

STANDARD OPERATING PROCEDURE OF TOLL NOTIFICATION

Standard Operating Procedure of “TOLL NOTIFICATION”

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1) NH DIV./RCC(BRO)/PIU/MORTH/RO-MORTH Login

- A. The below screen will appear in the NH DIV./RCC(BRO)/PIU/MORTH/RO-MORTH login, where the (Initiator) NH DIV./RCC(BRO)/PIU/MORTH/RO-MORTH can add **“New Toll Plaza Notification”** by clicking on the **“New”** button as highlighted in red in the below screenshot.

The screenshot shows the 'Toll Notification' page. At the top left, there is a blue button labeled 'Add New' which is highlighted with a red rectangle. To its right is a 'FILTER' button. Below these are 'PDF' and 'Excel' buttons. A search bar is located on the right. The main area contains a table with columns: Action, View, Status, UPC, Project Name, Location Of Toll Plaza, Name Of Toll Plaza, No Of Toll Lane, Physical Progress (%), PIU Name, RO Name, Toll Plaza APC, Temporary Toll Plaza ID, Notification S.O Number, Permanent Toll Plaza ID, Published Toll Notification, Toll Notification Initiation Letter, PD Remark (if toll plaza is not applicable), and E-Office/Computer No. (F). The table is currently empty, displaying 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' with 'Previous' and 'Next' buttons.

- B. By clicking on the **“New”** button, **“Toll Plaza Notification”** form will appear as shown below where the (Initiator) NH DIV./RCC(BRO)/PIU/MORTH/RO-MORTH needs to fill the details.

The screenshot shows the 'Toll Plaza Notification' form. At the top right is a 'Back To Grid' button. The form includes several input fields: 'UPC *' with a dropdown menu, 'Select "Yes" if tolling not applicable for this project' with 'YES' and 'NO' radio buttons, 'Likely/Schedule Completion Date *', 'Physical Progress(%) *', 'Plaza Type *' with a dropdown menu, and 'Toll Notification Initiation Letter *' with a 'Choose File' button. Below these are 'E-Office file No. / Computer No.: *' and 'E-File Subject: *' fields. A 'verify' button is next to the 'E-File Subject' field. At the bottom, there is a table with columns: Name of Toll Plaza, Location of Toll Plaza, No Of Toll Lane, Temporary Toll Plaza ID, Toll Plaza Traffic (PCU) for the CFY, Traffic Survey Date, and Toll Plaza Annual Potential Calculation (APC). To the right of this table is an 'Add (+)' button. At the very bottom right are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted by a red rectangle.

-E-office/Computer number need to verify by (Initiator) NH DIV./RCC(BRO)/PIU/MORTH/RO-MORTH before submission.

- C. After filling in all the required fields, submit the form by clicking the **“Submit”** button. Now, the information will be saved in grid as mentioned below,

-**“Edit Toll Details”** button will be appear for update information which has been filled by (Initiator) NH DIV./RCC(BRO)/PIU/MORTH/RO-MORTH, after further action taken by CO-Division this button will be disabled.

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Add New FILTER

PDF Excel Show 10 entries Search:

Action	View	Status	UPC	Project Name	Location Of Toll Plaza	Name Of Toll Plaza	No Of Toll Lane	Physical Progress (%)	PIU Name	RO Name	Toll Plaza APC	Temporary Toll Plaza ID	Notification S.O Number	Permanent Toll Plaza ID	Published Toll Notification	Toll Notification Initiation Letter	PD Remark(if toll plaza is not applicable)
Actions -	View -	Submitted By PIU	N/02021/04002/UP	Lucknow Rin...	Noida	Delhi - Noida	4L	94	Lucknow	RO-UP West	3454654	10789					

Edit Toll Details

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2) CO-Division Login

- A. If the request is submitted by the (Initiator) NH DIV./RCC(BRO)/PIU/MORTH/RO-MORTH, then the request will be displayed in the **CO-Division Grid** as shown below image.

