

# **Standard Operating Procedure of "Construction Methodology"**

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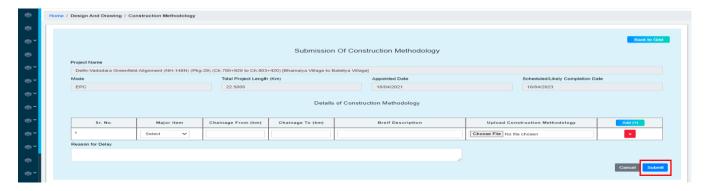
## 1) Contractor Login

#### A) New:

1. On the main grid of the user, for new entry the user needs to click on "New +" button as mentioned below.



II. The below screen will appear. The user needs to fill the data and click on "Submit" button as mentioned below. After submission "Annexure A" will appear. User need to apply DSC for final submission in Annexure A.



III. After DSC the details will get reflected on the main grid of the user.

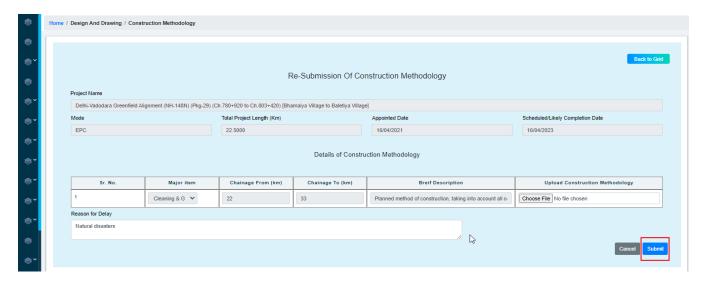


#### B) Re-Submit:

I. When AE/IE rejects the data submitted by the contractor then this option of **Re-Submit** will appear in the user's grid. To resubmit, the user needs to click on "**Re-Submit**" option available in "**Action**" button as mentioned below.



II. After clicking on **Re-Submit** option, the below screen will appear. Fill the required details and click on "**Submit**" button as mentioned below.



III. After submission "Annexure A" will appear. User need to apply DSC for final submission in Annexure A. After DSC the details will get reflected on the main grid of the user.

#### C) Submit Clarification:

I. When AE/IE needs clarification from the user then Submit Clarification option will appear in "Action" button where user needs to select "Submit Clarification" option.

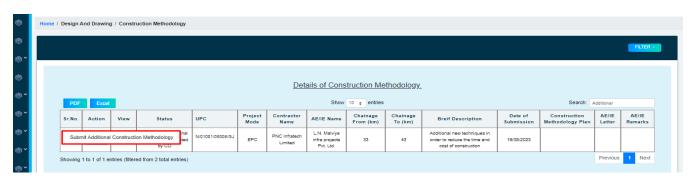


II. After selecting **Submit Clarification**, "**Annexure A**" will appear. User need to apply **DSC** for final submission in **Annexure A**. After DSC the details will get reflected on the main grid of the user.

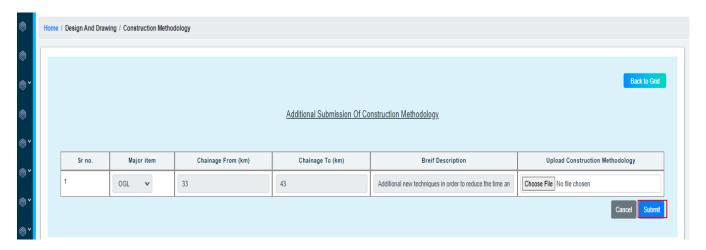


#### D) Submit Additional Construction Methodology:

I. When AE/IE requires Additional Construction Methodology, then this field will appear on the main grid of the user under "Action" button as mentioned below.



II. After clicking on **Submit Additional Construction Methodology**, the below mentioned screen will appear. Upload the **Construction Methodology** and click on "**Submit**" button as mentioned below.

