Bill Date. The first row shows an invoice recommended by AE/IE with Transaction ID MoRTH/CO_RA00346BA006MP_1_F and Invoice Amount of 20000000.00.

Current Status of Invoice	Transaction ID	UPC	Agency Name	Payment Type	Invoice No.	Invoice Date	Invoice Amount(INR)	Invoice Submission Date	Bill Date
Recommended by AE/IE	MoRTH/CO_RA00346BA006MP_1_F	RA00346BA006MP		Advance Payment	Invoice no-1	01/02/2024	20000000.00	14/01/2025	01/02/2025

On clicking “Seek Clarification” dairy function will open and PIU/NH-DIV/BRO can seek clarification from AE/IE by adding note using digital signature and upload document(optional).

The screenshot shows two side-by-side windows. The left window is titled 'Notepad' and contains a 'Blank PDF' document. The right window is titled 'Uploaded Document' and also contains a 'Blank PDF' document. Below the windows, there is a 'TABLE OF CONTENT' section. At the bottom of the page, there are buttons for 'Add Note', 'Upload Correspondence', 'Cancel', and 'Submit'.

3.3 Submit clarification to RO unit

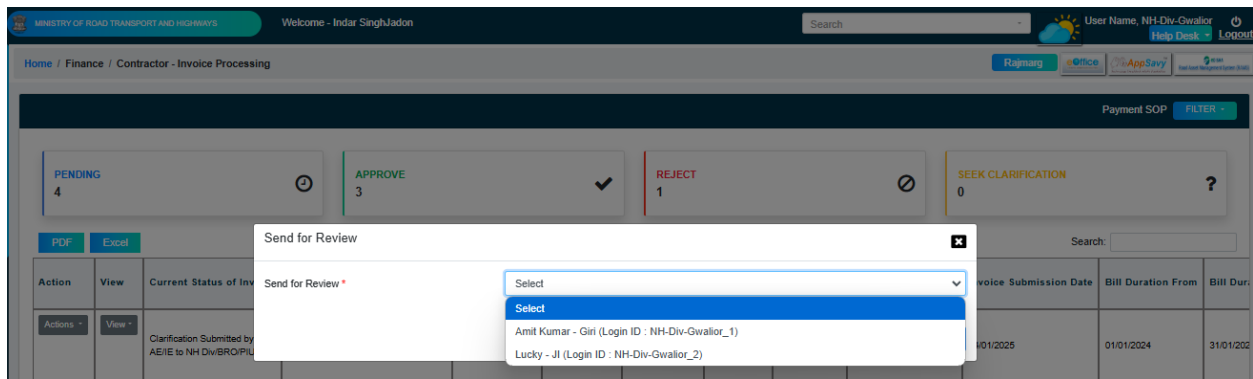
When RO unit seeks clarification from PIU/NH-DIV/BRO over recommended contractor invoice, “Submit clarification” option appear in PIU/NH-DIV/BRO login.

The screenshot shows the Ministry of Road Transport and Highways portal. The user is logged in as Indar SinghJaden. The page displays the 'Payment SOP' section with a 'FILTER' button. Below this, there are four status boxes: PENDING (0), APPROVE (1), REJECT (0), and SEEK CLARIFICATION (1). A red box highlights the 'Submit Clarification' option in the 'Actions' column of the table. The table has columns: Action, View, Current Status of Invoice, Transaction ID, UPN, RO, Payment Type, Invoice No., Invoice Date, Invoice Amount(INR), Invoice Submission Date, and Bill Date. The first row shows an invoice with Transaction ID NHIDCL/CO_DN/08016/01001/MN_3_P and Invoice Amount of 30000000.00.

