

# STANDARD OPERATING PROCEDURE

## MODULE: BLACKLISTING OF Individuals/Agency

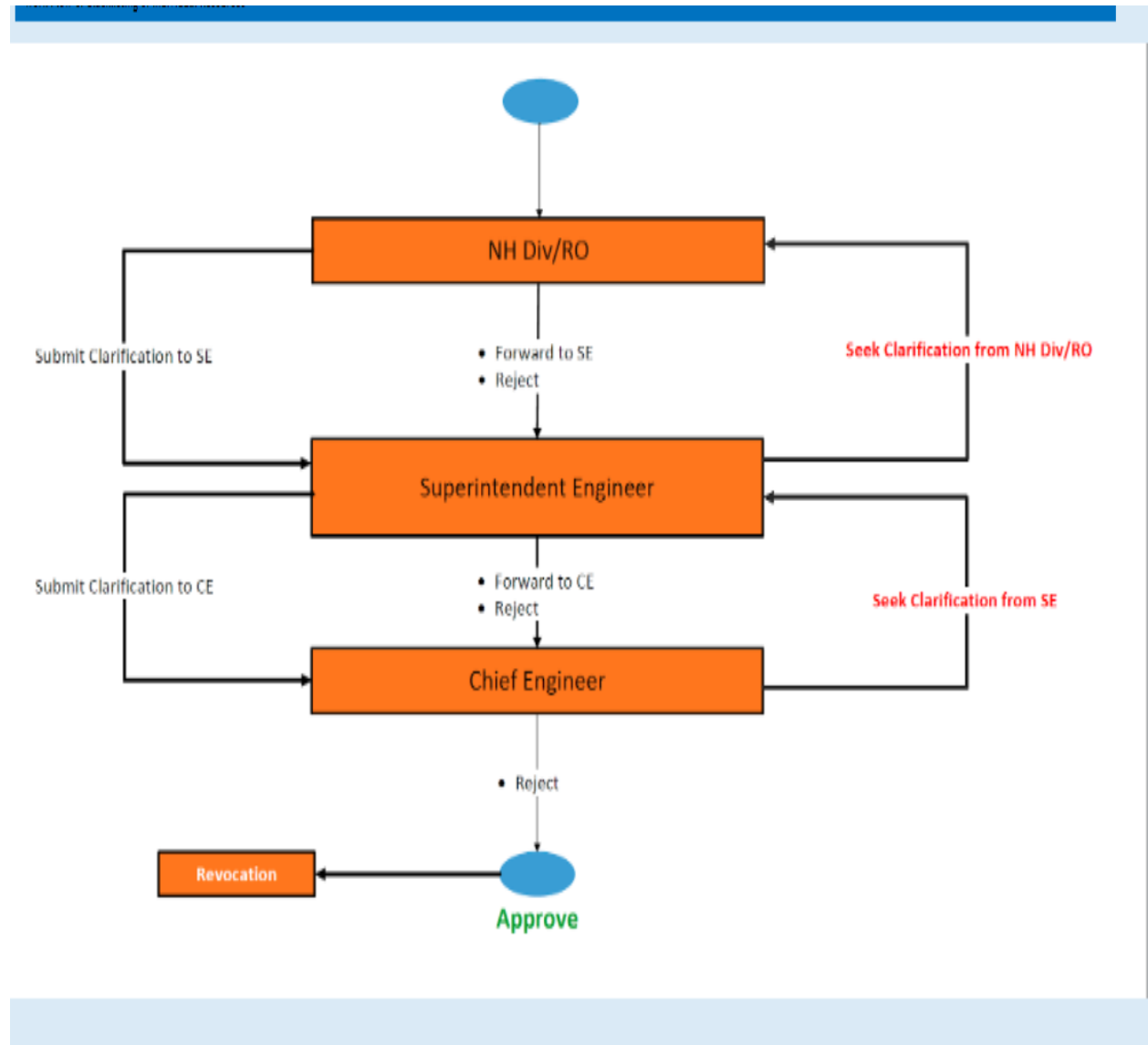


**Standard Operating Procedure of “BLACKLISTING OF Individuals  
Module”**

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# Work flow of Blacklisting of Individual



2 ) i ) The NH Div./RCC(BRO)/PIU-MoRTH/RO can initiate the process of blacklisting an agency. The following screen will appear, where they can click the 'New' button to enter the required values.

The screenshot shows the Ministry of Road Transport and Highways portal. The user is logged in as 'Indar Singh Jadon'. The breadcrumb trail is 'Home / Blacklisting/Debarment of Individuals/Agencies / Blacklisting of Individuals'. A red box highlights the 'New' button in the top left corner of the main content area. Below the button is a table with 16 columns: Sr. No., Action, View, Activity Status, UPC Code, Project Name, Current Project Stage, Category of the entity, Name of the Company, Type of Manpower, Name of Consultant, Infracon ID/Email, PAN No., Aadhar No., Mobile No., and Reason. The table contains two entries. The first entry has a 'View' button. The second entry has a 'View' button. The table is showing 1 to 2 of 2 entries.