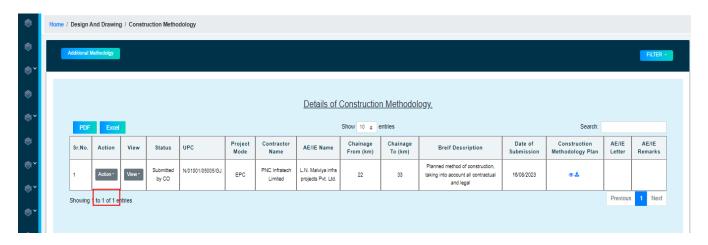


III. After selecting **Submit**, "**Annexure A**" will appear. User need to apply **DSC** for final submission in **Annexure A**. After DSC the details will get reflected on the main grid of the user.

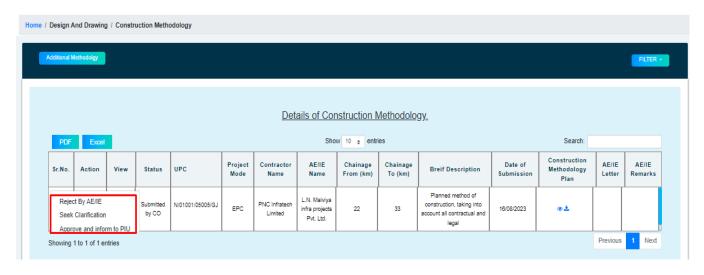


## 2) AE/IE Login

I. When contractor submits the construction Methodology then AE/IE will get the option to take action on it. To take action the user needs to click on action button as mentioned below.

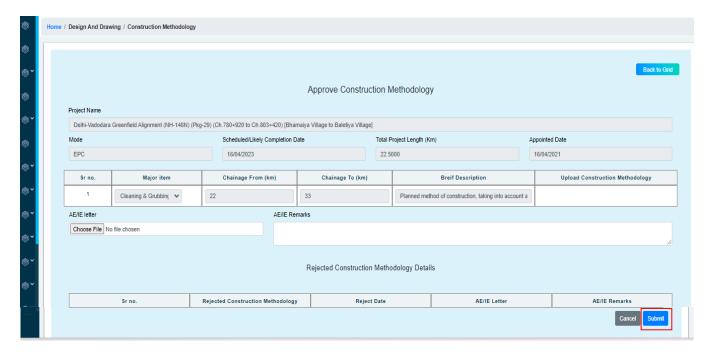


II. The following are the actions that the user can take.



#### A) Approve and inform to PIU:

I. To Approve the user needs to select "Approve and inform to PIU" in the "Action" button as mentioned above. After selecting the below screen will appear, the user needs to fill the information and click on "Submit" button as mentioned below.

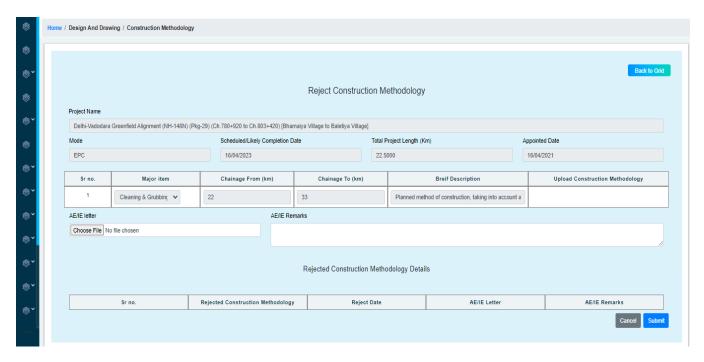


II. After selecting Submit, "Annexure A" will appear. User need to apply DSC for final submission in Annexure
A. After DSC the details will get reflected on the main grid of the user.