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PDF Excel Show 10 entries Search: N/02021/04002/UP

Action	View	Status	UPC	Project Name	Location Of Toll Plaza	Name Of Toll Plaza	No Of Toll Lane	Physical Progress (%)	PIU Name	RO Name	Toll Plaza APC	Temporary Toll Plaza ID	Notification S.O Number	Permanent Toll Plaza ID	Published Toll Notification	Toll Notification Initiation Letter	PD Remark(if toll plaza is not applicable)
Actions -	View -	Submitted By PIU	N/02021/04002/UP	Lucknow Rin...	Noida	Delhi - Noida	4L	94	Lucknow	RO-UP West	3454654	10789					

Update E-Office File Number

Previous 1 Next

B. Now, by clicking on the **“Action”** button CO-Division will **“Update E-Office File Number”**.

Update E-Office File Number

E-Office file No. / Computer No.:

verify change

E-File Subject:

Submit Cancel

-E-office/Computer number need to verify by CO-Division before submission.

C. After updation of **E-office file number**, button will appear of **“Update Notification S.O Number”** in CO-Division login.

Update Notification S.O Number

Date Of Updating S.O Number:

Notification S.O Number:

Actual Date of Publishing Toll Plaza Notification:

Published Toll Notification:

Choose File No file chosen

Remarks:

Submit Cancel

D. Now, by clicking on the **“Update Notification S.O Number”** button, below screen will be appear.

Update Notification S.O Number

Date Of Updating S.O Number:

Notification S.O Number:

Actual Date of Publishing Toll Plaza Notification:

Published Toll Notification:

Choose File No file chosen

Remarks:

Submit Cancel

E. After submission, the **“Update Permanent Toll Plaza ID”** below screen will be appear.

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PDF Excel Show 10 entries Search: N/02021/04002/UP

Action	View	Status	UPC	Project Name	Location Of Toll Plaza	Name Of Toll Plaza	No Of Toll Lane	Physical Progress (%)	PIU Name	RO Name	Toll Plaza APC	Temporary Toll Plaza ID	Notification S.O Number	Permanent Toll Plaza ID	Published Toll Notification	Toll Notification Initiation Letter	PD Remark(if toll plaza is not applicable)
Actions -	View -	S.O Number Updated	N/02021/04002/UP	Lucknow Rin...	Noida	Delhi - Noida	4L	94	Lucknow	RO-UP West	3454654	10789	test-1				

Showing 1 to 1 of 1 entries (filtered from 112 total entries)

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F. Now, by clicking on the **“Update Permanent Toll Plaza ID”** button, below screen will be appear.

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PDF Excel Show 10 entries Search: N/02021/04002/UP

Action	View	Status	UPC	Project Name	Location Of Toll Plaza	Name Of Toll Plaza	No Of Toll Lane	Physical Progress (%)	PIU Name	RO Name	Toll Plaza APC	Temporary Toll Plaza ID	Notification S.O Number	Permanent Toll Plaza ID	Published Toll Notification	Toll Notification Initiation Letter	PD Remark(if toll plaza is not applicable)
Actions -	View -	S.O Number Updated By CO Division	N/02021/04002/UP	Lucknow Rin...	Noida							10789	test-1				

Showing 1 to 1 of 1 entries (filtered from 112 total entries)

Update Permanent Toll Plaza ID

Permanent Toll Plaza ID *

Submit Cancel

G. Permanent Toll Plaza id updated successfully, Activity log of NH DIV./RCC(BRO)/PIU/MORTH/RO-MORTH & CO-Division will be maintain in grid.

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PDF Excel Show 10 entries Search: N/02021/04002/UP

Location Of Toll Plaza	Name Of Toll Plaza	No Of Toll Lane	Physical Progress (%)	PIU Name	RO Name	Toll Plaza APC	Temporary Toll Plaza ID	Notification S.O Number	Permanent Toll Plaza ID	Published Toll Notification	Toll Notification Initiation Letter	PD Remark(if toll plaza is not applicable)	E-Office/Computer No.(PIU)	PIU File Activity Logs	E-Office/Computer No.(Co-Division)	CO-Division File Activity Logs
Noida	Delhi - Noida	4L	94	Lucknow	RO-UP West	3454654	10789	test-1	1111111111				12	View -	123	View -

Showing 1 to 1 of 1 entries (filtered from 112 total entries)

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