



STANDARD OPERATING PROCEDURE



Contractor COS Module

Ministry of Road Transport and Highways of India

Standard Operating Procedure of “Contractor COS Module”

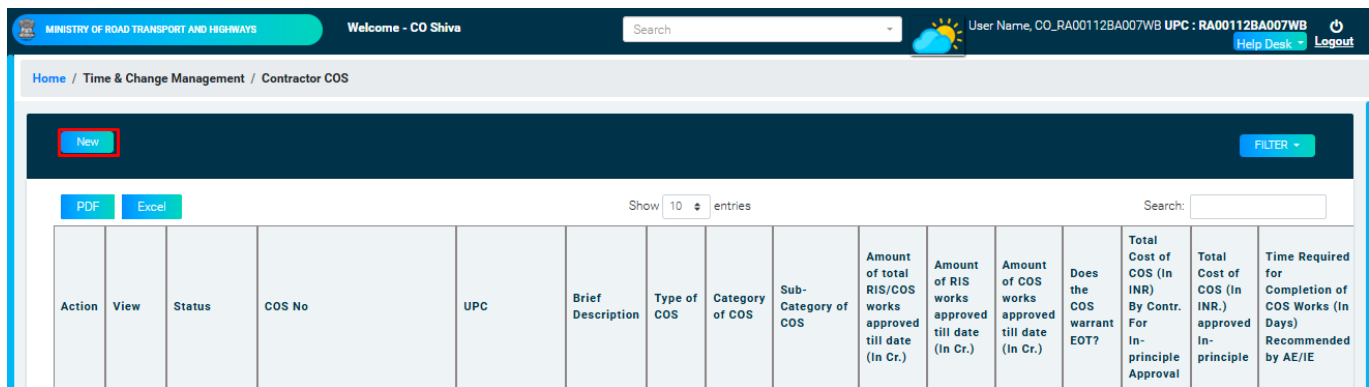
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A-In-Principle COS

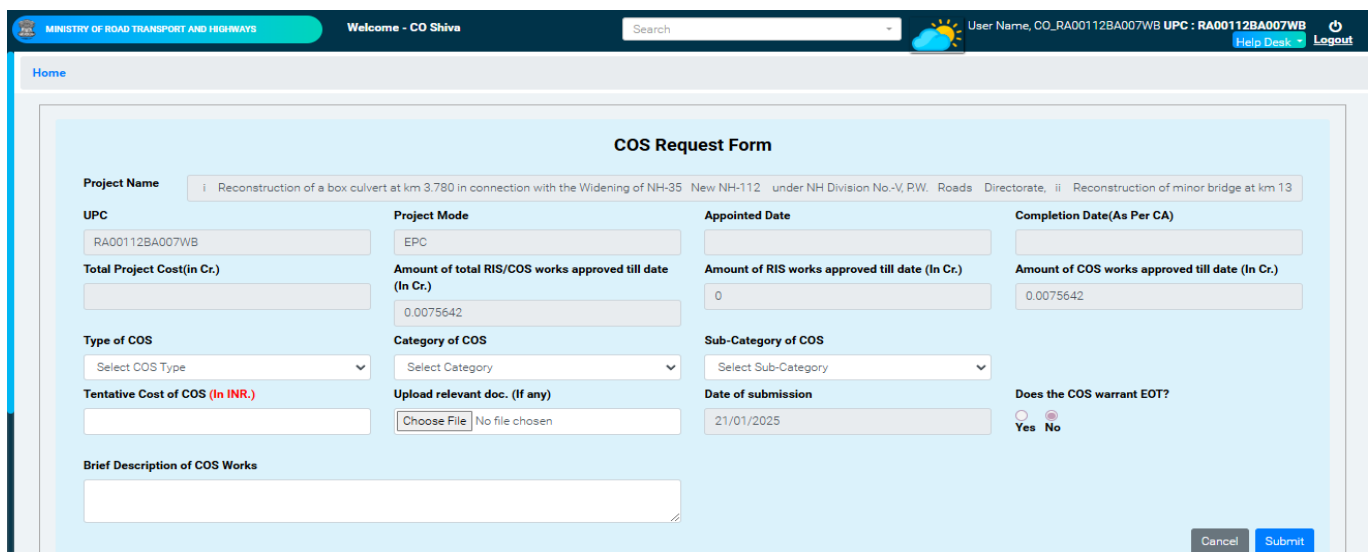
1) Contractor Login

(i)- The below screen will appear in the Contractor & NH Div/RCC(BRO)/PIU login, where Contractor/ NH Div/RCC(BRO)/PIU can request for COS by clicking on the “New” button as highlighted in red in the below screenshot.



Action	View	Status	COS No	UPC	Brief Description	Type of COS	Category of COS	Sub-Category of COS	Amount of total RIS/COS works approved till date (In Cr.)	Amount of RIS works approved till date (In Cr.)	Amount of COS works approved till date (In Cr.)	Does the COS warrant EOT?	Total Cost of COS (In INR.) By Contr. For In-principle Approval	Total Cost of COS (In INR.) approved In-principle	Time Required for Completion of COS Works (In Days) Recommended by AE/IE
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(ii)- By clicking on the “New” button, the below form will be appear, where the Contractor will initiate COS request by filling relevant information before “Submit”.



COS Request Form

Project Name i Reconstruction of a box culvert at km 3.780 in connection with the Widening of NH-35 New NH-112 under NH Division No.-V, P.W. Roads Directorate, ii Reconstruction of minor bridge at km 13

UPC RA00112BA007WB

Project Mode EPC

Appointed Date

Completion Date(As Per CA)

Total Project Cost(In Cr.)

Amount of total RIS/COS works approved till date (In Cr.) 0.0075642

Amount of RIS works approved till date (In Cr.) 0

Amount of COS works approved till date (In Cr.) 0.0075642

Type of COS Select COS Type

Category of COS Select Category

Sub-Category of COS Select Sub-Category

Tentative Cost of COS (In INR.)

Upload relevant doc. (If any) Choose File No file chosen

Date of submission 21/01/2025

Does the COS warrant EOT? Yes No

Brief Description of COS Works

Cancel Submit

- Now, the noting function will appear, as **Annexure-1**. Add a note and attach DSC for final submission.

-The Withdraw button will remain visible in the Contractor grid until further action is taken by AE/IE.

2) AE/IE Login

(iii)- After the COS request submitted by the Contractor, the request will be displayed in the **AE/IE** Grid.

