STANDARD OPERATING PROCEDURE OF TOLL NOTIFICATION

Ministry of Road Transport and Highways of India
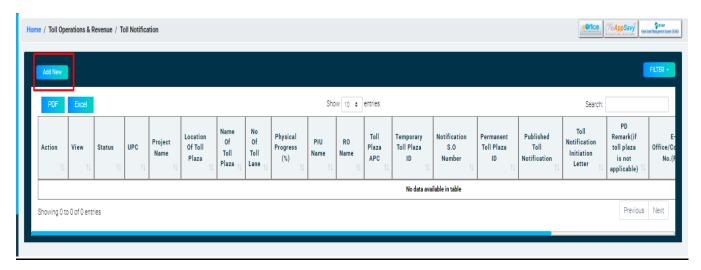
Standard Operating Procedure of "TOLL NOTIFICATION"
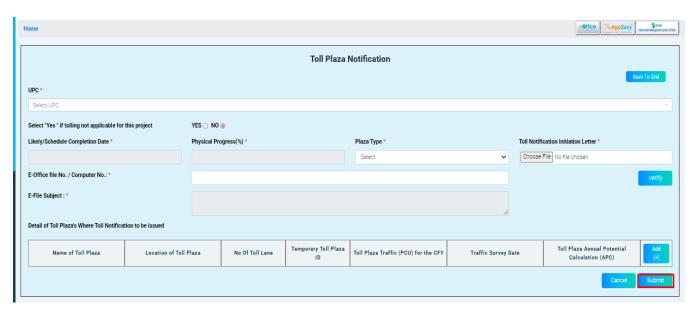
Table of Content for "TOLL NOTIFICATION"

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.

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.
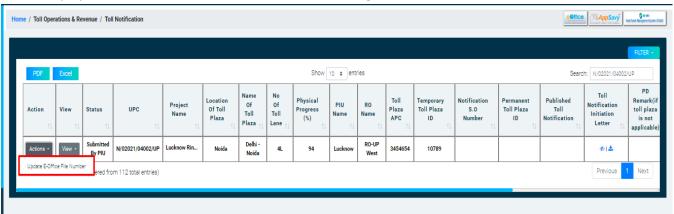

-E-office/Computer number need to verify by (Initiator) NH DIV./RCC(BRO)/PIU/MORTH/RO-MORTH before submission.

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.
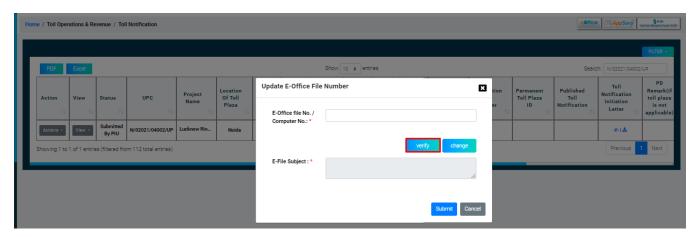

2) CO-Division Login

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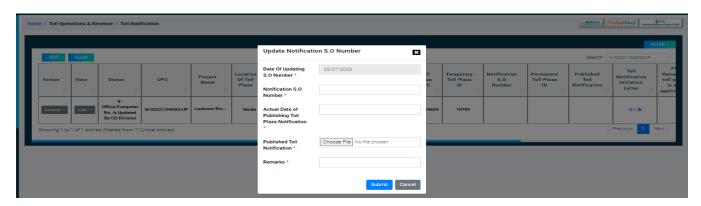
B.   Now, by clicking on the **"Action"** button CO-Division will **"Update E-Office File Number"**.

-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.
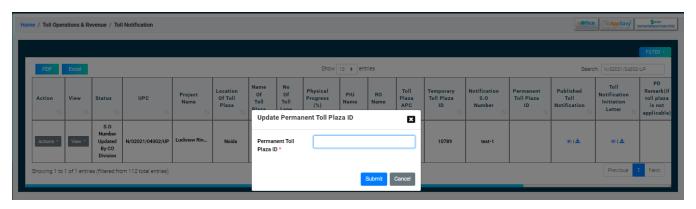

D.   Now, by clicking on the "**Update Notification S.O Number**" button, below screen will be appear.

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

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

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.