STANDARD OPERATING PROCEDURE

Contractor COS Module

Ministry of Road Transport and Highways of India

Standard Operating Procedure of "Contractor COS Module"
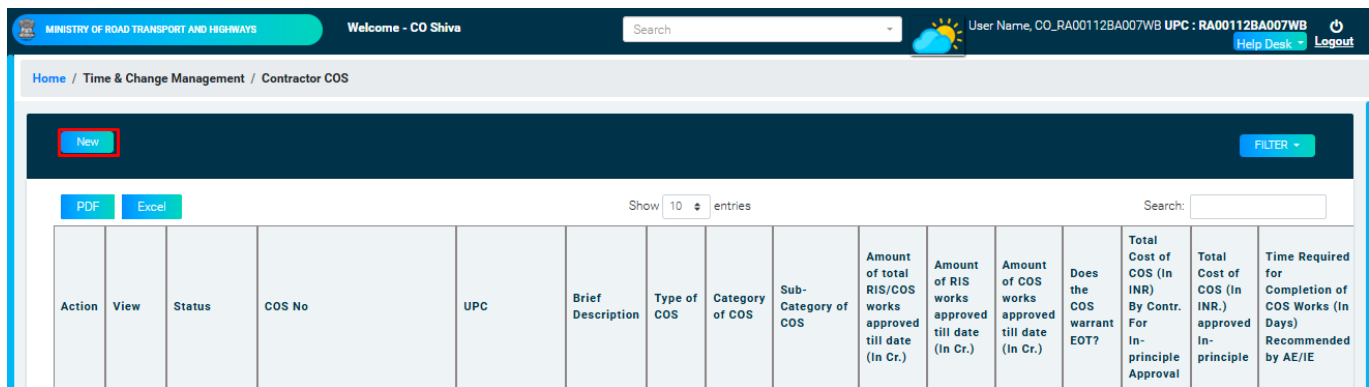
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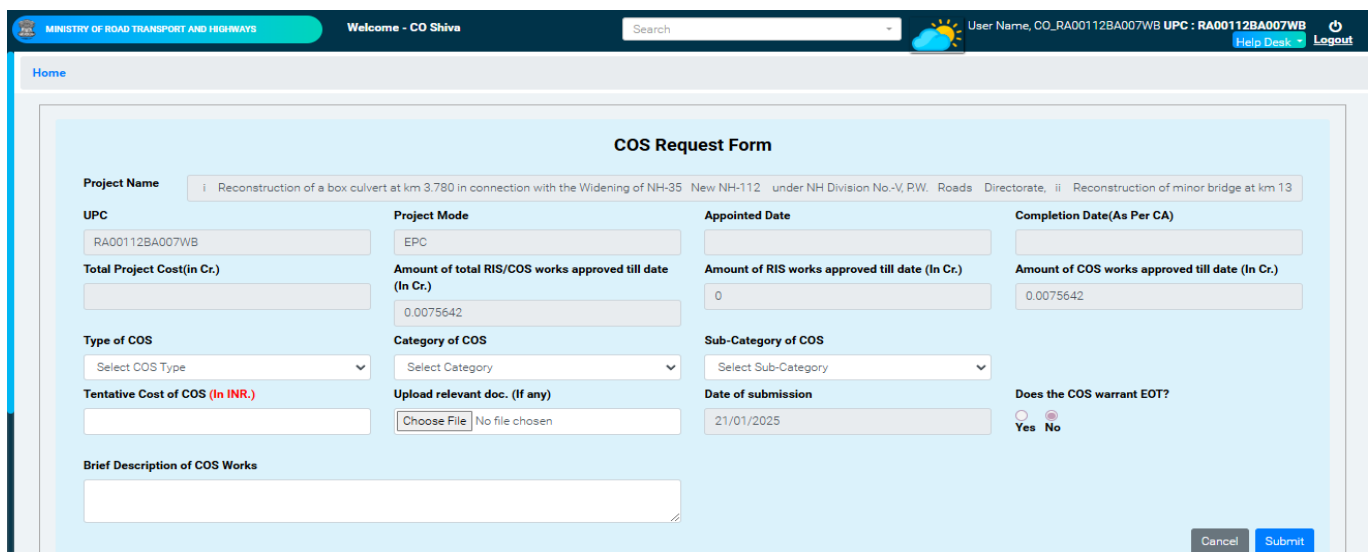
A-In-Principle COS

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.

