STANDARD OPERATING PROCEDURE

Wayside Amenity Module

Ministry of Road Transport and Highways of India

Standard Operating Procedure of "Wayside Amenity Module"

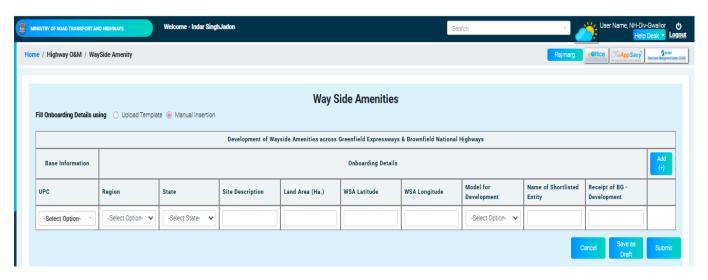<u>Table of Contents for "Wayside Amenity Module"</u>

1) NH Div./RCC/PIU-MoRTH Login

(i)- The below screen will appear in the NH Div./RCC/PIU-MoRTH and RO-MoRTH login, where the both can initiate process of update "**Wayside Amenity**" by clicking on the **"New"** button as highlighted in red in the below screenshot.

(ii)- By clicking on the **"New"** button, the below fields will be displayed, where the NH Div./RCC/PIU-MoRTH and RO-MoRTH must enter relevant information before "Submit".
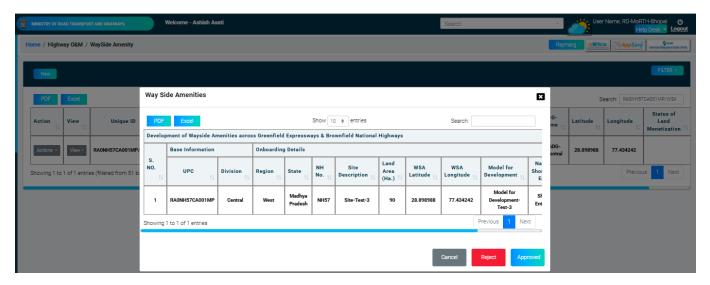
2) RO-MoRTH Login

(iii)- After the updation of Wayside Amenity details by the NH Div./RCC/PIU-MoRTH, the request will be displayed in the RO-MoRTH Grid.
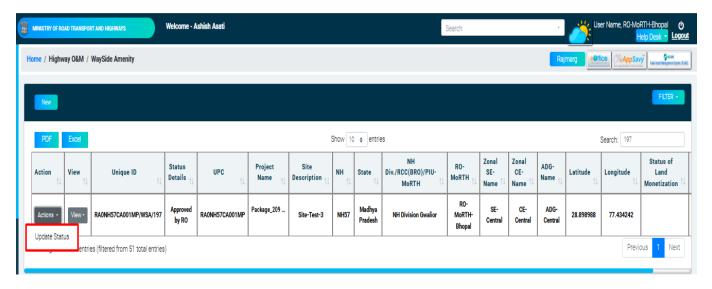

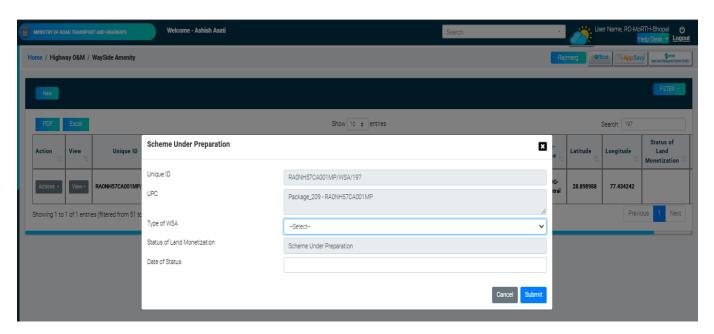Now, by clicking on the **"Action"** button RO-MoRTH can take action as shown in above screenshot.

•   RO-MoRTH can select the **"Reject"** option from the drop-down menu. After that, the page will appear as per Annexure-1.