Action	View	Status	COS No	UPC	Brief Description	Type of COS	Category of COS	Sub-Category of COS	Amount of total RIS/COS works approved till date (In Cr.)	Amount of RIS works approved till date (In Cr.)	Amount of COS works approved till date (In Cr.)	Does the COS warrant EOT?	Total Cost of COS (In INR) By Contr. For In-principle Approval	Total Cost of COS (In INR.) approved In-principle	Time Required for Completion of COS Works (In Days) Recommended by AE/IE	To Cc Or IN Af
<div> Return to CO Reject Recommend to NH Div/BRO/PIU </div>		Request submitted by CO	COS/CO/RA00112BA007WB_I/0004	RA00112BA007WB	Brief Description of COS Works	COS In-Principle	Change of Scope (+ve CoS)	Change in Specifications & Drawings	0.0076	0.0000	0.0076	No	0	0		0

Now, by clicking on the **"Action"** button AE/IE can take **three** actions as shown in above screenshot.

- In case of any Query/Clarification required by AE/IE, AE/IE can opt for the **"Return to CO"** option from the dropdown menu. After that, the page will appear as per Annexure-1.
- AE/IE can select the **"Reject"** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- AE/IE can select the **"Recommend to NH Div/BRO/PIU"** option from the drop-down menu. After that, the page will appear as per Annexure-1.

3) NH Div/RCC(BRO)/PIU Login

(iv)- By clicking on **"Recommend to NH Div/BRO/PIU"** by the AE/IE, the request will be displayed in the **NH Div/RCC(BRO)/PIU** Grid.

Action	View	Status	COS No	UPC	Brief Description	Type of COS	Category of COS	Sub-Category of COS	Amount of total RIS/COS works approved till date (In Cr.)	Amount of RIS works approved till date (In Cr.)	Amount of COS works approved till date (In Cr.)	Does the COS warrant EOT?	Total Cost of COS (In INR) By Contr. For In-principle Approval	Total Cost of COS (In INR.) approved In-principle	Time Required for Completion of COS Works (In Days) Recommended by AE/IE	To Cc Or IN Af
<div> Return to AE/IE Reject Issue COS Request Permission Send for Review </div>		Recommended to NH Div/BRO/PIU	COS/CO/RA00112BA007WB_I/0004	RA00112BA007WB	Brief Description of COS Works	COS In-Principle	Change of Scope (+ve CoS)	Change in Specifications & Drawings	0.0076	0.0000	0.0076	No	0	0		0

Now, by clicking on the **“Action”** button NH Div/RCC(BRO)/PIU can take **four** actions as shown in above screenshot.

- In case of any Query/Clarification required by NH Div/RCC(BRO)/PIU, NH Div/RCC(BRO)/PIU can opt for the **“Return to AE/IE”** option from the dropdown menu. After that, the page will appear as per Annexure-1.
- NH Div/RCC(BRO)/PIU can select the **“Reject”** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- NH Div/RCC(BRO)/PIU can select the **“Issue COS Request Permission”** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- NH Div/RCC(BRO)/PIU can select the **“Send for Review”** option from the drop-down menu. After that, the page will appear as per Annexure-1.

4) Contractor Login

(v)- After **Issue COS Request Permission** by the NH Div/RCC(BRO)/PIU, the request will be displayed in the **Contractor** Grid.

Action	View	Status	COS No	UPC	Brief Description	Type of COS	Category of COS	Sub-Category of COS	Amount of total RIS/COS works approved till date (In Cr.)	Amount of RIS works approved till date (In Cr.)	Amount of COS works approved till date (In Cr.)	Does the COS warrant EOT?	Total Cost of COS (In INR) By Contr. For In-principle Approval	Total Cost of COS (In INR.) approved In-principle	Time Required for Completion of COS Works (in Days) Recommended by AE/IE
<div> <div>Actions</div> <div>View</div> <div> Apply for In-Principle COS Deny COS </div> </div>		Permission for COS submission given to CO NH /BRO/PIU	COS/CO/RA00112BA007WB_I/0004	RA00112BA007WB	Brief Description of COS Works	COS In-Principle	Change of Scope (+ve CoS)	Change in Specifications & Drawings	0.0076	0.0000	0.0076	No		0	

Now, by clicking on the **“Action”** button Contractor can take **two** actions as shown in above screenshot.

- Contractor can select the **“Apply for In-Principle COS”** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- Contractor can select the **“Deny COS”** option from the drop-down menu. After that, the page will appear as per Annexure-1.

(vi)- By clicking on the “Apply for In-Principle COS” button, the below form will be appear, where the Contractor Request for **In-Principle COS Approval** by filling relevant information before Submit, After that, the page will appear as per Annexure-1.

Request for In-Principle COS Approval

Project Name: Reconstruction of a box culvert at km 3.780 in connection with the Widening of NH-35 New NH-112 under NH Division No.-V, P.W. Roads Directorate, II Reconstruction of minor bridge at km 1.

UPC: RA00112BA007WB

Project Mode: EPC

Appointed Date:

Completion Date:

Total Project Cost(In Cr.):

Amount of total RIS/COS works approved till date (In Cr.): 0.0075642

Amount of RIS works approved till date (In Cr.): 0

Amount of COS works approved till date (INR in Cr.): 0.0075642

Type of COS: COS In-Principle

COS Number: COS/CO/RA00112BA007WB/J/0004

Category of COS: Change of Scope (+ve CoS)

Sub-Category of COS: Change in Specifications & Drawings

Detailed Description of COS Works:

Total Cost of COS (In INR.) prepared as per normative cost:

Does the COS warrant EOT?: No

COS Submission letter: Choose File No file chosen

Upload Other relevant Documents (if Any):

Sr No.	Document Name	Document

Buttons: Cancel, Submit

5) AE/IE Login

(vii)- After requesting for In-Principle COS Approval by the Contractor, the request will be displayed in the **AE/IE** Grid.

AE/IE Grid

Buttons: PDF, Excel

Show: 10 entries

Search: 04

Action	View	Status	COS No	UPC	Brief Description	Type of COS	Category of COS	Sub-Category of COS	Amount of total RIS/COS works approved till date (In Cr.)	Amount of RIS works approved till date (In Cr.)	Amount of COS works approved till date (In Cr.)	Does the COS warrant EOT?	Total Cost of COS (In INR) By Contr. For In-principle Approval	Total Cost of COS (In INR.) approved In-principle	Time Required for Completion of COS Works (In Days) Recommended by AE/IE	T. C. C. O. I. A. A
Return to CO Reject Recommend to NH Div/BRO/PIU		COS Submitted By CO	COS/CO/RA00112BA007WB/J/0004	RA00112BA007WB	Brief Description of COS Works	COS In-Principle	Change of Scope (+ve CoS)	Change in Specifications & Drawings	0.0076	0.0000	0.0076	No	776000.00	0		0

Now, by clicking on the “**Action**” button AE/IE can take **three** actions as shown in above screenshot.

