



Standard Operating Procedure of “Access Permission Monitoring”



Ministry of Road Transport & Highways

Standard Operating Procedure of “Access Permission Monitoring”

1. NH Div/RCC (BRO)/PIU-MoRTH Login:	2
2. RO Login:	5

Standard Operating Procedure of “Access Permission Monitoring”

1. NH Div/RCC (BRO)/PIU-MoRTH Login:

In the **User Login** under **Access Permission Monitoring**, click on the **New** button at the top.

The corresponding screen will appear where the user needs to fill in the required details and then click on the **Submit** button.

TRANSPORT AND HIGHWAYS
Welcome - Indar Singh/adon
User Name, NH-Div-Gwalior
Help Desk
Logout

Home / Access Permission Monitoring
Rajmarg
eOffice
AppSavy
NH
NH-Dev-Management System (NH)

Access Permission Monitoring Form

UPC*
RA00NH2DA001MP
Project Name
Package_2310

Date of Receipt of Proposal *
01/01/2025
Online Proposal ID*
46RA00NH2DA001MP

Applicant Type*
Private Companies / Establishments
Permission type*
Access Permission

Type of Access Permission*
Select Permission Type
Utility Type*
Select Utility Type

Road Side*
Select Permission Type
Chainage From*

Chainage To*
Fuel Retail Outlets - Petrol/Diesel/Gas
Small Retail shops
Restaurants/Dhabas
Hotels
Shopping Malls
WSA Way-side amenities
Hospitals
Educational Institutions /schools
Industrial Establishments
Other Commercial Establishments
Urban Townships/ Colonies/ Industrial Townships/ Parks/ Estates

Back to Grid
Cancel
Submit

- The following Screen will appear where user needs to click on "Action" button. Select "Observation by NH Div/RCC (BRO)/PIU-MoRTH".

[illegible]

- After selecting the Observation by NH Div/RCC (BRO)/PIU-MoRTH, the following screen will appear. Filling the details and click on "Submit" Button.

Any observation raised by NH Div./RCC(BRO)/PIU-MoRTH? ☐ Yes ☐ No

Cancel Submit

- If the user selects “yes”, they must upload the **Observation Letter** and click on the **Submit** button to proceed.

Any observation raised by PIU? ☒ Yes ☐ No

Upload Observation Letter* No file chosen.

Cancel Submit

- After clicking the **Submit** button, a dropdown menu with the following options will appear under the **Action** button

New															
PDF Excel		Show 10 entries													
Action	View	Status	UPC	RO-MoRTH	NH Div./RCC(BRO)/PIU-MoRTH	NOC Portal Submission Date by Applicant	Proposal ID	Applicant Type	Permission Type	Access Permission Type	Utility Type	Company Name	Chainage From	Chainage To	F
Actions - Recommend to RO Send Back to Applicant Reject	View -	Observation submitted by PIU	RA00NH2DA001MP	RO-MoRTH-Bhopal	NH Division Gwalior	01/01/2025	44RA00NH2DA001MP	Private Companies / Establishments	ROW Permission	Educational Institutions /schools	Water Pipe line	abc	80	90	
		Observation submitted by RO	RA00NH2DA001MP	RO-MoRTH-Bhopal	NH Division Gwalior	01/01/2025	46RA00NH2DA001MP	Private Companies / Establishments	Access Permission	Fuel Retail Outlets - Petrol/Diesel/Gas	NA		200	300	
		Observation submitted by PIU	RA00NH2DA001MP	RO-MoRTH-Bhopal	NH Division Gwalior	01/01/2025	45RA00NH2DA001MP	Private Companies / Establishments	Access Permission	Shopping Malls	NA		100	190	

- If user clicks on "Recommend to RO", then the following screen will appear. The user can upload the letter and click on the "Submit" Button.

Upload Recommendation Letter*

Choose file Test121 (1).pdf

Cancel Submit

- The NH Div/RCC (BRO)/PIU-MoRTH also has the option to select **Send Back to Applicant** present in the **Action** button.