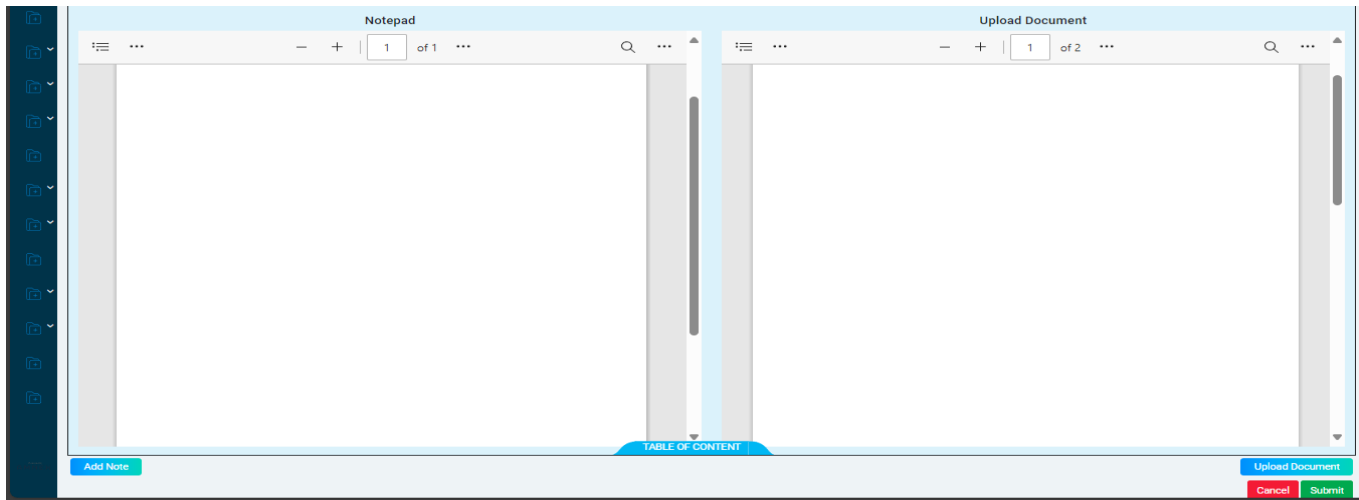
Action	View	Current Status of Invoice	Transaction ID	UPN	RO	Payment Type	Invoice No.	Invoice Date	Invoice Amount(INR)	Invoice Submission Date	Bill Date
Seek Clarification		Clarification sought by RO	NHIDCL/CO_DN/08016/01001/MN_3_P	DN/08016/01001/MN	RO-Imphal	Other	3A	01/04/2024	30000000.00	22/11/2024	19/03/2025

3.4 Send for Review from Second Level

PIU/NH-DIV/BRO can Send for Review from second level user by clicking on **“Send for Review”**

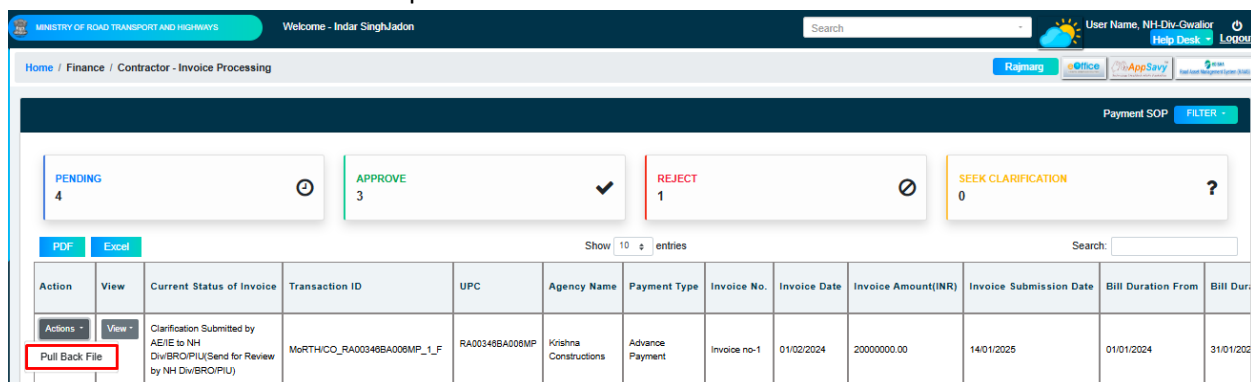


On clicking **“Send for Review”** dairy function will open and PIU/NH-DIV/BRO can send for Review from second level user by add note using digital signature and upload document(optional).



3.5 Pull back from second-level user

If the PIU has send file for review to its second-level user where PIU has the functionality to pull back file if the user has not taken the respective action.



On clicking **“Pull Back”** dairy function will open and PIU/NH-DIV/BRO can send for Review from the second level user by add note using digital signature and upload document(optional).