- In case of any Query/Clarification required by AE/IE, AE/IE can opt for the “**Return to CO**” option from the dropdown menu. After that, the page will appear as per Annexure-1.
- AE/IE can select the “**Reject**” option from the drop-down menu. After that, the page will appear as per Annexure-1.
- AE/IE can select the “**Recommend to NH Div/BRO/PIU**” option from the drop-down menu. After that, the page will appear as per Annexure-1.

(viii)- By clicking on the **“Recommend to NH Div/BRO/PIU”** button, below fields will be appear as shown below, where the AE/IE needs to fill the detail, now, the noting function will appear, as **Annexure-1**. Add a note and attach DSC for final submission.

Particular	Cont. Submission	AE/IE Recommendation
Total Cost of COS (In INR) Applied by Contractor/Concessionaire(including GST)	776000	
Recommendation letter (If Any)		<input type="button" value="Choose File"/> No file chosen
Comment on Recommended Amount (if any)		<div></div>
Date of Recommendation	21/01/2025	21/01/2025

Cancel Submit

6) NH Div/RCC(BRO)/PIU Login

(ix)- By clicking on **“Recommend to NH Div/BRO/PIU”** by the AE/IE, the request will be displayed in the **NH Div/RCC(BRO)/PIU** Grid.

	COS No	UPC	Brief Description	Type of COS	Category of COS	Sub-Category of COS	Amount of total RIS/COS works approved till date (In Cr.)	Amount of RIS works approved till date (In Cr.)	Amount of COS works approved till date (In Cr.)	Does the COS warrant EOT?	Total Cost of COS (In INR) By Contr. For In-principle Approval	Total Cost of COS (In INR.) approved In-principle	Time Required for Completion of COS Works (In Days) Recommended by AE/IE
Action	COS/CO/RA00112BA007WB_I/0004	RA00112BA007WB	Brief Description of COS Works	COS In-Principle	Change of Scope (+ve CoS)	Change in Specifications & Drawings	0.0076	0.0000	0.0076	No	776000.00	0	

Now, by clicking on the **“Action”** button NH Div/RCC(BRO)/PIU can take **four** actions as shown in above screenshot.

- In case of any Query/Clarification required by NH Div/RCC(BRO)/PIU, NH Div/RCC(BRO)/PIU can opt for the **“Return to AE/IE”** option from the dropdown menu. After that, the page will appear as per Annexure-1.

- NH Div/RCC(BRO)/PIU can select the **“Reject”** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- NH Div/RCC(BRO)/PIU can select the **“Recommend to SE-NH Wing”** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- NH Div/RCC(BRO)/PIU can select the **“Send for Review”** option from the drop-down menu. After that, the page will appear as per Annexure-1.

(x)- By clicking on the **“Recommend to SE-NH Wing”** button, below fields will be appear as shown below, where the NH Div/RCC(BRO)/PIU needs to fill the detail, now, the noting function will appear, as **Annexure-1**. Add a note and attach DSC for final submission.

Particular	Cont. Submission	AE/IE Recommendation	NH Div/BRO/PIU Recommendation
Total Cost of COS (in INR) Applied by Contractor/Concessionaire(including GST)	776000	775000	
Recommendation letter (If Any)			Choose File No file chosen
Comment on Recommended Amount (if any)		AE/IE Recommendation	
Date of Recommendation	21/01/2025	21/01/2025	21/01/2025

Action	View	In-principle COS Recommended By AE/IE	COS/CO/RA00112BA007WB_I/0004	RA00112BA007WB	Brief Description of COS Works	COS In-Principle	Change of Scope (+ve CoS)	Change in Specifications & Drawings	0.0076	0.0000	0.0076	No	776000.00	0

7) Circle Officer (NH-Div/BRO) / SE-NH Login

(xi)- By clicking on **“Recommend to SE-NH Wing”** by the NH Div/RCC(BRO)/PIU, the request will be displayed in the **Circle Officer (NH-Div/BRO) /SE-NH Grid**.

Action	View	Status	COS No	UPC	Brief Description	Type of COS	Category of COS	Sub-Category of COS	Amount of total RIS/COS works approved till date (In Cr.)	Amount of RIS works approved till date (In Cr.)	Amount of COS works approved till date (In Cr.)	Does the COS warrant EOT?	Total Cost of COS (in INR) By Contr. For In-principle Approval	Total Cost of COS (in INR.) approved In-principle	Time Required for Completion of COS Works (in Days) Recommended by AE/IE
Send for Review															
Return to NH Div/BRO/PIU															
Reject															
Recommend to CE-NH															

Now, by clicking on the **“Action”** button Circle Officer (NH-Div/BRO) /SE-NH can take **four** actions as shown in above screenshot.

- In case of any Query/Clarification required by Circle Officer (NH-Div/BRO) /SE-NH, Circle Officer (NH-Div/BRO) /SE-NH can opt for the **“Return to NH-Div/BRO/PIU”** option from the dropdown menu. After that, the page will appear as per Annexure-1.
- Circle Officer (NH-Div/BRO) /SE-NH can select the **“Reject”** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- Circle Officer (NH-Div/BRO) /SE-NH can select the **“Recommend to CE-NH”** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- Circle Officer (NH-Div/BRO) /SE-NH can select the **“Send for Review”** option from the drop-down menu. After that, the page will appear as per Annexure-1.

(xii)- By clicking on the **“Recommend to CE-NH”** button, below fields will be appear as shown below, where the Circle Officer (NH-Div/BRO) /SE-NH needs to fill the detail, now, the noting function will appear, as **Annexure-1**. Add a note and attach DSC for final submission.

Particular	Cont. Submission	AE/IE Recommendation	NH Div/BRO/PIU Recommendation	SE-NH Recommendation
Total Cost of COS (in INR) Applied by Contractor/Concessionaire(including GST)	776000	775000	774000	
Recommendation letter (if Any)				<input type="button" value="Choose File"/> No file chosen
Comment on Recommended Amount (if any)		AE/IE Recommendation	NH Div/BRO/PIU Recommendation	
Date of Recommendation	21/01/2025	21/01/2025	21/01/2025	21/01/2025

8) Chief Engg. (NH-Div/BRO)/CE-NH Login

(xiii)- By clicking on **“Recommend to CE-NH”** by the Circle Officer (NH-Div/BRO) /SE-NH, the request will be displayed in the **Chief Engg. (NH-Div/BRO)/ CE-NH Grid**.

