



STANDARD OPERATING PROCEDURE



Contractor EOT Event NoticeModule

Ministry of Road & Transport

Standard Operating Procedure of “Contractor EOT Event Notice Module”

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1) Contractor Login

(i)- The below screen will appear in the Contractor login, where the contractor can fill “EOT Event Notice” by clicking on the **“New”** button as highlighted in red in the below screenshot.

The screenshot shows the 'EOT Event Notice' management page. At the top, there is a header with the Ministry of Road Transport and Highways logo, a welcome message 'Welcome - CO Shiva', a search bar, and user information 'User Name, CO_RA00112BA007WB UPC : RA00112BA007WB'. Below the header, there is a breadcrumb trail 'Home / Time & Change Management / EOT Event Notice'. A 'New' button is highlighted with a red box. Below the button, there is a table with columns: Action, View, Status, Event ID, UPC, Category of the Delay Event / Circumstance, Sub-Category of the Delay Event / Circumstance, Details of Event, Agency Responsible, Affected Chainage(Start), Affected Chainage(End), Value of the Work affected(in. INR), Start Date of the affect of Event on the Project, Concluding Date of the affect of Event on the Project, Possible Impact, Possible Impact on Critical Path, and EOT No. The table currently shows 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

(ii)- A new form will appear for updating the “Events” which is considered as a reason for the delay. Clicking on add button which is highlighted below screenshot will help the user to add multiple events.

The screenshot shows the 'Event Notice' form. At the top, there is a header with the Ministry of Road Transport and Highways logo, a welcome message 'Welcome - CO Shiva', a search bar, and user information 'User Name, CO_RA00112BA007WB UPC : RA00112BA007WB'. Below the header, there is a breadcrumb trail 'Home'. The form is titled 'Event Notice' and contains fields for UPN (RA00112BA007WB), Project Mode (EPC), Appointed Date, and Completion Date. Below these fields, there is a section for Project Name with a description: '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 13.8'. Below the project name, there is a section for Event Details with a table. The table has columns: Sr No., Category of the Delay Event, Sub-Category of the Delay Event, Details of the Event, and Details. Below the table, there is a field for Overall possible Impact On Project Schedule In(in No. of Days) and a field for Date Of Application (16/01/2025). At the bottom right, there are buttons for Cancel, Save, and Submit.

(iii)-On Clicking the “Add” button, the below form will appear to enter respective details regarding the “Event”.

EOT Event Notice

Category of the Delay Event: Select Category

Sub-Category of the Delay Event: Select Sub-Category

Details of the Event:

Name of the Work affected:

Particulars	Contractor Submission
Agency Responsible	<input type="text"/> Select Agency
Affected Chainage (Start)	<input type="text"/>
Affected Chainage (End)	<input type="text"/>
Value of the Work affected (in INR)	<input type="text"/>
Start Date of the affect of Event on the Project	<input type="text"/> Please select date
Concluding Date of the affect of Event on the Project	<input type="text"/> Please select date
Possible Impact (in No. of Days)	<input type="text"/>
Possible Impact on Critical Path (in No. of Days)	<input type="text"/>

Evidences

Sr No.	Document Name	Document	Add
1	<input type="text"/>	<input type="text"/> Choose File No file chosen	<input type="button" value="x"/>

Mobilized P&M Details during the Event

Sr No.	Plant / Machinery / Vehicle Name	Make	Capacity	Numbers	Upload Registration Copy	Upload Geotagged Photograph	Geotagged Arial Photographs of the Contractor's Camp	Add
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Choose File No file chosen	<input type="text"/> Choose Files No file chosen	<input type="text"/> Choose Files No file chosen	<input type="button" value="x"/>

Deployed Manpower Details during the Event

Sr No.	Employee Category	Designation	Number of Employee	Upload Master Roll Copy/Payslips	Upload Geotagged Photograph	Add
1	<input type="text"/> On-Roll	<input type="text"/>	<input type="text"/>	<input type="text"/> Choose File No file chosen	<input type="text"/> Choose Files No file chosen	<input type="button" value="x"/>

(iv)-After entering the event details, click the “Update” button on the bottom right of the page as shown in the above screenshot and the information gets updated and the user can see the form as displayed below.