The screenshot displays a web application interface with two main content areas side-by-side. The left area is titled 'Notepad' and contains a large text input field. Below it is a blue button labeled 'TABLE OF CONTENT'. The right area is titled 'Upload Document' and contains a large file selection area. Below it are three buttons: 'Upload Document' (blue), 'Cancel' (red), and 'Submit' (green). A vertical sidebar on the far left contains a series of folder icons.

If The second level wants to respond on file -Where user has the option on the action button as **“Reply”**. On selecting the reply option user can comment on the noting function.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS Welcome - Amit Giri Search User Name: NH-Div-Gwallor 1 Help Desk Logout

Home / Finance / Contractor - Invoice Processing Payment SOP FILTER

PENDING 4 APPROVE 3 REJECT 1 SEEK CLARIFICATION 0

PDF Excel Show 10 entries Search:

Action	View	Current Status of Invoice	Transaction ID	UPC	Agency Name	Payment Type	Invoice No.	Invoice Date	Invoice Amount(INR)	Invoice Submission Date	Bill Duration From	Bill Duration To
Actions - Reply	View -	Clarification Submitted by AE/IE to NH Div/BRO/PIU(Send for Review by NH Div/BRO/PIU)	MoRTHICO_RA00348BA009MP_1_F	RA00348BA000MP	Krishna Constructions	Advance Payment	Invoice no-1	01/02/2024	20000000.00	14/01/2025	01/01/2024	31/01/2025

RO- MoRTH LOGIN

4.1 Contractor Invoice Processing By RO Unit

View Submitted invoice

- After submission of an invoice to the RO unit for processing, details are displayed in the RO unit grid and the RO Unit can view the submission & activity log by clicking on the **“View”** button.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS Welcome - Ashish Asati

Home / Finance / Contractor - Invoice Processing

Payment SOP FILTER

PENDING 0 APPROVE 0 REJECT 0 SEEK CLARIFICATION 0

PDF Excel Show 10 entries Search:

Action	View	Current Status of Invoice	Transaction ID	UPC	Agency Name	NH Div/BRO/PIU	Payment Type	Invoice No.	Invoice Date	Invoice Amount(INR)	Invoice Submission
	View	Clarification submit by RO-MoRTH	MoRTH/CO_RA0NH12CA001MP_2_P	RA0NH12CA001MP	Abdul Kalam Azad	NH Division Gwalior	Advance Payment	Invoice no-2	10/01/2025	20000000.00	18/01/2025

Submission Activity Log

Send for PIU/NH-DIV/BRO approval

Case 1: Proceed for Payment

RO-MoRTH can process and send contractor invoice proposals to the RPAO unit by clicking on **“Proceed For Payment”**

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS Welcome - Ashish Asati

Home / Finance / Contractor - Invoice Processing

Payment SOP FILTER

PENDING 4 APPROVE 1 REJECT 1 SEEK CLARIFICATION 0

Proceed For Payment Seek Clarification Reject Send for Review

Show 10 entries Search: MoRTH/CO_RA00340BA0

Actions	View	Current Status of Invoice	Transaction ID	UPC	Agency Name	NH Div/BRO/PIU	Payment Type	Invoice No.	Invoice Date	Invoice Amount(INR)	Invoice Submission Date	Bill Duration
		Payment Initiated to RO by NH Div/BRO/PIU	MoRTH/CO_RA00340BA006MP_1_F	RA00340BA006MP	Krishna Constructions	NH Division Gwalior	Advance Payment	Invoice no-1	01/02/2024	20000000.00	14/01/2025	01/01/2024

Showing 1 to 1 of 1 entries (filtered from 11 total entries)