New														
PDF Excel		Show 10 entries		Search:										
Action	View	Status	UPC	RO-MoRTH	NH Div/RCC(BRO)/PIU-MoRTH	NOC Portal Submission Date by Applicant	Proposal ID	Applicant Type	Permission Type	Access Permission Type	Utility Type	Company Name	Chainage From	Chainage To
Actions -	View -	Observation submitted by PIU	RA00NH2DA001MP	RO-MoRTH-Bhopal	NH Division Gwalior	01/01/2025	44RA00NH2DA001MP	Private Companies / Establishments	ROW Permission	Educational Institutions /schools	Water Pipe line	abc	89	90
Actions -	View -	Access Permission Request Submitted by PIU	RA00NH2DA001MP	RO-MoRTH-Bhopal	NH Division Gwalior	01/01/2025	46RA00NH2DA001MP	Private Companies / Establishments	Access Permission	Fuel Retail Outlets - Petrol/Diesel/Gas	NA		200	300
Actions -	View -	Access	RA00NH2DA001MP	RO-MoRTH-Bhopal	NH Division Gwalior	01/01/2025	45RA00NH2DA001MP	Private Companies / Establishments	Access Permission	Shopping Malls	NA		100	190

- After clicking on **Send Back to Applicant**, the below screen will appear. The user must fill in the required information and click the **Submit** button to proceed.

Send Back to Applicant

Reason For Send Back

Upload Document(if Any) Choose file No file chosen

Actual date of Send back on NOC Portal dd/mm/yyyy

Cancel Submit

- The NH Div/RCC (BRO)/PIU-MoRTH also has the option to select **Reject** present in the **Action** button

New														
PDF		Excel		Show 10 entries		Search:								
Action	View	Status	UPC	RO-MoRTH	NH Div./RCC(BRO)/PIU-MoRTH	NOC Portal Submission Date by Applicant	Proposal ID	Applicant Type	Permission Type	Access Permission Type	Utility Type	Company Name	Chainage From	Chainage To
Actions - Recommend to RO Send Back to Applicant Reject	View -	Observation submitted by PIU	RA00NH2DA001MP	RO-MoRTH-Bhopal	NH Division Gwalior	01/01/2025	44RA00NH2DA001MP	Private Companies / Establishments	ROW Permission	Educational Institutions /schools	Water Pipe line	abc	89	90
	View -	Observation submitted by RO	RA00NH2DA001MP	RO-MoRTH-Bhopal	NH Division Gwalior	01/01/2025	46RA00NH2DA001MP	Private Companies / Establishments	Access Permission	Fuel Retail Outlets - Petrol/Diesel/Gas	NA		200	300
	View -	Observation submitted by PIU	RA00NH2DA001MP	RO-MoRTH-Bhopal	NH Division Gwalior	01/01/2025	45RA00NH2DA001MP	Private Companies / Establishments	Access Permission	Shopping Malls	NA		100	190

- On clicking the **Reject** button, the status of the request will be updated accordingly.

Home / Access Permission Monitoring														
Home / Access Permission Monitoring Rajmarg eOffice AppSavy HRMS														
New														
PDF		Excel		Show 10 entries		Search:								
Action	View	Status	UPC	RO-MoRTH	NH Div./RCC(BRO)/PIU-MoRTH	NOC Portal Submission Date by Applicant	Proposal ID	Applicant Type	Permission Type	Access Permission Type	Utility Type	Company Name	Chainage From	Chainage To
	View -	Rejected by PIU	RA00NH2DA001MP	RO-MoRTH-Bhopal	NH Division Gwalior	01/01/2025	45RA00NH2DA001MP	Private Companies / Establishments	Access Permission	Shopping Malls	NA		100	190

2. RO Login:

- On the main grid of the user under **Access Permission Monitoring**, the following screen will appear. The user needs to click on the “Action” button, the following option will appear. Click on “Submit Observation (If any) By RO”.

data.lakem.nhai.gov.in/MORTH_UAT/AccessPermissionMonitor/AccessPermissionMonitorNew

TRANSPORT AND HIGHWAYS Welcome - Ashish Asati Search User Name, RO-MoRTH-Bhopal Help Desk Logout