Sr. No.	Action	View	Activity Status	UPC Code	Project Name	Current Project Stage	Category of the entity	Name of the Company	Type of Manpower	Name of Consultant	Infracon ID/Email	PAN No.	Aadhar No.	Mobile No.	Reason
1		<a href="#">View</a>	Forward to RO by NH Div./PIU	RA00001DA001DL	Package_2309	Balance for Award	DPR Consultant	XYZ Pvt. Ltd.	Key Professional	ANIL AGRAWAL	AA22	QWERT4567J	123456789087	9999988880	test
2		<a href="#">View</a>	Revoked by Zone-CE	RA00001DA001DL	Package_2309	Balance for Award	DPR Consultant	XYZ Pvt. Ltd.	Key Professional	GAURAV SHARMA	AS23	LAPDF3456T	223344556788	98760034590	performance issue

The following screen will be visible after clicking on 'NEW' button.

The screenshot shows the 'Blacklisting of Consultant (After Deployment)' form. The form contains various input fields for UPC, Project, Category of the Entity, Company Name, Type of Manpower, Designation, Name of Consultant, Infracon ID/Email ID, PAN No., Reason for Blacklisting, Upload Blacklisting Document Issued, Blacklisting w.e.f., Aadhaar Number, and Mobile Number. The form is titled 'Blacklisting of Consultant (After Deployment)'. The form contains the following fields:

- UPC\* (Dropdown menu)
- Project\* (Text field)
- Current Project Stage\* (Dropdown menu)
- Category of the Entity\* (Dropdown menu)
- Company Name\* (Text field)
- Type of Manpower\* (Dropdown menu)
- Designation\* (Dropdown menu)
- Name of Consultant\* (Text field)
- Infracon ID/Email ID (Text field)
- PAN No.\* (Text field)
- Reason for Blacklisting\* (Text field, Max 250 Character)
- Upload Blacklisting Document Issued\* (File upload button, No file chosen)
- Blacklisting w.e.f. \* (Text field)
- Type of Blacklisting\* (Dropdown menu)
- Aadhaar Number\* (Text field)
- Mobile Number\* (Text field)

Buttons: Cancel, Submit

ii) If the NH Division starts the process, it will be forwarded to the concerned RO login, and the following screen will be displayed.

Where the RO can forward the entry to the Zonal SE, reject it, or seek clarification on the entry.

Upon clicking any action button, the noting function will appear as shown in Annexure 1. Add a note and attach the DSC for final submission.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS | Welcome - Ashish Asali | User Name: RO-MoRTH-Bhopal | Help Desk | Logout

Home / Blacklisting/Debarment of Individuals/Agencies

PDF Excel | Show 10 entries | Search:

Sr. No.	Action	View	Activity Status	UPC Code	Project Name	Current Project Stage	Category of the entity	Name of the Company	Type of Manpower	Name of Consultant	Infracon ID/Email	PAN No.	Aadhar No.	Mobile No.	Reason
1	Forward to Zone-SE Seek Clarification Reject		Forward to by NH PIU plied by e-CE	RA00001DA001DL	Package_2309	Balance for Award	DPR Consultant	XYZ Pvt. Ltd.	Key Professional	ANIL AGRAWAL	AA22	QWERT4567J	123456789087	9999988880	test
2				RA00001DA001DL	Package_2309	Balance for Award	DPR Consultant	XYZ Pvt. Ltd.	Key Professional	GAURAV SHARMA	AS23	LAPDF3456T	223344665788	9876034590	performance issue

Showing 1 to 2 of 2 entries | Previous | Next

**3)After forwarded to the concerned Zonal SE login, the following screen will be displayed.** The Zonal SE can forward the entry to the Zonal CE, reject it, or request clarification.

On selecting any action button, the noting function will appear as shown in Annexure 1. Add a note and attach the DSC for final submission.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS | Welcome - Rananjay Singh - GM | User Name: SE-North-I | Help Desk | Logout

Home / Blacklisting/Debarment of Individuals/Agencies / Blacklisting of Individuals

PDF Excel | Show 10 entries | Search:

Sr. No.	Action	View	Activity Status	UPC Code	Project Name	Current Project Stage	Category of the entity	Name of the Company	Type of Manpower	Name of Consultant	Infracon ID/Email	PAN No.	Aadhar No.	Mobile No.	Reason
1	Forward to Zone-CE Seek Clarification Reject		Forward to e-SE by e-CE	RA00001DA001DL	Package_2309	Balance for Award	DPR Consultant	XYZ Pvt. Ltd.	Key Professional	ANIL AGRAWAL	AA22	QWERT4567J	123456789087	9999988880	test
2				RA00001DA001DL	Package_2309	Balance for Award	DPR Consultant	XYZ Pvt. Ltd.	Key Professional	GAURAV SHARMA	AS23	LAPDF3456T	223344665788	9876034590	performance issue

Showing 1 to 2 of 2 entries | Previous | Next

**After the entry is forwarded to the concerned Zone-CE, the following screen will be displayed.** The Zone-CE can approve the entry, reject it, or seek clarification.