Previous 1 Next

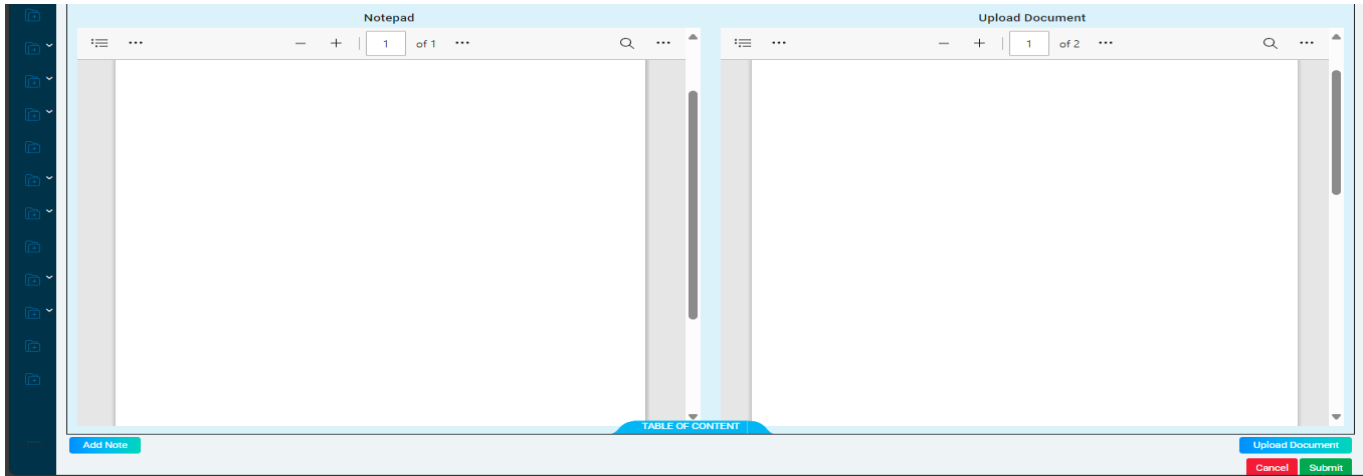
- After clicking on the “Submit RA Bill” option Calculation sheet will open.

Strengthening work in km. 1, 2, 5 to 10, 13,14,18,20,26 to 33, 77 to 85, 96 to 98, 162 to 195 of Dinara- Pichhor Road on NH-346					
Authority Engineer/Independent Engineer		Theme Engineering Services Pvt. Ltd			
Contractor		Krishna Constructions			
Contract Price		6			
Invoice Absolute Amount [Rs.]		20000000.00000000			
Date		01/02/2024			
Transaction ID		MoRTH/CO_RA00346BA006MP_1_F			

SUMMARY OF INVOICE					
Sr. No.	DESCRIPTION	WORK DONE VALUE(IN INR)			Remarks/ Applicable Clause of CA
(A)	DEMANDS	THIS RA BILL(AE/IE)	THIS RA BILL(NH Div/BRO/PIU)	THIS RA BILL(RO-MoRTH)	
1	VALUE OF WORK DONE				
	a) Value of Works executed/Bill of Quantities	15000055	15000055	15000055	
	b) Escalation / Price Adjustment upto end of this month	345	345	345	
	c) Claim due to change in Law	32	32	32	
	d) Variations/Change of Scope payment	44	44	44	
	e) Price Adjustment of Change of Scope	345	345	345	
	f) Damages claim on Authority	34	34	34	
	g) Other Payments	55	55	55	
1	Gross Value (1a+1b+1c+1d+1e+1f+1g)	15000910	15000910	15000910	
2	GST				
	a) CGST @ (on TOTAL)(%)	55	55	55	
	b) SGST @ (on TOTAL)(%)	33	33	33	
	c) IGST @ (on TOTAL)(%)	55	55	55	
2	Total GST (2a+2b+2c)	143	143	143	
3	Advances/Other Payment				
	a) Mobilisation Advance	64	64	64	
	b) Machinery Advance	3	3	3	
	c) Other Advance Paid	44	44	44	
	d) GST on Advance	55	55	55	
3	Total Advances/Other Payment	166	166	166	
	Gross Value including advance payment (1+2+3)	15001219	15001219	15001219	
(B)	RECOVERIES/DEDUCTION				
	a) Recovery of Mobilisation Advance	454	454	454	
	b) Recovery of Interest on Mob. Advance	43	43	43	
	c) Recovery of Machinery Advance	3	3	3	
	d) Damage Claims on Contractor/Concessionaire	75	75	75	
	e) 50% IE Cost	657	657	657	
	f) Interest in delay in payment of 50% of IE Cost	886	886	886	
	g) Interest of working capital Advance	56	56	56	
	h) Recovery of work done at Risk & Cost	75	75	75	
	i) Retention money	45	45	45	
	j) TDS	343	343	343	
	k) GST TDS-CGST	456	456	456	
	l) GST TDS-SGST	767	767	767	
	m) GST TDS-IGST	87	87	87	
	n) Labour Cess	43	43	43	
	o) Amount withheld by Authority Engineer/PD	765	765	765	
	p) GST Amount withheld due to non-submission of proof for deposition of GST duly certified by CA =(S.No.5)	65	65	65	
	q) GST Amount adjusted against already paid with Mob./Other Advances	65	65	65	
	r) Other Deduction/Recoveries	56	56	56	
	Total Recoveries [Sum of B]	4941	4941	4941	
(C)	Amount Payable to Contractor (A-B)	14996278	14996278	14996278	
(D)	Withheld Amount released by Authority Engineer/PD	865	865	865	
(E)	Royalty Reimbursement	65	65	65	
(F)	GST Amount released after submission of proof for deposition of GST duly certified by CA	56	56	56	
(G)	Others	45	45	45	
	Total Amount Payable to Contractor (C+D+E+F+G)	14997309	14997309	14997309	
	Full Payment	75	11247981.75	11247981.75	

