STANDARD OPERATING PROCEDURE

Contractor EOT ProposalModule

Ministry of Road & Transport

Standard Operating Procedure of "Contractor EOT Proposal Module"

Table of Contents for "Contractor EOT Proposal Module"

1) Contractor Login

(i)- The below screen will appear in the Contractor login, where the contractor can fill"**EOT Proposal**"by clicking on the <mark>**"New"**</mark> button as highlighted in red in the below screenshot.

(ii)- On clicking the **"New"** button, the below form will appear as **"Contractor EOT Proposal Form"** where previously entered information of Events (either "Approved" or "Rejected") will be displayed as below.

-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.
(iii)-On clicking the **"Detail"** button as highlighted in the above image the details of the Event submitted by the contractor will appear as shown in the below screenshot.

2) AE/IE Login

(iv)-After the Submission of EOT Proposal 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 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 **"Recommend to NH Div./BRO/PIU"** option from the drop-down menu. After that, the page will appear as per Annexure-1.

(v)-By clicking on "**Recommend to NH Div./BRO/PIU**"option, the below formwill appear in the AE/IE login, allowing the AE/IE to provide their recommendation based on the details submitted by the Contractor.

-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.

3) NH DIVISION/RCC/PIU-MORTH Login

(iii)-After the Submission of EOT Request by the AE/IE, the request will be displayed in the NH DIVISION/RCC/PIU-MORTH Grid.

Now, by clicking on the **"Action"** button NH DIVISION/RCC/PIU-MORTH can take **four** actions as shown in above screenshot.

- In case of any Query/Clarification required by NH DIVISION/RCC/PIU-MORTH,NH DIVISION/RCC/PIU-MORTH can opt for the **"Seek Clarification"** option from the dropdown menu. After that, the page will appear as per Annexure-1.
- NH DIVISION/RCC/PIU-MORTH can also select the **"Reject"** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- NH DIVISION/RCC/PIU-MORTH can select the **"Recommended by NH DIVISION/RCC/PIU-MORTH"** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- NH DIVISION/RCC/PIU-MORTH can select the **"Send for Review"** option from the drop-down menu. After that, the page will appear as per Annexure-1.

(iv)-By clicking on the **Recommended byNH DIVISION/RCC/PIU-MORTH**, below screen will be appear. After that, the page will appear as per Annexure-1.

4) SE Login

Now, by clicking on the **"Action"** button SE can take **four** actions as shown in above screenshot.

- In case of any Query/Clarification required by SE can opt for the **"Seek Clarification"** option from the dropdown menu. After that, the page will appear as per Annexure-1.
- SE can also select the **"Reject"** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- SE can select the **"Recommended by SE"** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- SE can select the **"Send for Review"** option from the drop-down menu. After that, the page will appear as per Annexure-1.

(iv)-By clicking on the **Recommended by SE,** below screen will be appear. After that, the page will appear as per Annexure-1.

5) CE Login

Now, by clicking on the **"Action"** button CE can take **four** actions as shown in above screenshot.

- In case of any Query/Clarification required by CE can opt for the **"Seek Clarification"** option from the dropdown menu. After that, the page will appear as per Annexure-1.
- CE can also select the **"Reject"** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- CE can select the **"Recommended by CE"** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- CE can select the **"Send for Review"** option from the drop-down menu. After that, the page will appear as per Annexure-1.

6) RO Login

(v)-After the recommendation of EOT Request by the NH DIVISION/RCC/PIU-MORTH, the request will be displayed in the RO Grid.

Now, by clicking on the **"Action"** button RO can take **four** actions as shown in above screenshot.

- In case of any Query/Clarification required by RO, RO can opt for the **"Seek Clarification"** option from the dropdown menu. After that, the page will appear as per Annexure-1.
- RO can also select the **"Reject"** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- RO can select the **"RecommendedbyRO"** option from the drop-down menu. After that, the page will appear as per Annexure-1.
- RO can select the **"Send for Review"** option from the drop-down menu. After that, the page will appear as per Annexure-1.