Home / Access Permission Monitoring Rajmarg eOffice AppSavy

PDF Excel Show 10 entries Search:

Action	View	Status	UPC	RO-MoRTH	NH Div./RCC(BRO)/PIU-MoRTH	NOC Portal Submission Date by Applicant	Proposal ID	Applicant Type	Permission Type	Access Permission Type	Utility Type	Company Name	Chainage From	Chainage To	F
Actions -	View -	Access Permission Request Recommended by PIU	RA00NH2DA001MP	RO-MoRTH-Bhopal	NH Division Gwalior	01/01/2025	46RA00NH2DA001MP	Private Companies / Establishments	Access Permission	Fuel Retail Outlets - Petrol/Diesel/Gas	NA		200	300	
Submit Observations(if any)															
In Principle Approval															
Upload Final Permission															
		Submitted by	RA00NH2DA001MP	RO-MoRTH-Bhopal	NH Division Gwalior	01/01/2025	45RA00NH2DA001MP	Private Companies / Establishments	Access Permission	Shopping Malls	NA		100	190	

- The following Popup will appear on the screen as shown below. Upload the Observation letter and click on the “Submit” button.

TRANSPORT AND HIGHWAYS Welcome - Ashish Asati Search User Name, RO-MoRTH-Bhopal Help Desk Logout

Home / Access Permission Monitoring Rajmarg eOffice AppSavy

PDF Excel Show 10 entries Search:

Action	View	Status	UPC	RO-MoRTH	NH Div./RCC(BRO)/PIU-MoRTH	NOC Portal Submission Date by Applicant	Proposal ID	Applicant Type	Permission Type	Access Permission Type	Utility Type	Company Name	Chainage From	Chainage To	F
Actions -	View -	Access Permission Request Recommended by PIU	RA00NH2DA001MP	RO-MoRTH-Bhopal	NH Division Gwalior	01/01/2025	46RA00NH2DA001MP	Private Companies / Establishments	Access Permission	Fuel Retail Outlets - Petrol/Diesel/Gas	NA		200	300	
	View -	Access Permission Request Submitted by PIU	RA00NH2DA001MP	RO-MoRTH-Bhopal	NH Division Gwalior	01/01/2025	45RA00NH2DA001MP	Private Companies / Establishments	Access Permission	Shopping Malls	NA		100	190	

Upload Observation Letter*

Choose file No file chosen

Cancel Submit

- The **RO** also has the option to Upload In principle approval document present in the **Action** button

Home / Access Permission Monitoring

Rajmarg

eOffice

AppSavy

Action	View	Status	UPC	RO-MoRTH	NH Div./RCC(BRO)/PIU-MoRTH	NOC Portal Submission Date by Applicant	Proposal ID	Applicant Type	Permission Type	Access Permission Type	Utility Type	Company Name	Chainage From	Chainage To	F
<div> <div>Actions -</div> <div>View -</div> </div> <div> <div>Submit Observations(if any)</div> <div>In Principle Approval</div> <div>Upload Final Permission</div> </div>		Access Permission Request Recommended	RA00NH2DA001MP	RO-MoRTH-Bhopal	NH Division Gwalior	01/01/2025	44RA00NH2DA001MP	Private Companies / Establishments	ROW Permission	Educational Institutions /schools	Water Pipe line	abc	89	90	
			RA0NH58CA001MP	RO-MoRTH-Bhopal	NH Division Gwalior	09/12/2024	00	Individual	ROW Permission	Individual Residences /Houses / Plots /building/ farms	Electric line		700	900	

Home / Access Permission Monitoring

Rajmarg

eOffice

AppSavy

Action	View	Status	UPC	RO-MoRTH	NH Div./RCC(BRO)/PIU-MoRTH	NOC Portal Submission Date by Applicant	Proposal ID	Applicant Type	Permission Type	Access Permission Type	Utility Type	Company Name	Chainage From	Chainage To	F
<div> <div>Actions -</div> <div>View -</div> </div> <div> <div>Submit Observations(if any)</div> <div>In Principle Approval</div> <div>Upload Final Permission</div> </div>		Access Permission Request Recommended by PIU	RA00							Educational Institutions /schools	Water Pipe line	abc	89	90	
<div> <div>Actions -</div> <div>View -</div> </div> <div> <div>Submit Observations(if any)</div> <div>In Principle Approval</div> <div>Upload Final Permission</div> </div>		In Principle Approval by RO	RA0N							Individual Residences /Houses / Plots /building/ farms	Electric line		700	900	
<div> <div>Actions -</div> <div>View -</div> </div> <div> <div>Submit Observations(if any)</div> <div>In Principle Approval</div> <div>Upload Final Permission</div> </div>		Rejected by PIU	RA00							Shopping Malls	NA		100	190	