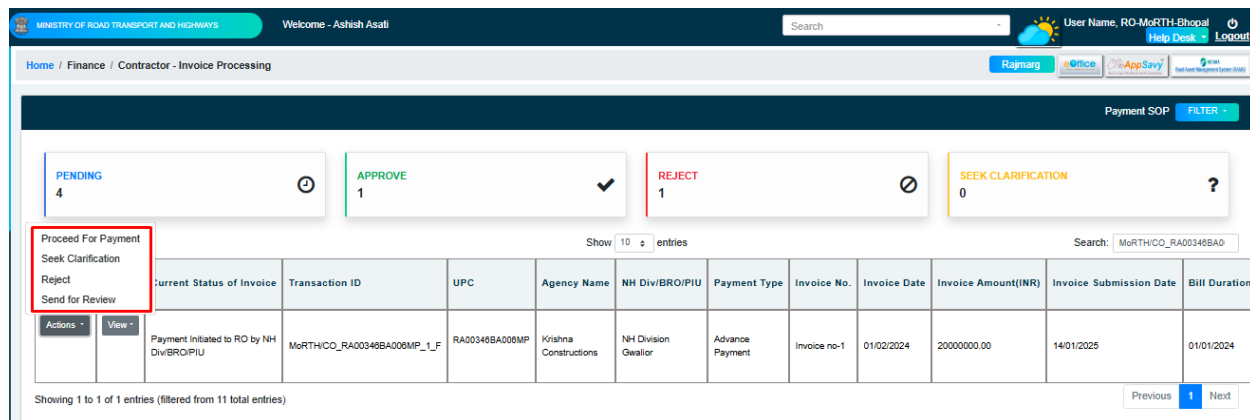
Cancel Submit

- After submitting the calculation sheet, DSC is required on Calculation sheet as well as on Noting Function.