Upon selecting any action button, the noting function will appear as shown in Annexure 1. Add a note and attach the DSC for final submission.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS Welcome - Sh. Rahul Gupta - Chief Engineer Search User Name: CE-North-I Help Desk Logout

Home / Blacklisting/Debarment of Individuals/Agencies / Blacklisting of Individuals

PDF Excel Show 10 entries Search

Sr. No.	Action	View	Activity Status	UPC Code	Project Name	Current Project Stage	Category of the entity	Name of the Company	Type of Manpower	Name of Consultant	Infracon ID/Email	PAN No	Aadhar No.	Mobile No.	Reason
1	Approved		Forward to Zone-CE by Zone-SE	RA00001DA001DL	Package_2309	Balance for Award	DPR Consultant	XYZ Pvt. Ltd.	Key Professional	ANIL AGRAWAL	AA22	QWERT4567J	123456789087	9999988880	test
2	Seek Clarification		Revoked by Zone-CE	RA00001DA001DL	Package_2309	Balance for Award	DPR Consultant	XYZ Pvt. Ltd.	Key Professional	GAURAV SHARMA	AS23	LAPDF3456T	223344555788	9876034590	performance issue

Showing 1 to 2 of 2 entries Previous 1 Next

After clicking on Approve Button below screen will be visible.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS Welcome - Sh. Rahul Gupta - Chief Engineer Search User Name: CE-North-I Help Desk Logout

Home / Blacklisting/Debarment of Individuals/Agencies / Blacklisting of Individuals

Input form for Blacklisting / Debarment of Individual(Deployed)

UPC\* RA00001DA001DL Project\* Package\_2309 Current Project Stage\* Balance for Award

Company Name\* XYZ Pvt. Ltd. Category of the Entity\* DPR Consultant Type of Manpower\* Key Professional

Designation\* Environmental Specialist Name of Consultant\* ANIL AGRAWAL Infracon ID/Email ID AA22

PAN No.\* QWERT4567J Reason for Blacklisting\* test Upload Blacklisting Document Issued\*

Blacklisting w.e.f.\* 15/10/2024 Type of Blacklisting\* Time Based Time Period of Blacklisting (Months)\* 5

Blacklisting Applicable Till\* 15/03/2025 Aadhaar Number\* 123456789087 Mobile Number\* 9999988880

Cancel Submit

After submission, the Zone-CE will have the option to revoke the blacklisting, following screen will be displayed.

Upon selecting any action button, the noting function will appear as shown in Annexure 1. Add a note and attach the DSC for final submission.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS Welcome - Sh. Rahul Gupta - Chief Engineer Search User Name: CE-North-I Help Desk Logout

Home / Blacklisting/Debarment of Individuals/Agencies / Blacklisting of Individuals

PDF Excel Show 10 entries Search

Sr. No.	Action	View	Activity Status	UPC Code	Project Name	Current Project Stage	Category of the entity	Name of the Company	Type of Manpower	Name of Consultant	Infracon ID/Email	PAN No	Aadhar No.	Mobile No.	Reason
1	Revocation		Approved by Zone-CE	RA00001DA001DL	Package_2309	Balance for Award	DPR Consultant	XYZ Pvt. Ltd.	Key Professional	ANIL AGRAWAL	AA22	QWERT4567J	123456789087	9999988880	test
2	View		Revoked by Zone-CE	RA00001DA001DL	Package_2309	Balance for Award	DPR Consultant	XYZ Pvt. Ltd.	Key Professional	GAURAV SHARMA	AS23	LAPDF3456T	223344555788	9876034590	performance issue

Showing 1 to 2 of 2 entries Previous 1 Next

## ANNEXURE-1

The screenshot displays the MORTH Black Listing portal. The browser address bar shows the URL: <https://datalakem.nhai.gov.in/MORTH/BlackListing/BlackListing>. The page header includes the Ministry of Road Transport and Highways logo, a welcome message for Sh. D. Sarangi - DG, a search bar, and user information (User Name: DG-RDASS, Help Desk, Logout).

The left sidebar contains a navigation menu with the following items:

- Dashboards
- Action Plan CFY
- Blacklisting/Debarment of Individuals/Agencies
- Coord. Division
- Correspondences
- Dashboard
- EOT & COS Reports
- Feedback Report
- GIS Based Dashboard
- Highway
- Payment Report
- Plastic Waste Report
- Progress Dashboard

The main content area is divided into two panels:

- Notepad:** Contains a document titled "Forward to DG by ADG (ADG-North - Shri Yodip Chandhary - ADG)". It includes a "Note No. 7" and a "Date: 14/10/2024". The text "ok" is visible in the document body.
- Uploaded Documents:** A panel for managing uploaded documents, currently showing 1 document.

At the bottom of the interface, there is a "TABLE OF CONTENT" button and a "Cancel" button. A "Submit" button is also visible in the bottom right corner.