•   RO-MoRTH can select the **"Approved"** option from the drop-down menu. After that, the page will appear as per Annexure-1.

 (iv)- By clicking on the "**Approved/Reject"** button, below screen will be appear, where RO-MoRTH can select the **"Approved"** or "**Reject"** option.

(v)- After the Approval given by the RO-MoRTH, the Action button will be appear as "Update Status" which will be displayed in the RO-MoRTH Grid.
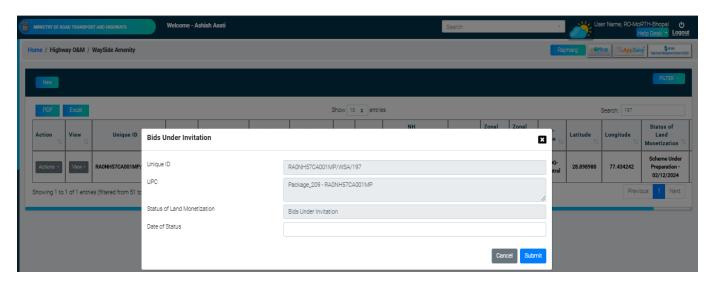

(vi)- By clicking on the "Update Status" button, below screen will be appear as **"Scheme under Preparation"**, which will be update by RO-MoRTH.
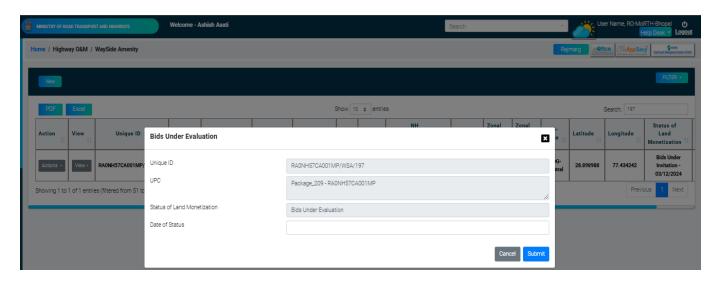

-After filling in all the required fields, submit the form by clicking the **"Submit"** button. Now, the noting function will appear, as **Annexure-1**, Add a note and attach DSC for final submission.

(vii)- By clicking on the "Update Status" button, below screen will be appear as **"Bids Under Invitation"**, which will be update by RO-MoRTH.
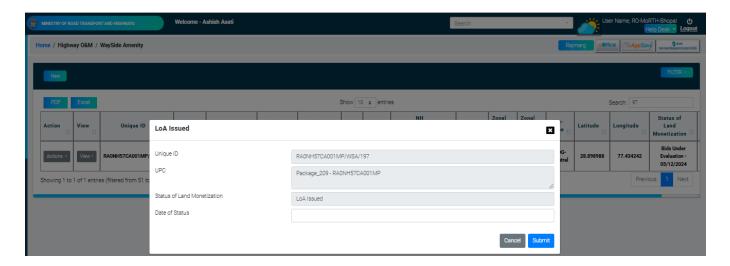

-After filling in all the required fields, submit the form by clicking the **"Submit"** button. Now, the noting function will appear, as **Annexure-1**, Add a note and attach DSC for final submission.

(viii)- By clicking on the "Update Status" button, below screen will be appear as **"Bids Under Evaluation"**, which will be update by RO-MoRTH.
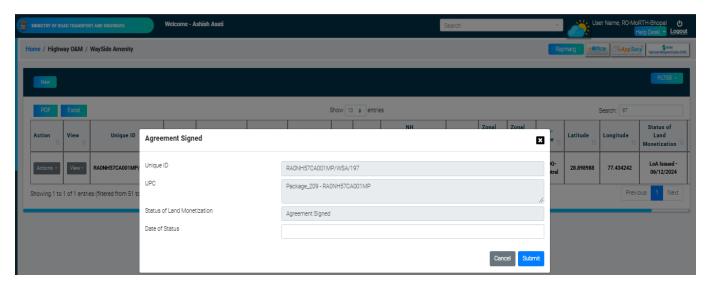

-After filling in all the required fields, submit the form by clicking the **"Submit"** button. Now, the noting function will appear, as **Annexure-1**, Add a note and attach DSC for final submission.