Action	View	Status	COS No	UPC	Brief Description	Type of COS	Category of COS	Sub-Category of COS	Amount of total RIS/COS works approved till date (In Cr.)	Amount of RIS works approved till date (In Cr.)	Amount of COS works approved till date (In Cr.)	Does the COS warrant EOT?	Total Cost of COS (in INR) By Contr. For In-principle Approval	Total Cost of COS (in INR.) approved In-principle	Time Required for Completion of COS Works (in Days) Recommended by AE/IE
<div> <div>Send for Review</div> <div>Recommend to RO-Morth</div> <div>Return to SE-NH</div> <div>Reject</div> </div>		Recommended by SE-Wing to CE-Wing	COS/CO/RA00112BA007WB_U/0004	RA00112BA007WB	Brief Description of COS Works	COS In-Principle	Change of Scope (+ve CoS)	Change in Specifications & Drawings	0.0076	0.0000	0.0076	No	776000.00	0	

Now, by clicking on the **“Action”** button Chief Engg. (NH-Div/BRO)/ CE-NH can take **four** actions as shown in above screenshot.

- In case of any Query/Clarification required by Chief Engg. (NH-Div/BRO)/ CE-NH, Chief Engg. (NH-Div/BRO)/ CE-NH can opt for the **“Return to SE-NH”** option from the dropdown menu. After that, the page will appear as per Annexure-1.
- Chief Engg. (NH-Div/BRO)/ CE-NH can select the **“Reject”** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- Chief Engg. (NH-Div/BRO)/ CE-NH can select the **“Recommend to RO-Morth”** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- Chief Engg. (NH-Div/BRO)/ CE-NH can select the **“Send for Review”** option from the drop-down menu. After that, the page will appear as per Annexure-1.

(xiv)- By clicking on the **“Recommend to RO-Morth”** button, below fields will be appear as shown below, where the Chief Engg. (NH-Div/BRO)/ CE-NH needs to fill the detail, now, the noting function will appear, as **Annexure-1**. Add a note and attach DSC for final submission.

Particular	Cont. Submission	AE/IE Recommendation	NH Div/BRO/PIU Recommendation	SE-NH Recommendation	CE-NH Recommendation
Total Cost of COS (In INR) Applied by Contractor/Concessionaire(including GST)	776000	775000	774000	773000	
Recommendation letter (If Any)					<input type="button" value="Choose File"/> No file chosen
Comment on Recommended Amount (if any)		AE/IE Recommendation	NH Div/BRO/PIU Recommendation	SE-NH Recommendation	
Date of Recommendation	21/01/2025	21/01/2025	21/01/2025	21/01/2025	21/01/2025

9) RO-MoRTH Login

(xy)- By clicking on **“Recommend to RO-Morth”** by the Chief Engg. (NH-Div/BRO)/ CE-NH, the request will be displayed in the **RO-MoRTH** Grid.

Status	COS No	UPC	Brief Description	Type of COS	Category of COS	Sub-Category of COS	Amount of total RIS/COS works approved till date (In Cr.)	Amount of RIS works approved till date (In Cr.)	Amount of COS works approved till date (In Cr.)	Does the COS warrant EOT?	Total Cost of COS (In INR) By Contr. For In-principle Approval	Total Cost of COS (In INR.) approved In-principle	Time Required for Completion of COS Works (In Days)
Recommended by CE-Wing to RO-Morth	COS/CO/RA00112BA007WB_U/0004	RA00112BA007WB	Brief Description of COS Works	COS In-Principle	Change of Scope (+ve CoS)	Change in Specifications & Drawings	0.0076	0.0000	0.0076	No	776000.00	0	0

Now, by clicking on the **“Action”** button RO-MoRTH can take **five** actions as shown in above screenshot.

- In case of any Query/Clarification required by RO-MoRTH, RO-MoRTH can opt for the **“Return to CE-Wing”** option from the dropdown menu. After that, the page will appear as per Annexure-1.
- 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 **“Recommend to Zonal-SE”** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- RO-MoRTH can select the **“Approve”** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- RO-MoRTH can select the **“Send for Review”** option from the drop-down menu. After that, the page will appear as per Annexure-1.

(xvi)- By clicking on the **“Recommend to Zonal-SE”** button, below fields will be appear as shown below, where the RO-MoRTH needs to fill the detail, now, the noting function will appear, as **Annexure-1**. Add a note and attach DSC for final submission.

Particular	Cont. Submission	AE/IE Recommendation	NH Div/BRO/PIU Recommendation	SE-NH Recommendation	CE-NH Recommendation	RO-Morth Recommendation
Total Cost of COS (in INR) Applied by Contractor/Concessionaire(including GST)	776000	775000	774000	773000	772000	
Recommendation letter (if Any)						Choose File No file chosen
Comment on Recommended Amount (if any)		AE/IE Recommendation	NH Div/BRO/PIU Recommendation	SE-NH Recommendation	CE-NH Recommendation	
Date of Recommendation	21/01/2025	21/01/2025	21/01/2025	21/01/2025	21/01/2025	21/01/2025

10) Zonal-SE Login

(xvii)- By clicking on **“Recommend to Zonal-SE”** by the RO-MoRTH, the request will be displayed in the **Zonal-SE Grid**.

Status	COS No	UPC	Brief Description	Type of COS	Category of COS	Sub-Category of COS	Amount of total RIS/COS works approved till date (In Cr.)	Amount of RIS works approved till date (In Cr.)	Amount of COS works approved till date (In Cr.)	Does the COS warrant EOT?	Total Cost of COS (in INR) By Contr. For In-principle Approval	Total Cost of COS (in INR.) approved in-principle	Time Required for Completion of COS Works (in Days) Recommended by AE/IE
Recommended By RO-Morth	COS/CO/RA00112BA007WB_U/0004	RA00112BA007WB	Brief Description of COS Works	COS In-Principle	Change of Scope (+ve CoS)	Change in Specifications & Drawings	0.0076	0.0000	0.0076	No	776000.00	0	

Now, by clicking on the **“Action”** button Zonal-SE can take **six** actions as shown in above screenshot.

- In case of any Query/Clarification required by Zonal-SE, Zonal-SE can opt for the **“Return to RO-Morth”** option from the dropdown menu. After that, the page will appear as per Annexure-1.
- Zonal-SE can select the **“Reject”** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- Zonal-SE can select the **“Recommend to Zonal-CE”** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- Zonal-SE can select the **“Approve”** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- Zonal-SE can select the **“Forward to IFD”** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- Zonal-SE can select the **“Send for Review”** option from the drop-down menu. After that, the page will appear as per Annexure-1.