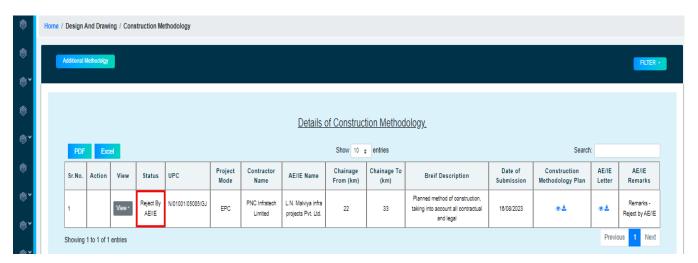


#### B) Rejection By AE/IE:

I. For rejecting the user needs to select "Reject by AE/IE", then the below screen will appear. Fill the required field and click on "Submit" button as mentioned below.



II. After selecting **Submit**, "**Annexure A**" will appear. User need to apply **DSC** for final submission in **Annexure A**. After DSC the details will get reflected on the main grid of the user.

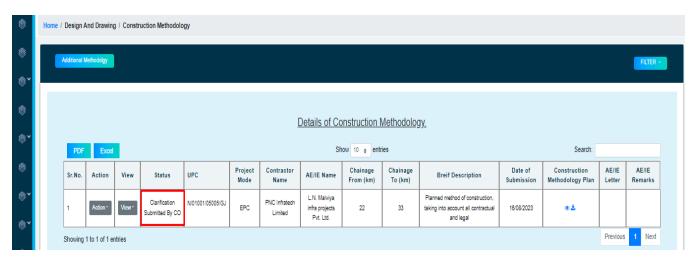


#### C) Seek Clarification:

- I. If user needs some clarification from Contractor, then the user needs to select **"Seek Clarification"** option in Action button.
- II. After selecting "Seek Clarification", "Annexure A" will appear. User need to apply DSC for final submission in Annexure A. After DSC the details will get reflected on the main grid of the user.



III. When Contractor Submit the clarification then in the main grid the status will change to "Clarification Submitted by CO", then the user can take action on that using "Action" button.



### D) Additional Methodology:

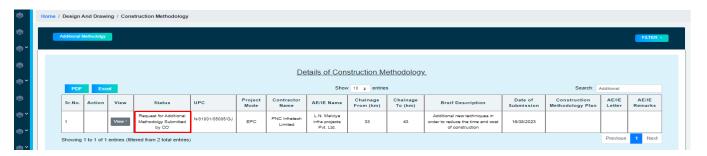
I. When user require Additional Methodology, then the user needs to click on "Additional Drawing" button available on the top of the grid as mentioned below.



II. Click on Additional Drawing will form open, fill the required field and click on "Submit" button as mentioned below.



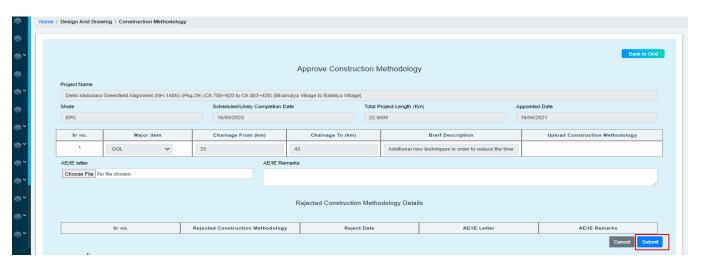
III. After submitting the details will get reflected on the main grid of the user as mentioned below.



IV. When Contractor submits the Additional drawing then the status will get updated on the main grid of the user as mentioned below.



- V. User will get the option to Approve or Reject in "Action" button.
- VI. To approve, user needs to click on "Approve" option in "Action" button. The following screen will appear after clicking on Approve option. Fill the required fields and click on "Submit" button as mentioned below.



VII. After selecting **Submit**, "**Annexure A**" will appear. User need to apply **DSC** for final submission in **Annexure A**. After DSC the details will get reflected on the main grid of the user.



## 3) NH Div./RCC(BRO)/PIU-MoRTH Login

#### A) View Submission

I. The user can check the activity using "View" button as mentioned below.



## 4) Annexure A

### Annexure-A