(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".

- 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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

9) RO-MoRTH Login

(xv)- 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.

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.

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.

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.

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.

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.

Inprinciple COS Recommendation by Zonal-CE

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

Cancel Submit

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.
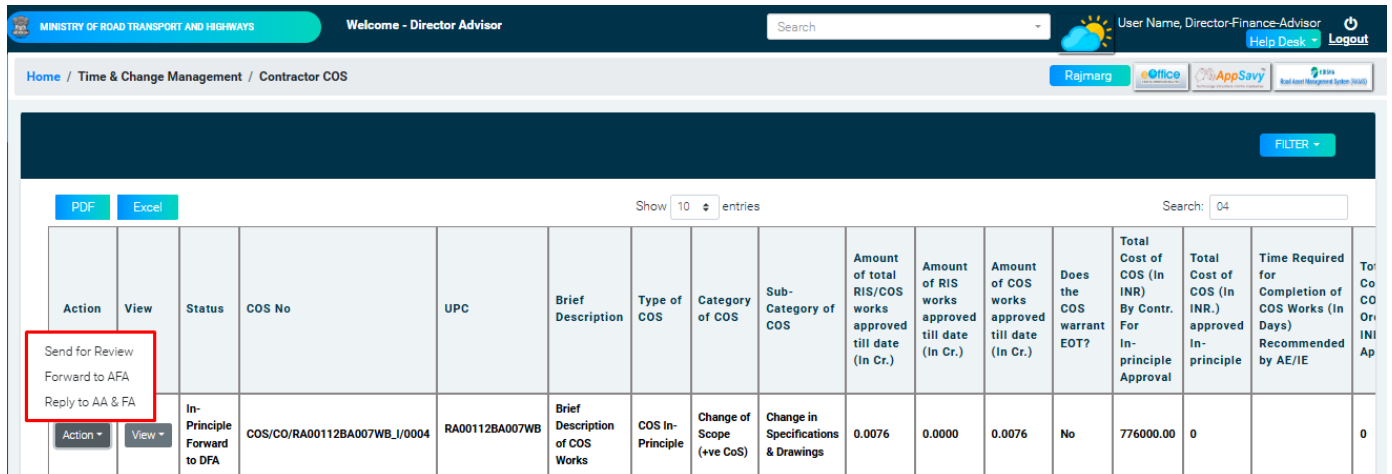

	Status	COS No	UPC	Brief Description	Type of COS	Category of COS	Sub-Category of COS	Amount of total RIS/COS works approved till date (In Cr.)	Amount of RIS works approved till date (In Cr.)	Amount of COS works approved till date (In Cr.)	Does the COS warrant EOT?	Total Cost of COS (In INR) By Contr. 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
Approve Forward to IFD Return to Zonal-CE Reject Send for Review Action ▾ View ▾	In-principle COS Recommended By Zonal-CE	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-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.

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.
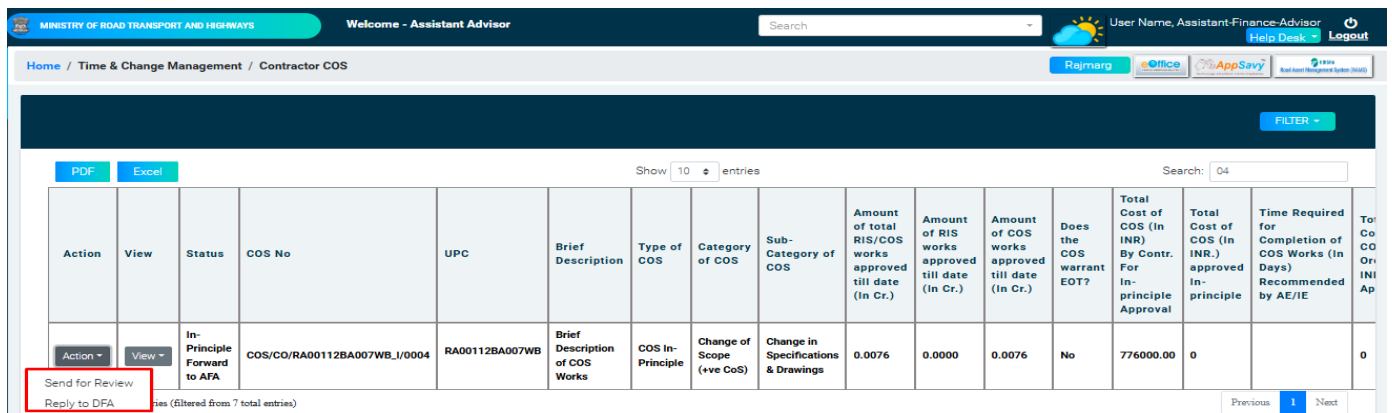