(xviii)- By clicking on the **“Recommend to Zonal-CE”** button, below fields will be appear as shown below, where the Zonal-SE needs to fill the detail, now, the noting function will appear, as **Annexure-1**. Add a note and attach DSC for final submission.

Particular	Cont. Submission	AE/IE Recommendation	NH Div/BRO/PIU Recommendation	SE-NH Recommendation	CE-NH Recommendation	RO-Morth Recommendation	Zonal-SE Recommendation
Total Cost of COS (In INR) Applied by Contractor/Concessionaire(including GST)	776000	775000	774000	773000	772000	771000	
Recommendation letter (If Any)							Choose File No file chosen
Comment on Recommended Amount (if any)		AE/IE Recommendation	NH Div/BRO/PIU Recommendation	SE-NH Recommendation	CE-NH Recommendation	RO-Morth Recommendation	
Date of Recommendation	21/01/2025	21/01/2025	21/01/2025	21/01/2025	21/01/2025	21/01/2025	21/01/2025

11) Zonal-CE Login

(xix)-By clicking on **“Recommend to Zonal-CE”** by the Zonal-SE, the request will be displayed in the **Zonal-CE Grid**.

	COS No	UPC	Brief Description	Type of COS	Category of COS	Sub-Category of COS	Amount of total RIS/COS works approved till date (In Cr.)	Amount of RIS works approved till date (In Cr.)	Amount of COS works approved till date (In Cr.)	Does the COS warrant EOT?	Total Cost of COS (In INR) By Contr. For In-principle Approval	Total Cost of COS (In INR.) approved In-principle	Time Required for Completion of COS Works (In Days) Recommended by AE/IE
Action	COS/CO/RA00112BA007WB_I/0004	RA00112BA007WB	Brief Description of COS Works	COS In-Principle	Change of Scope (+ve CoS)	Change in Specifications & Drawings	0.0076	0.0000	0.0076	No	776000.00	0	

Now, by clicking on the **“Action”** button Zonal-CE can take **six** actions as shown in above screenshot.

- In case of any Query/Clarification required by Zonal-CE, Zonal-CE can opt for the **“Return to Zonal-SE”** option from the dropdown menu. After that, the page will appear as per Annexure-1.
- Zonal-CE can select the **“Reject”** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- Zonal-CE can select the **“Recommend to Zonal-ADG”** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- Zonal-CE can select the **“Approve”** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- Zonal-CE can select the **“Forward to IFD”** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- Zonal-CE can select the **“Send for Review”** option from the drop-down menu. After that, the page will appear as per Annexure-1.

(xx)- By clicking on the **“Recommend to Zonal-ADG”** button, below fields will be appear as shown below, where the Zonal-CE needs to fill the detail, now, the noting function will appear, as **Annexure-1**. Add a note and attach DSC for final submission.

Particular	Cont. Submission	AE/IE Recommendation	NH Div/BRO/PIU Recommendation	SE-NH Recommendation	CE-NH Recommendation	RO-Morth Recommendation	Zonal-SE Recommendation	Zonal-CE Recommendation
Total Cost of COS (in INR) Applied by Contractor/Concessionaire (including GST)	776000	775000	774000	773000	772000	771000	770000	
Recommendation letter (if Any)								Choose File No..en
Comment on Recommended Amount (if any)		AE/IE Recommendation	NH Div/BRO/PIU Recommendation	SE-NH Recommendation	CE-NH Recommendation	RO-Morth Recommendation	Zonal-SE Recommendation	
Date of Recommendation	21/01/2025	21/01/2025	21/01/2025	21/01/2025	21/01/2025	21/01/2025	21/01/2025	22/01/2025

12) Zonal-ADG Login

(xxi)- By clicking on **“Recommend to Zonal-ADG”** by the Zonal-CE, the request will be displayed in the **Zonal-ADG Grid**.

Status	COS No	UPC	Brief Description	Type of COS	Category of COS	Sub-Category of COS	Amount of total RIS/COS works approved till date (in Cr.)	Amount of RIS works approved till date (in Cr.)	Amount of COS works approved till date (in Cr.)	Does the COS warrant EOT?	Total Cost of COS (in INR) By Contr. For In-principle Approval	Total Cost of COS (in INR.) approved In-principle	Time Required for Completion of COS Works (in Days) Recommended by AE/IE
In-principle COS Recommended By Zonal-CE	COS/CO/RA00112BA007WB_U/0004	RA00112BA007WB	Brief Description of COS Works	COS In-Principle	Change of Scope (+ve CoS)	Change in Specifications & Drawings	0.0076	0.0000	0.0076	No	776000.00	0	

Now, by clicking on the **“Action”** button Zonal-ADG can take **five** actions as shown in above screenshot.

- In case of any Query/Clarification required by Zonal- ADG, Zonal- ADG can opt for the **“Return to Zonal-CE”** option from the dropdown menu. After that, the page will appear as per Annexure-1.
- Zonal- ADG can select the **“Reject”** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- Zonal- ADG can select the **“Approve”** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- Zonal- ADG can select the **“Forward to IFD”** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- Zonal- ADG can select the **“Send for Review”** option from the drop-down menu. After that, the page will appear as per Annexure-1.

13) Finance-Advisor Login

(xxii)- By clicking on **“Forward to IFD”** by the Zonal-ADG, the request will be displayed in the **Finance Advisor** Grid.