In Principle Approval Date*

Upload In Principle Approval Documents*

Choose file

No file chosen

Cancel

Submit

- For Upload Final Permission by RO, user needs to click on “Action” button on the main grid as shown below.

Home / Access Permission Monitoring

Rajmarg

eOffice

AppSavy

Action	View	Status	UPC	RO-MoRTH	NH Div./RCC(BRO)/PIU-MoRTH	NOC Portal Submission Date by Applicant	Proposal ID	Applicant Type	Permission Type	Access Permission Type	Utility Type	Company Name	Chainage From	Chainage To	F
<div> <div>Actions -</div> <div>View -</div> </div> <div> <div>Submit Observations(if any)</div> <div>In Principle Approval</div> <div>Upload Final Permission</div> </div>		Access Permission Request Recommended	RA00NH2DA001MP	RO-MoRTH-Bhopal	NH Division Gwalior	01/01/2025	46RA00NH2DA001MP	Private Companies / Establishments	Access Permission	Fuel Retail Outlets - Petrol/Diesel/Gas	NA		200	300	
			RA00NH2DA001MP	RO-MoRTH-	NH Division Gwalior	01/01/2025	45RA00NH2DA001MP	Private Companies /	Access Permission	Shopping Malls	NA		100	190	

- Click on “Upload Final Permission by RO”. The following Popup will appear. Upload the Final Permission Letter and Click on “Submit” Button.

Home / Access Permission Monitoring

Rajmarg eOffice AppSavy

PDF Excel Show 10 entries Search:

Action	View	Status	UPC	RO-MoRTH	NH Div./RCC(BRO)/PIU-MoRTH	NOC Portal Submission Date by Applicant	Proposal ID	Applicant Type	Permission Type	Access Permission Type	Utility Type	Company Name	Chainage From	Chainage To
Actions -	View -	Access Permission Request Recommended by PIU	RA00NH2DA001MP	RO-MoRTH	NH Division Gwalior	01/01/2025	44RA00NH2DA001MP	Private Companies / Establishments	Access Permission	Fuel Retail Outlets - Petrol/Diesel/Gas	NA		200	300
	View -	Access Permission Request Submitted by PIU	RA00NH2DA001MP	RO-MoRTH	NH Division Gwalior	01/01/2025	44RA00NH2DA001MP	Private Companies / Establishments	Access Permission	Shopping Malls	NA		100	190
	View -	Access Permission Request	RA00NH2DA001MP	RO-MoRTH	NH Division Gwalior	01/01/2025	44RA00NH2DA001MP	Private Companies / Establishments	Access Permission	Educational Institutions	Water Pipe	abc	89	90

Final Permission Date*

Upload Final Permission Letter*

Choose file No file chosen

Cancel Submit

- Click on Submit Button, the status will change as Final Permission given By RO

Home / Access Permission Monitoring

Rajmarg eOffice AppSavy

New PDF Excel Show 10 entries Search:

Action	View	Status	UPC	RO-MoRTH	NH Div./RCC(BRO)/PIU-MoRTH	NOC Portal Submission Date by Applicant	Proposal ID	Applicant Type	Permission Type	Access Permission Type	Utility Type	Company Name	Chainage From	Chainage To
	View -	Final Permission given by RO	RA00NH2DA001MP	RO-MoRTH-Shopal	NH Division Gwalior	01/01/2025	46RA00NH2DA001MP	Private Companies / Establishments	Access Permission	Fuel Retail Outlets - Petrol/Diesel/Gas	NA		200	300