Now, by clicking on the **"Action"** button Director Finance Advisor can take **three** actions as shown in above screenshot.

- 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.

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.

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.

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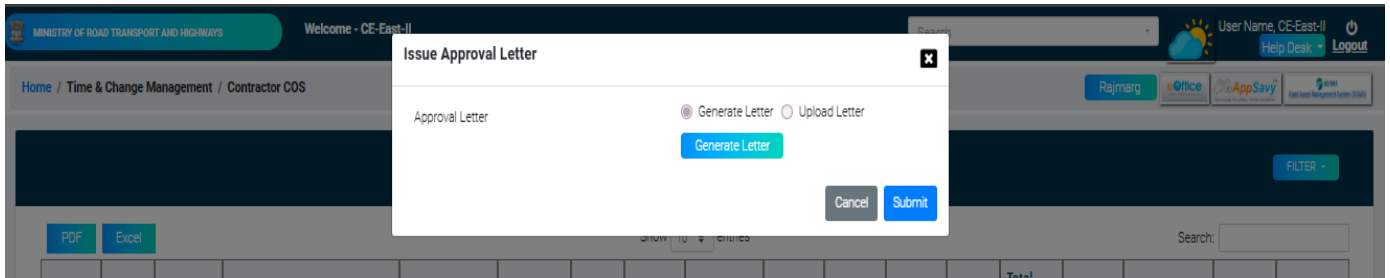
- Finally, the contractor will receive an Approval Letter for the In-principle COS from the AE/IE and will then be able to apply for a COS Order.

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.

-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".
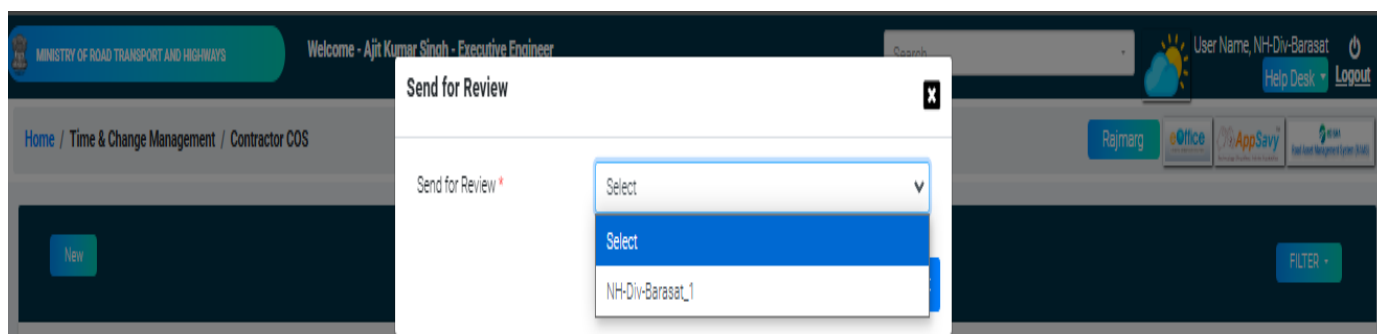
-Further, all process of "**COS Order"** is to be same as **"COS In-Principle",** where the Contractor will initiate the request for COS Oder to the Approval Authority. Then designated authorities will Issue Approval Letter on the COS Order to the Contractor. Now, the noting function will appear, as **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