The screenshot shows the Finance Advisor Grid interface. At the top, there's a header with the Ministry of Road Transport and Highways logo, a welcome message, a search bar, and user information. Below the header, there's a navigation bar with links to Home, Time & Change Management, and Contractor COS. The main area displays a table of COS entries. The table has columns for Action, View, Status, COS No, UPC, Brief Description, Type of COS, Category of COS, Sub-Category of COS, Amount of total RIS/COS works approved till date (In Cr.), Amount of RIS works approved till date (In Cr.), Amount of COS works approved till date (In Cr.), Does the COS warrant EOT?, Total Cost of COS (In INR) By Contr. For In-principle Approval, Total Cost of COS (In INR.) approved In-principle, Time Required for Completion of COS Works (In Days) Recommended by AE/IE, and Total Cost of COS (In INR) Approved by AE/IE. The first entry is highlighted, and the 'Action' dropdown menu is expanded, showing options: Send for Review, Reply to Zonal ADG, and Forward to DFA. The 'Status' column for this entry is 'In-Principle Forward by Zonal-ADG to AA & FA'. The 'COS No' is 'COS/CO/RA00112BA007WB_I/0004'. The 'UPC' is 'RA00112BA007WB'. The 'Brief Description' is 'Brief Description of COS Works'. The 'Type of COS' is 'COS In-Principle'. The 'Category of COS' is 'Change of Scope (+ve Cos)'. The 'Sub-Category of COS' is 'Change in Specifications & Drawings'. The 'Amount of total RIS/COS works approved till date (In Cr.)' is '0.0076'. The 'Amount of RIS works approved till date (In Cr.)' is '0.0000'. The 'Amount of COS works approved till date (In Cr.)' is '0.0076'. The 'Does the COS warrant EOT?' is 'No'. The 'Total Cost of COS (In INR) By Contr. For In-principle Approval' is '776000.00'. The 'Total Cost of COS (In INR.) approved In-principle' is '0'. The 'Time Required for Completion of COS Works (In Days) Recommended by AE/IE' is '0'. The 'Total Cost of COS (In INR) Approved by AE/IE' is '0'. The table is filtered from 7 total entries. The 'Action' dropdown menu is expanded, showing options: Send for Review, Reply to Zonal ADG, and Forward to DFA.

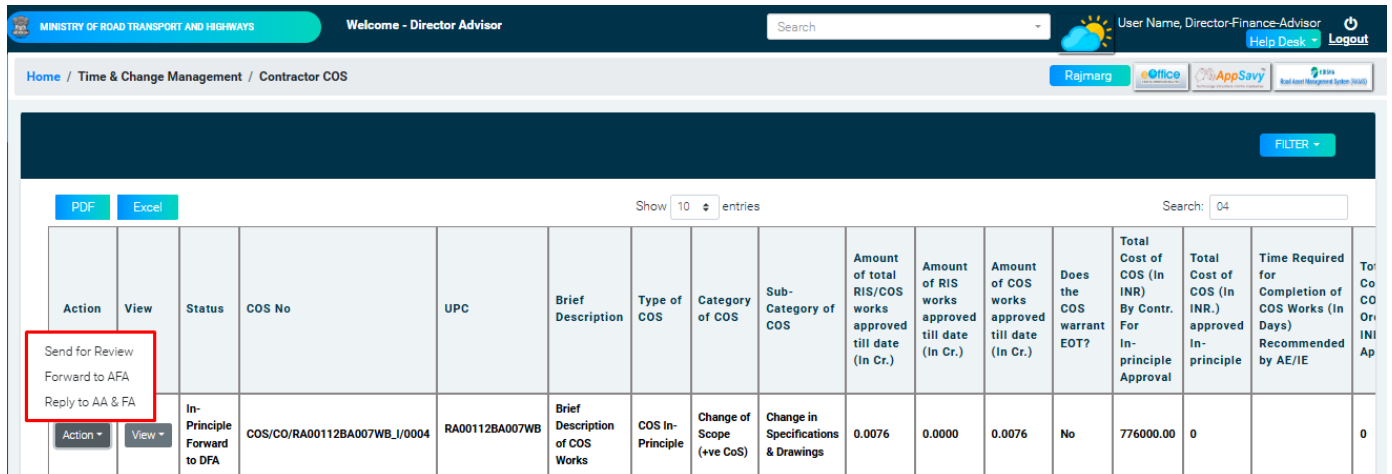
Action	View	Status	COS No	UPC	Brief Description	Type of COS	Category of COS	Sub-Category of COS	Amount of total RIS/COS works approved till date (In Cr.)	Amount of RIS works approved till date (In Cr.)	Amount of COS works approved till date (In Cr.)	Does the COS warrant EOT?	Total Cost of COS (In INR) By Contr. For In-principle Approval	Total Cost of COS (In INR.) approved In-principle	Time Required for Completion of COS Works (In Days) Recommended by AE/IE	Total Cost of COS (In INR) Approved by AE/IE
<div> <div>Action</div> <div> Send for Review Reply to Zonal ADG Forward to DFA </div> </div>		In-Principle Forward by Zonal-ADG to AA & FA	COS/CO/RA00112BA007WB_I/0004	RA00112BA007WB	Brief Description of COS Works	COS In-Principle	Change of Scope (+ve Cos)	Change in Specifications & Drawings	0.0076	0.0000	0.0076	No	776000.00	0	0	0

Now, by clicking on the **“Action”** button Finance Advisor can take **three** actions as shown in above screenshot.

- Finance Advisor can select the **“Send for Review”** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- Finance Advisor can select the **“Reply to Zonal ADG”** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- Finance Advisor can select the **“Forward to DFA”** option from the drop-down menu. After that, the page will appear as per Annexure-1.

14) Director-Finance-Advisor Login

(xxiii)- By clicking on “**Forward to DFA**” by the Finance Advisor, the request will be displayed in the **Director Finance Advisor Grid**.



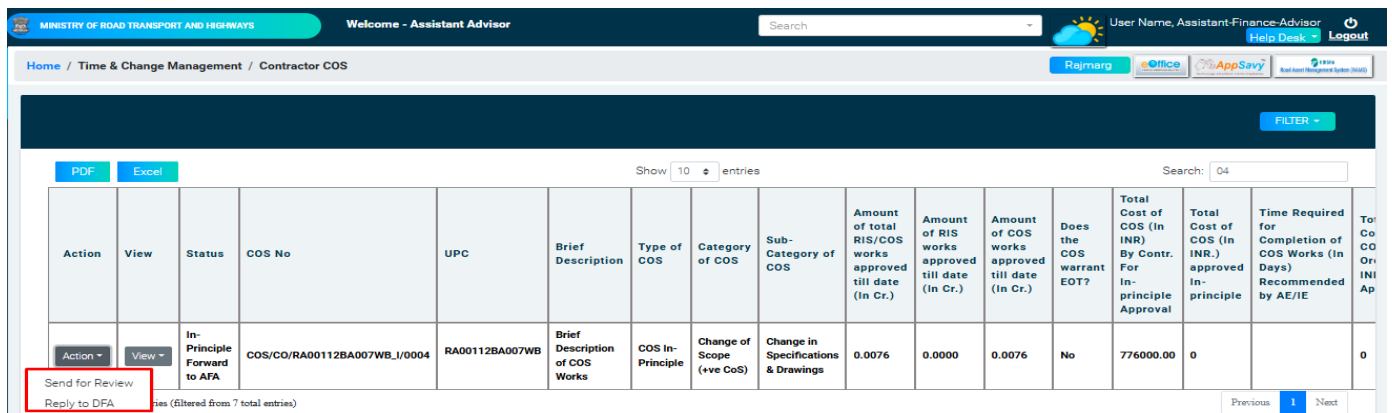
Action	View	Status	COS No	UPC	Brief Description	Type of COS	Category of COS	Sub-Category of COS	Amount of total RIS/COS works approved till date (In Cr.)	Amount of RIS works approved till date (In Cr.)	Amount of COS works approved till date (In Cr.)	Does the COS warrant EOT?	Total Cost of COS (In INR) By Contr. For In-principle Approval	Total Cost of COS (In INR.) approved In-principle	Time Required for Completion of COS Works (In Days) Recommended by AE/IE	Total Cost of COS (In INR) Approved by AE/IE
<div> <div>Send for Review</div> <div>Forward to AFA</div> <div>Reply to AA & FA</div> </div>		In-Principle Forward to DFA	COS/CO/RA00112BA007WB_1/0004	RA00112BA007WB	Brief Description of COS Works	COS In-Principle	Change of Scope (+ve CoS)	Change in Specifications & Drawings	0.0076	0.0000	0.0076	No	776000.00	0	0	0