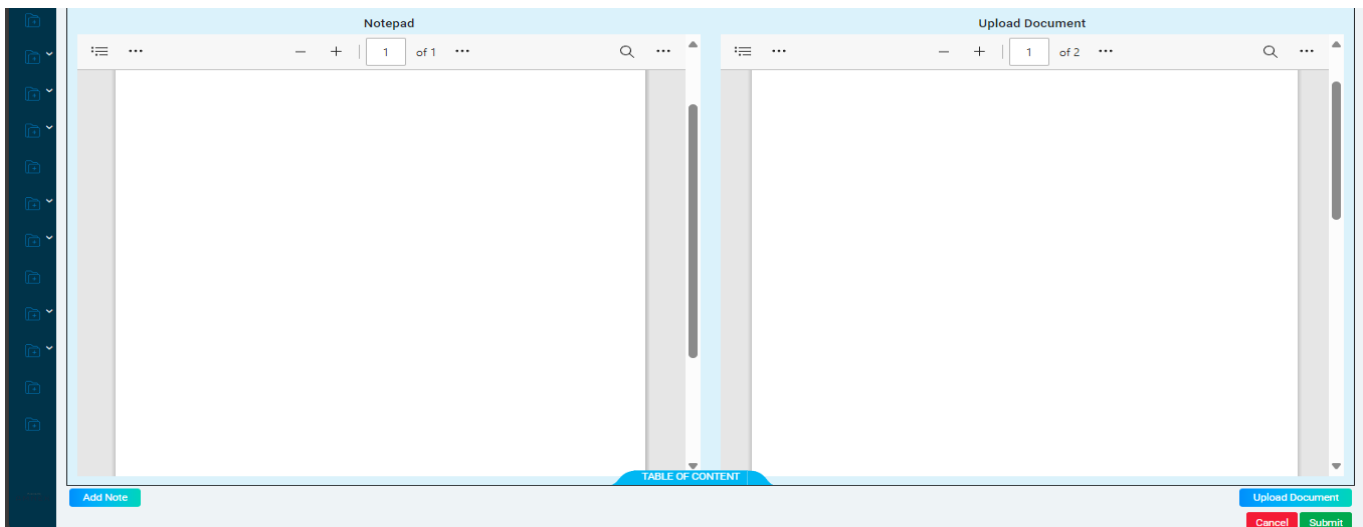


4.2 Seek clarification from PIU/NH-DIV/BRO

RO unit can seek clarification from PIU/NH-DIV/BRO by clicking on **“Seek Clarification”** option



On clicking **“Submit”** button dairy function will open and RO can process by add note using digital signature and upload document(optional).



4.3 Submit Clarification by RO-MoRTH

Where RPAO sought the clarification RO- Morth have option to Submit clarification. The noting function will appear where noting can updated and submit.

Home / Finance / Contractor - Invoice Processing

Payment SOP FILTER

PENDING0

APPROVE1

REJECT0

SEEK CLARIFICATION1

PDFExcelShow 10 entriesSearch:

Action	View	Current Status of Invoice	Transaction ID	UPN	RO	Payment Type	Invoice No.	Invoice Date	Invoice Amount(INR)	Invoice Submission Date	Bill D
Actions -	View -	Clarification sought by RO	NHIDCL/CO_DN/08016/01001/MN_3_P	DN/08016/01001/MN	RO-Imphal	Other	3A	01/04/2024	30000000.00	22/11/2024	19/03,
Seek Clarification											
Submit Clarification											
Send for Review											

4.4 Send for Review from Second Level

RO can Send for Review from a second-level user by clicking on “Send for Review”

Home / Finance / Contractor - Invoice Processing

Payment SOP FILTER

PENDING0

APPROVE1

REJECT-

SEEK CLARIFICATION-

PDFExcelSearch: NHIDCL/CO_DN/08016/C

ActionView

Current Status of Invoice

Transaction ID

UPN

RO

Payment Type

Invoice No.

Invoice Date

Invoice Amount(INR)

Invoice Submission Date

Bill Duration From

Bill Duration To

Actions -

View -

RA Bill submitted by RO

Send for Review

Send for Review *

Select

Select

Akash Singh - Junior Engg (Login ID : RO-Imphal_1)

01/05/202415/05/2024

On clicking “Send for Review” dairy function will open and RO can send for Review from second level user by add note using digital signature and upload document(optional).

Notepad

1 of 1

Upload Document

1 of 2

TABLE OF CONTENT

Add Note

Upload Document

Cancel

Submit

RPAO Login

4.1 Contractor Invoice Processing By RPAO Unit

View Submitted invoice

- After submission of an invoice to the RPAO unit for processing, details are displayed in the RPAO unit grid and the RPAO Unit can view the submission & activity log by clicking on the **“View”** button.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS Welcome - RPAO Bhopal

Search

User Name, RPAO-Bhopal Help Desk Logout

Home / Finance / Contractor - Invoice Processing

Payment SOP FILTER

PENDING 1 APPROVE 1 REJECT 0 SEEK CLARIFICATION 0

PDF Excel Show 10 entries Search:

Action	View	Current Status of Invoice	Transaction ID	UPC	Agency Name	NH Div/BRO/PIU	RO-MoRTH	Payment Type	Invoice No.	Invoice Date	Invoice Amount(INR)	Invoice Submission Date
Actions	View	Clarification submit by RO-MoRTH	MoRTH/CO_RA0NH12CA001MP_2_P	RA0NH12CA001MP	Abdul Kalam Azad	NH Division Gwalior	RO-MoRTH-Bhopal	Advance Payment	Invoice no-2	10/01/2025	20000000.00	