EOT Event Notice

UPN: DN/09023/01002/JK

Project Mode: EPC (Engineering Procurement & Construction)

Appointed Date: 01/10/2020

Completion Date: 30/09/2026

Project Name: Construction of (I) Connecting road from Z-Morh Tunnel to Zojila Tunnel (Road Length= 18.475km) and (II) 14.150 Km long 2-L Bi- directional single tube Tunnel across Zojila Pass on Sonamarg - Kargil secti

Event Details

Sr No.	Category of the Delay Event	Sub-Category of the Delay Event	Details of the Event	Details	Add
1	<input type="text"/> Delay in providing ROW/Hindrances	<input type="text"/> Delay in Handing Over of Land	<input type="text"/> Delay-1	<input type="text"/>	<input type="button" value="x"/>

Overall possible Impact On Project Schedule In(in No. of Days): 45

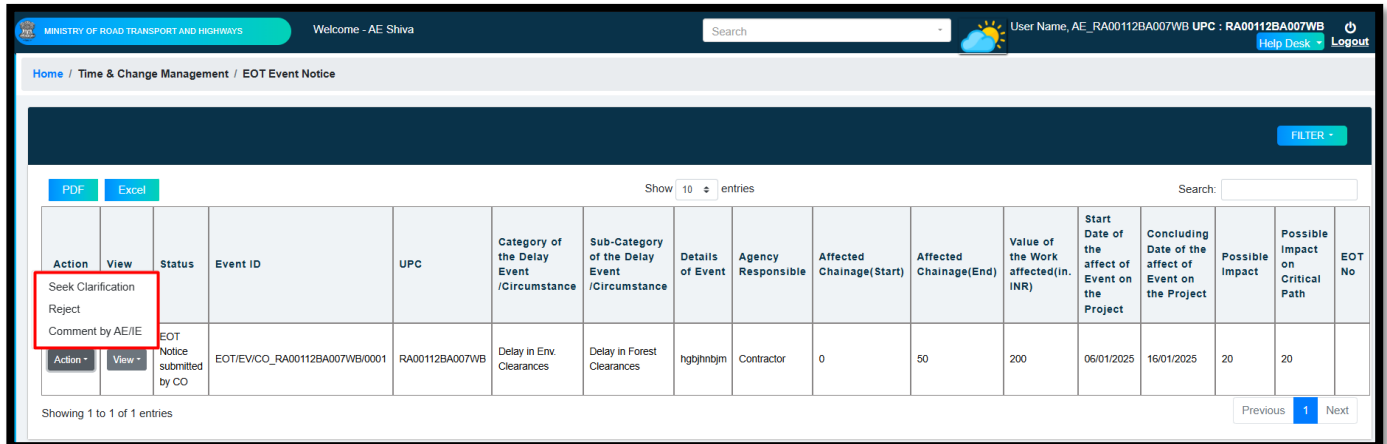
Date Of Application: 12/11/2024

-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.

-Contractor can withdraw the request, until further action taken by AE/IE.

2) AE/IE Login

(v)-After the Submission of EOT Event by the Contractor, the request will be displayed in the AE/IE Grid.



Action	View	Status	Event ID	UPC	Category of the Delay Event /Circumstance	Sub-Category of the Delay Event /Circumstance	Details of Event	Agency Responsible	Affected Chainage(Start)	Affected Chainage(End)	Value of the Work affected(In. INR)	Start Date of the affect of Event on the Project	Concluding Date of the affect of Event on the Project	Possible Impact	Possible Impact on Critical Path	EOT No
Seek Clarification Reject Comment by AE/IE		EOT Notice submitted by CO	EOT/IE/CO_RA00112BA007WB/0001	RA00112BA007WB	Delay in Env. Clearances	Delay in Forest Clearances	hgjhtbjm	Contractor	0	50	200	06/01/2025	16/01/2025	20	20	

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

- In case of any Query/Clarification required by AE/IE, AE/IE can opt for the “**Seek Clarification**” option from the dropdown menu. After that, the page will appear as per Annexure-1.
- AE/IE can also select the “**Reject**” option from the drop-down menu. After that, the page will appear as per Annexure-1.
- AE/IE can select the “**Comment by AE/IE**” option from the drop-down menu. After that, the page will appear as per Annexure-1.

(vi)-By clicking “**Comment by AE/IE**” option, the below form will appear in the AE/IE login, allowing the AE/IE to provide their comments based on the details submitted by the Contractor.

NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD. Welcome - AE Search User Name, AE_DN0902301002.JK UPN : DN/09023/01002/JK Help Desk Logout

Home / EOT Event Notice

Category of the Delay Event Delay in providing ROW/Hindrances Sub-Category of the Delay Event Delay in Handing Over of Land

Details of the Event Delay-1 Name of the Work affected Target Completion

Particulars	Contractor Submission	AE/IE Comments
Agency Responsible	Contractor	
Affected Chainage (Start)	100	
Affected Chainage (End)	200	
Value of the Work affected (in. INR)	100000	
Start Date of the affect of Event on the Project	01/10/2024	
Concluding Date of the affect of Event on the Project	30/10/2024	
Possible Impact (in No. of Days)	35	
Possible Impact on Critical Path (in No. of Days)	45	

Evidences

Sr No.	Document Name	Document	AE Comments
1	Doc_1		

Mobilized P&M Details during the Event

Sr No.	Plant / Machinery / Vehicle Name	Make	Capacity	Numbers	Upload Registration Copy	Upload Geotagged Photograph	Geotagged Arial Photographs of the Contractor's Camp	AE Comments
1	Excavator	CAT	30 Ton	2				-Select-
2	Dump Truck	Gorka	310 HP	4				-Select-

Deployed Manpower Details during the Event

Sr No.	Employee Category	Designation	Number of Employee	Upload Master Roll Copy/Payslips	Upload Geotagged Photograph	AE Comments
1	On-Roll	Site Engineer	2			-Select-

Cancel Update

-After that, the page will appear as per Annexure-1.

3) NH Division/RCC/PIU-MoRTH Login

(vii)-After the submission of comment by AE/IE, then the request will be displayed in the NH Division/RCC/PIU-MoRTH Grid as shown below image.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS Welcome - Ajit Kumar Singh - Executive Engineer Search User Name, NH-Div-Barasat Help Desk Logout

Home / Time & Change Management / EOT Event Notice

PDF Excel Show 10 entries Search:

Status	Event ID	UPC	Category of the Delay Event /Circumstance	Sub-Category of the Delay Event /Circumstance	Details of Event	Agency Responsible	Affected Chainage(Start)	Affected Chainage(End)	Value of the Work affected(in. INR)	Start Date of the affect of Event on the Project	Concluding Date of the affect of Event on the Project	Possible Impact	Possible Impact on Critical Path	EOT No
<div> <div>Seek Clarification</div> <div>Reject</div> <div>EOT Event Approve</div> <div>Send for Review</div> </div> <div>Action View Comment By AE/IE</div>	EOT/EV/CO_RA00112BA007WB/0001	RA00112BA007WB	Delay in Env. Clearances	Delay in Forest Clearances	hgjnhbjm	Contractor	0	50	200	06/01/2025	16/01/2025	20	20	

Showing 1 to 1 of 1 entries Previous 1 Next

Now, by clicking on the **"Action"** button NH Division/RCC/PIU-MoRTHcan take **four** actions as shown above screen.

- In case of any Query/Clarification required by NH Division/RCC/PIU-MoRTH, NH Division/RCC/PIU-MoRTHcan opt for the **"Seek Clarification"** option from the dropdown menu. After that, the page will appear as per Annexure-1.

- NH Division/RCC/PIU-MoRTHcan also select the **“Reject”** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- NH Division/RCC/PIU-MoRTHcan select the **“EOT Event Approve”** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- NH Division/RCC/PIU-MoRTHcan select the **“Send for Review”** option from the drop-down menu. After that, the page will appear as per Annexure-1.

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

The screenshot displays the 'Send for Review' modal in the PMU-Sonamarg system. The modal has a dropdown menu with 'Select' and 'Sh. Amit Singh - GM (Login ID : PMU-Sonamarg_1)'. The background shows a table of EOT Event Notices with columns for Action, View, Status, Event ID, UPN, Category of the Delay Event, Sub-Category of the Delay Event, Details of Event, Agency Responsible, Affected Chainage, Value of the Work affected, Start Date, Concluding Date, Possible Impact, and EO T No.

Action	View	Status	Event ID	UPN	Category of the Delay Event /Circumstance	Sub-Category of the Delay Event /Circumstance	Details of Event	Agency Responsible	Affected Chainage(Start)	Affected Chainage(End)	Value of the Work affected(In. INR)	Start Date of the affect of Event on the Project	Concluding Date of the affect of Event on the Project	Possible Impact	Possible Impact on Critical Path	EO T No
Action -	View -	Comment By AE/IE(Reply to PMU)	EOT/EV/CO_DN0902301002/JK/0001	DN/09023/01002/JK	Delay in providing ROW/Hindrances	Delay in Handing Over of Land	Delay-1	Contractor	100	200	100000	01/10/2024	30/10/2024	35	45	

Annexure-1