Now, by clicking on the “**Action**” button Director Finance Advisor can take **three** actions as shown in above screenshot.

- Director Finance Advisor can select the “**Send for Review**” option from the drop-down menu. After that, the page will appear as per Annexure-1.
- Director Finance Advisor can select the “**Reply to AA & FA**” option from the drop-down menu. After that, the page will appear as per Annexure-1.
- Director Finance Advisor can select the “**Forward to AFA**” option from the drop-down menu. After that, the page will appear as per Annexure-1.

15) Assistant-Finance-Advisor Login

(xxiv)-By clicking on “**Forward to AFA**” by the Director Finance Advisor, the request will be displayed in the **Assistant Finance Advisor Grid**.



Action	View	Status	COS No	UPC	Brief Description	Type of COS	Category of COS	Sub-Category of COS	Amount of total RIS/COS works approved till date (In Cr.)	Amount of RIS works approved till date (In Cr.)	Amount of COS works approved till date (In Cr.)	Does the COS warrant EOT?	Total Cost of COS (In INR) By Contr. For In-principle Approval	Total Cost of COS (In INR.) approved In-principle	Time Required for Completion of COS Works (In Days) Recommended by AE/IE	Total Cost of COS (In INR) Approved by AE/IE
<div> <div>Send for Review</div> <div>Reply to DFA</div> </div>		In-Principle Forward to AFA	COS/CO/RA00112BA007WB_1/0004	RA00112BA007WB	Brief Description of COS Works	COS In-Principle	Change of Scope (+ve CoS)	Change in Specifications & Drawings	0.0076	0.0000	0.0076	No	776000.00	0	0	0

Now, by clicking on the **"Action"** button Assistant Finance Advisor can take **two** actions as shown in above screenshot.

- Assistant Finance Advisor can select the **"Send for Review"** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- Assistant Finance Advisor can select the **"Reply to DFA"** option from the drop-down menu. After that, the page will appear as per Annexure-1.

- By clicking on **"Reply to DFA"** , **"Reply to AA & FA"** and finally **"Reply to Zonal ADG"**, by the Finance Advisor, the request will be displayed in the **Zonal-ADG** Grid.

16) Zonal-ADG Login

(xxv)-By clicking on **"Approve"** by the Zonal-ADG, the request will be displayed in the **Zonal-CE** Grid. Now, the page will appear as per Annexure-1.

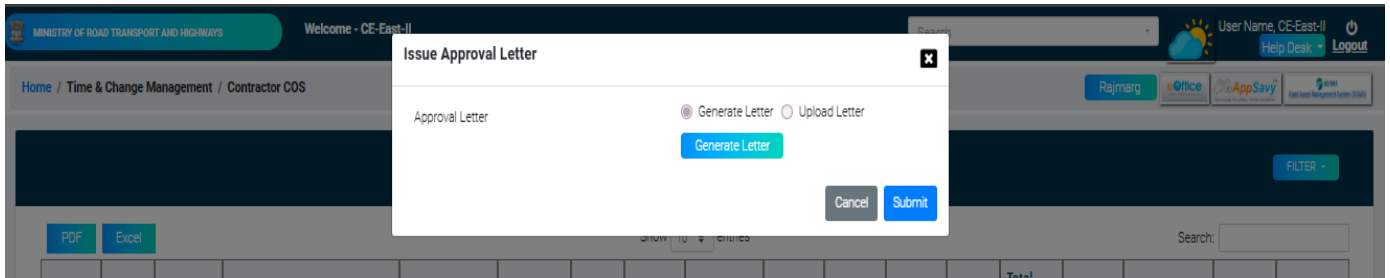
Particular	Cont. Submission	AE/IE Recommendation	NH Div/BRO/PIU Recommendation	SE-NH Recommendation	CE-NH Recommendation	RO-Morth Recommendation	Zonal-SE Recommendation	Zonal-CE Recommendation	Zonal-ADG Approval
Total Cost of COS (In INR) Applied by Contractor/Concessionaire(including GST)	776000	775000	774000	773000	772000	771000	770000	769000	
Recommendation letter (If Any)									Choose F
Comment on Recommended Amount (if any)		AE/IE Recommendation	NH Div/BRO/PIU Recommendation	SE-NH Recommendation	CE-NH Recommendation	RO-Morth Recommendation	Zonal-SE Recommendation	Zonal-CE Recommendation	
Date of Recommendation	21/01/2025	21/01/2025	21/01/2025	21/01/2025	21/01/2025	21/01/2025	21/01/2025	22/01/2025	23/01/2

17) Zonal-CE Login

(xxvi)-After approval by the relevant authority, the **"Issue Approval Letter"** button will become visible to all applicable designated authorities in their reverse hierarchy.

Action	View	Status	COS No	UPC	Brief Description	Type of COS	Category of COS	Sub-Category of COS	Amount of total RIS/COS works approved till date (In Cr.)	Amount of RIS works approved till date (In Cr.)	Amount of COS works approved till date (In Cr.)	Does the COS warrant EOT?	Total Cost of COS (In INR) By Contr. For In-principle Approval	Total Cost of COS (In INR.) approved In-principle	Time Required for Completion of COS Works (In Days) Recommended by AE/IE	Total Cost of COS Order (In INR.) Approved	Time Required for Completion of COS Works (In Days) Approved
Action *	View *	In-principle COS Approved	COS/CO/RA00112BA007WB_J/0004	RA00112BA007WB	Brief Description of COS Works	COS In-Principle	Change of Scope (+ve CoS)	Change in Specifications & Drawings	0.0076	0.0000	0.0076	No	776000.00	768000		0	0

(xxvii)-After clicking on **“Issue Approval Letter”** by designated authorities, option will be appear for **Generate Letter** or **Upload Letter**. After that, the page will appear as per Annexure-1.