Submission Activity Log

Approve Payment BY RPAO

RPAO can process and send contractor invoice proposals to proceed the payment by clicking on **“Approved for Payment”**

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS Welcome - RPAO Bhopal

Search

User Name, RPAO-Bhopal Help Desk Logout

Home / Finance / Contractor - Invoice Processing

Payment SOP FILTER

PENDING 4 APPROVE 4 REJECT 0 SEEK CLARIFICATION 0

PDF Excel Show 10 entries Search:

Action	View	Current Status of Invoice	Transaction ID	UPC	Agency Name	NH Div/BRO/PIU	RO-MoRTH	Payment Type	Invoice No.	Invoice Date	Invoice Amount(INR)	Invoice Submission Date
Actions	View	proceed for Payment	MoRTH/CO_RA00348BA006MP_1_F	RA00348BA006MP	Krishna Constructions	NH Division Gwalior	RO-MoRTH-Bhopal	Advance Payment	Invoice no-1	01/02/2024	20000000.00	14/01/2025

Approved for Payment Seek Clarification

After the approval, the status will change as payment approved as shown in the below screenshot.

The screenshot shows the 'Contractor - Invoice Processing' page for RPAO Bhopal. At the top, there are summary cards for PENDING (2), APPROVE (5), REJECT (0), and SEEK CLARIFICATION (0). Below these, a table lists invoice entries. The first entry is highlighted with a red box around the 'Current Status of Invoice' column, which shows 'Payment Approved'.

Action	View	Current Status of Invoice	Transaction ID	UPC	Agency Name	NH Div/BRO/PIU	RO-MoRTH	Payment Type	Invoice No.	Invoice Date	Invoice Amount(INR)	Invoice Submission Date	Bit
	View	Payment Approved	MoRTH/CO_RA00348BA004MP_1_F	RA00348BA004MP		NH Division Gwalior	RO-MoRTH-Bhopal	Advance Payment	AA/11	01/02/2024	5000000.00	25/11/2024	01/

Showing 1 to 1 of 1 entries (filtered from 30 total entries)

RPAO unit can seek clarification from RO-MoRTH by clicking on “Seek Clarification” option

The screenshot shows the 'Contractor - Invoice Processing' page for RPAO Bhopal. The summary cards show PENDING (4), APPROVE (4), REJECT (0), and SEEK CLARIFICATION (0). In the table, the 'Current Status of Invoice' for the first entry is 'Approved for Payment'. Below the table, there are two buttons: 'Approved for Payment' and 'Seek Clarification', with the latter highlighted by a red box.

Action	View	Current Status of Invoice	Transaction ID	UPC	Agency Name	NH Div/BRO/PIU	RO-MoRTH	Payment Type	Invoice No.	Invoice Date	Invoice Amount(INR)	Invoice Submission Date
	View	Approved for Payment	MoRTH/CO_RA00348BA006MP_1_F	RA00348BA006MP	Krishna Constructions	NH Division Gwalior	RO-MoRTH-Bhopal	Advance Payment	Invoice no-1	01/02/2024	20000000.00	14/01/2025

After the clarification sought by the RPAO status will change as shown in below screenshot.

The screenshot shows the 'Contractor - Invoice Processing' page for RPAO Bhopal. The summary cards show PENDING (3), APPROVE (4), REJECT (0), and SEEK CLARIFICATION (0). In the table, the 'Current Status of Invoice' for the first entry is 'Clarification Sought by RPAO'.

Action	View	Current Status of Invoice	Transaction ID	UPC	Agency Name	NH Div/BRO/PIU	RO-MoRTH	Payment Type	Invoice No.	Invoice Date	Invoice Amount(INR)	Invoice Submission Date
	View	Clarification Sought by RPAO	MoRTH/CO_RA00348BA006MP_1_F	RA00348BA006MP	Krishna Constructions	NH Division Gwalior	RO-MoRTH-Bhopal	Advance Payment	Invoice no-1	01/02/2024	20000000.00	14/01/2025