Standard Operating Procedure of "Access Permission Monitoring"

Ministry of Road Transport & Highways

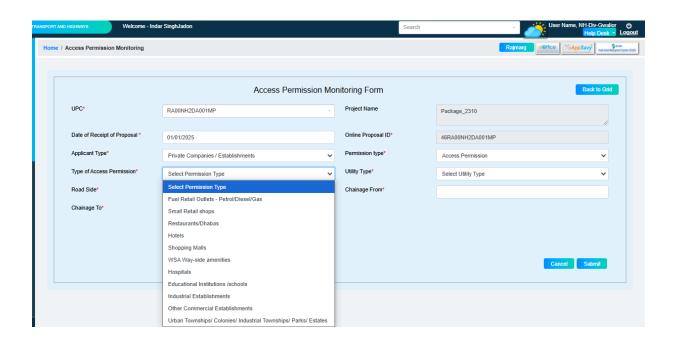
Standard Operating Procedure of "Access Permission Monitoring"

| 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:

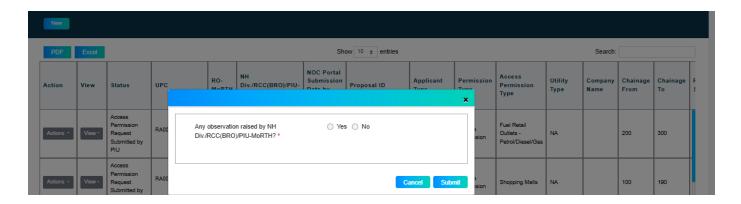
In the **User Login** under **Access Permission Monitoring**, click on the **New** button at the top. The corresponding screen will appear where the user needs to fill in the required details and then click on the **Submit** button.



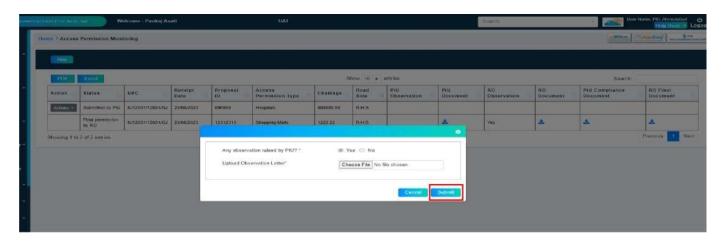
• The following Screen will appear where user needs to click on "Action" button. Select "Observation by NH Div/RCC (BRO)/PIU-MoRTH".



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



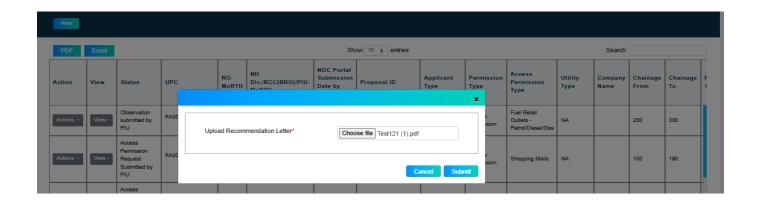
• If the user selects "yes", they must upload the Observation Letter and click on the Submit button to proceed.



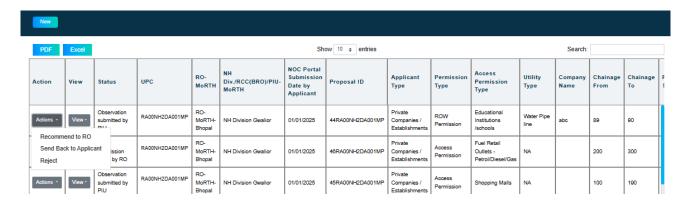
• After clicking the **Submit** button, a dropdown menu with the following options will appear under the **Action** button



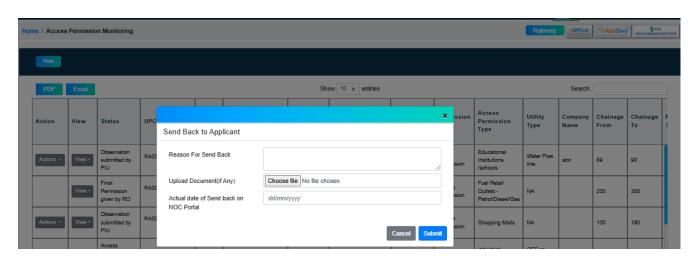
• If user clicks on "Recommend to RO", then the following screen will appear. The user can upload the letter and click on the "Submit" Button.