- Finally, the contractor will receive an Approval Letter for the In-principle COS from the AE/IE and will then be able to apply for a COS Order.

18) Contractor Login

(xxviii)- The below screen will appear in the Contractor login, where Contractor can request for COS Order by clicking on the **“Apply for COS Order”** button as highlighted in red in the below screenshot.

Action	View	Status	COS No	UPC	Brief Description	Type of COS	Category of COS	Sub-Category of COS	Amount of total RIS/COS works approved till date (In Cr.)	Amount of RIS works approved till date (In Cr.)	Amount of COS works approved till date (In Cr.)	Does the COS warrant EOT?	Total Cost of COS (In INR) By Contr. For In-principle Approval	Total Cost of COS (In INR.) approved In-principle	Time Required for Completion of COS Works (In Days) Recommended by AE/IE	Total Cost of COS Order (In INR.) Approved	Time Required for Completion of COS Works (In Days) Approved
<div> <div>Actions</div> <div>View</div> <div>Apply for COS Order</div> <div>Deny COS</div> </div>		In-principle COS approval communicated to CO by AE/IE(COS order to be initiated)	COS/CO/RA00112BA007WB_1/0004	RA00112BA007WB	Brief Description of COS Works	COS In-Principle	Change of Scope (+ve CoS)	Change in Specifications & Drawings	0.0076	0.0000	0.0076	No	776000.00	768000		0	0

-Contractor can also deny for COS order request.

B- COS Order

(xxix)- By clicking on the “**Apply for COS Order**” button, the below form will be appear, where the Contractor will initiate COS Order request by filling relevant information before “Submit”.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS

Welcome - CO Shiva

Search

User Name, CO_RA00112BA007WB UPC : RA00112BA007WB

[Help Desk](#)
[Logout](#)

[Home](#) / [Time & Change Management](#) / [Contractor COS](#)

Request for COS Order Post In-Principle Approval

[Back to Grid](#)

Project Name

Reconstruction of a box culvert at km 3.780 in connection with the Widening of NH-35 New NH-112 under NH Division No.-V, P.W. Roads Directorate, Reconstruction of minor

UPC

RA00112BA007WB

Project Mode

EPC

Appointed Date

Completion Date

Total Project Cost(In Cr.)

Amount of total RIS/COS works approved till date (In Cr.)

0.0075642

Amount of RIS works approved till date (In Cr.)

0

Amount of COS works approved till date (In Cr.)

0.0075642

Type of COS

COS In-Principle

Category of COS

Change of Scope (+ve CoS)

Sub-Category of COS

Change in Specifications & Drawings

Does the COS warrant EOT?

No

Detailed Description of COS Works

Detailed Description of COS

COS Submission letter

Choose File No file chosen

Upload Other relevant Documents (if Any)

Sr No.	Document Name	Document	
1		Choose File No file chosen	Add

Total Cost of COS (In INR.) approved In-principle

768000

Numbers of options for implementing COS Works :

1

1. Description of the option for implementing COS

test

Name and Year of SOR(Standard Data book referred)

2025

Upload relevant Extracts from SOR

Choose File 2.pdf

Upload Relevant Design and Drawings

Choose File 3.pdf

Upload Detailed Estimate

Choose File 4.pdf

Time Required for Completion of COS Works (In Days)

0

Upload network based Construction Program for COS Works

Choose File 5.pdf

List of Additional Item Required for this Change of scope

Sr No.	Item No. (As per SOR/MoRT&H Standard Data Book)	Item Description	Unit of Measurement	Quantity	Rate per UOM	Amount	
1							Add
Total Additional item Cost of COS (In INR.) (A)							

List of Reduced Item Required for this Change of scope

☒ Applicable ☐ Not Applicable

Sr No.	Item No. (As per SOR/MoRT&H Standard Data Book)	Item Description	Unit of Measurement	Quantity	Rate per UOM	Amount	
1							Add
Total Reduction item Cost of COS (In INR.) (B)							

Grand Total (A-B)		
GST(%)		
Total Cost of COS (In INR.)		

Cancel

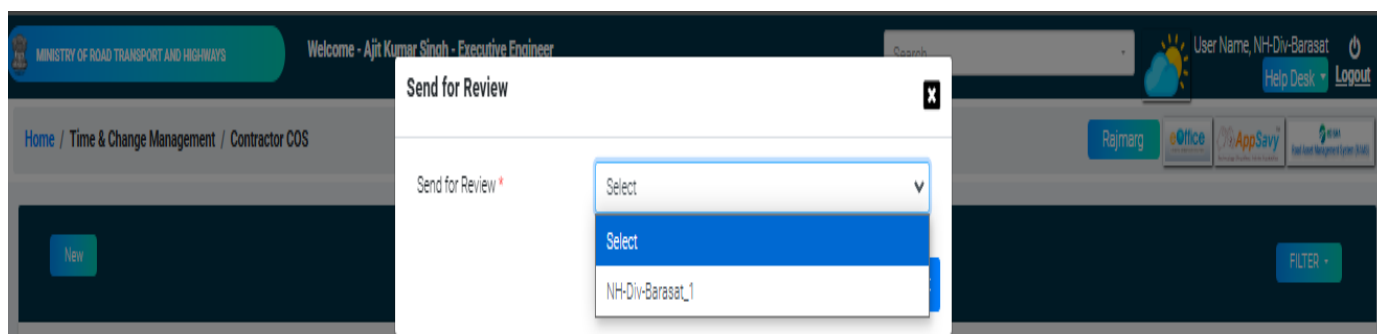
Save as draft

Submit

-Further, all process of “**COS Order**” is to be same as “**COS In-Principle**”, where the Contractor will initiate the request for COS Oder to the Approval Authority. Then designated authorities will Issue Approval Letter on the COS Order to the Contractor. Now, the noting function will appear, as **Annexure-1** then will add a note and attach DSC for final submission.

19) Send for Review

(xxi)- By clicking “**Send for Review**” option, a second level user is created by the designated authorities only from their login. After the creation of a second level user, the name of the authority reflected in the DDL. The concerned user will send the file to the second level user.



Annexure 1