(ix)- By clicking on the "Update Status" button, below screen will be appear as **"LoA Issued"**, which will be update by RO-MoRTH.
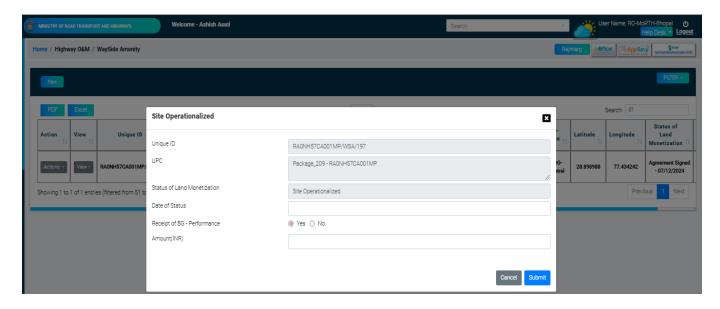

-After filling in all the required fields, submit the form by clicking the **"Submit"** button. Now, the noting function will appear, as **Annexure-1**, Add a note and attach DSC for final submission.

(x)- By clicking on the "Update Status" button, below screen will be appear as **"Agreement Signed"**, which will be update by RO-MoRTH.
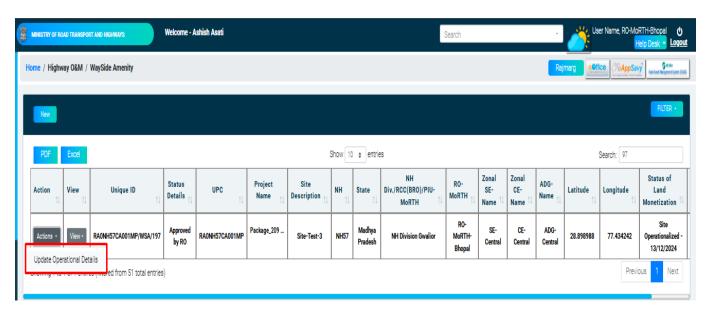

-After filling in all the required fields, submit the form by clicking the **"Submit"** button. Now, the noting function will appear, as **Annexure-1**, Add a note and attach DSC for final submission.

(xi)- By clicking on the "Update Status" button, below screen will be appear as **"Site Operationalized"**, which will be update by RO-MoRTH.
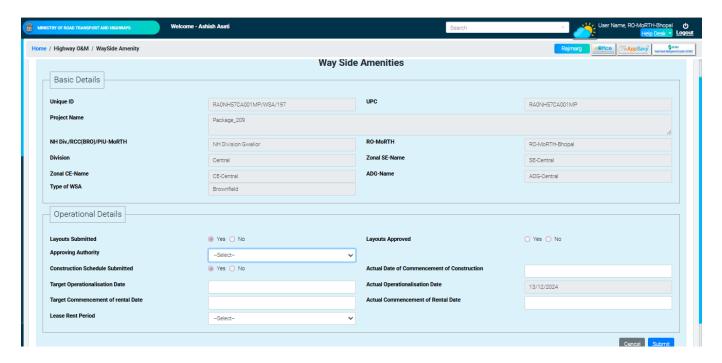

-After filling in all the required fields, submit the form by clicking the **"Submit"** button. Now, the noting function will appear, as **Annexure-1**, Add a note and attach DSC for final submission.

(xii)- After submission of **"Site Operationalized"**, the Action button will be appear as "**Update Operational Details**" which will be displayed in the RO-MoRTH Grid.

(xiii)- By clicking on the "Update Operational Details" button, below screen will be appear as **"Site Operationalized"**, which will be update by RO-MoRTH.

-After filling in all the required fields, submit the form by clicking the **"Submit"** button. Now, the noting function will appear, as **Annexure-1**, Add a note and attach DSC for final submission.

<u>Annexure-1</u>