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



• 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.



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

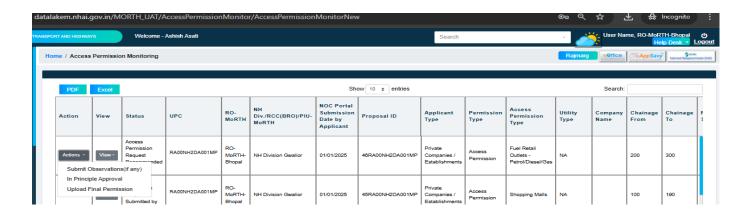


• On clicking the **Reject** button, the status of the request will be updated accordingly.

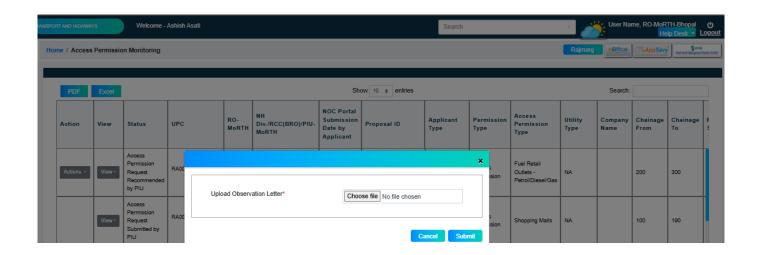


2. RO Login:

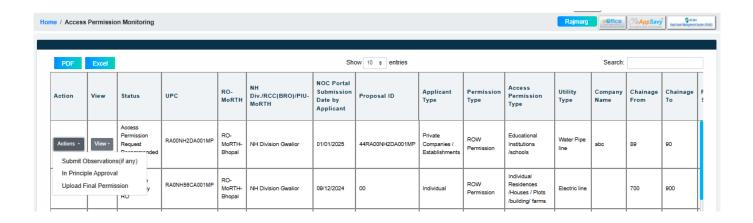
• On the main grid of the user under **Access Permission Monitoring**, the following screen will appear. The user needs to click on the "Action" button, the following option will appear. Click on "Submit Observation (If any) By RO".

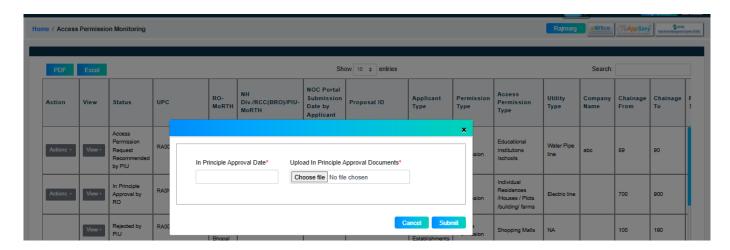


• The following Popup will appear on the screen as shown below. Upload the Observation letter and click on the "Submit" button.

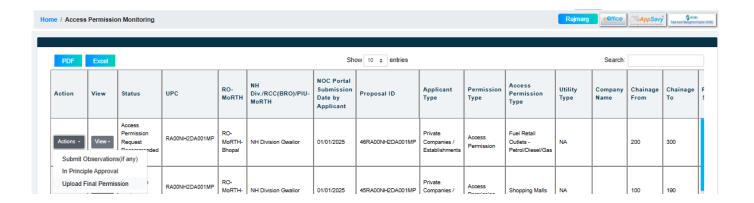


• The **RO** also has the option to Upload In principle approval document present in the **Action** button

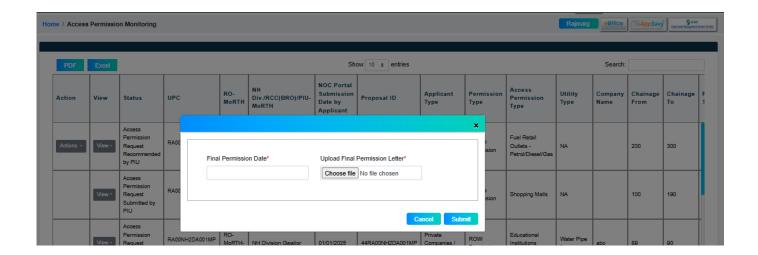




• For Upload Final Permission by RO, user needs to click on "Action" button on the main grid as shown below.



• Click on "Upload Final Permission by RO". The following Popup will appear. Upload the Final Permission Letter and Click on "Submit" Button.



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