(vi)-By clicking "**Recommended by RO**" option, DDL will appear as **"Are you Approval Authority?"** with options as "Yes" & "No", after that, the page will appear as per Annexure-1.

-If RO will select Approval Authority as "Yes" then request will be approved by RO

-If RO will select Approval Authority as "No" then request will be forwarded to Zonal SE.

7) Zonal SE Login

(vii)-After the "**Recommended by RO**", then the request will be displayed in the **Zonal SE**Grid as shown below image.

Now, by clicking on the **"Action"** button, Zonal SE can take **Five** actions as shown in above screenshot.

•   In case of any Query/Clarification required by Zonal SE, Zonal SE can opt for the **"Seek Clarification"** option from the dropdown menu. After that, the page will appear as per Annexure 1.

•   Zonal SE can also select the **"Reject"** option from the drop-down menu. After that, the page will appear as per Annexure 1.

•   Zonal SE can select the **"Recommended by Zonal SE"** 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.

•   Zonal SE can select the **"Forward to IFD"** option from the drop-down menu. After that, the page will appear as per Annexure 1.

(viii)- By clicking "Recommended by Zonal SE" option, DDL will appear as "Are you Approval Authority?" with "Yes" & "No" options, after that, the page will appear as per Annexure-1.

-If Zonal SE will select Approval Authority as "Yes" then request will be approved by Zonal SE.

Are you Approval Authority *		Select
		Select
		Yes
		No

Cancel Submit

-If Zonal SE will select Approval Authority as "No" then request will be forwarded to Zonal CE.

Are you Approval Authority *		No				

Particular	Cont. Submission	AE/IE Recommendation	NH Div/BRO/PIU Recommendation	SE - NH-Wing Recommendation	CE - NH-Wing Recommendation	RO-MoRTH Recommendation	Zonal SE Recommendation / Approval
EOT Entitlement assessed (in days)	20	20	12	20	20	20	
Recommendation letter	N/A	👁 ⬇ Choose File No file chosen	👁 ⬇ Choose File No file chosen	👁 ⬇ Choose File No file chosen	👁 ⬇ Choose File No file chosen	👁 ⬇ Choose File No file chosen	Choose File No file chosen
Date of Recommendation	16/01/2025	16/01/2025	16/01/2025	16/01/2025	16/01/2025	17/01/2025	17/01/2025
EOT recommended with prolongation cost	Yes	No	Yes	No	Yes	Yes	Select
Prolongation Amount Recommended (In INR)	100	100	100	100	1	1	
Damages Recommended for delays attributable to Contractor (In INR)	202222	202222	20222	20222	2022	2022	
Damages Recommended for delays attributable to Authority (In INR)	20222	2022	2022	2022	202	202	

Cancel Submit

8) Zonal CE Login

(ix)-After the recommendation by the Zonal SE, then the request will be displayed in the **Zonal CE** Grid as shown below image:
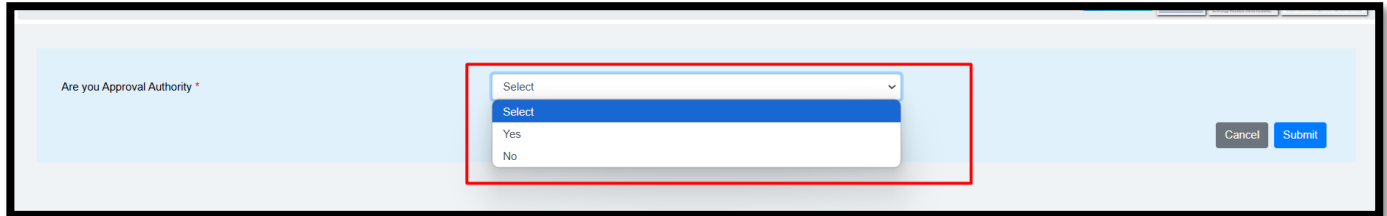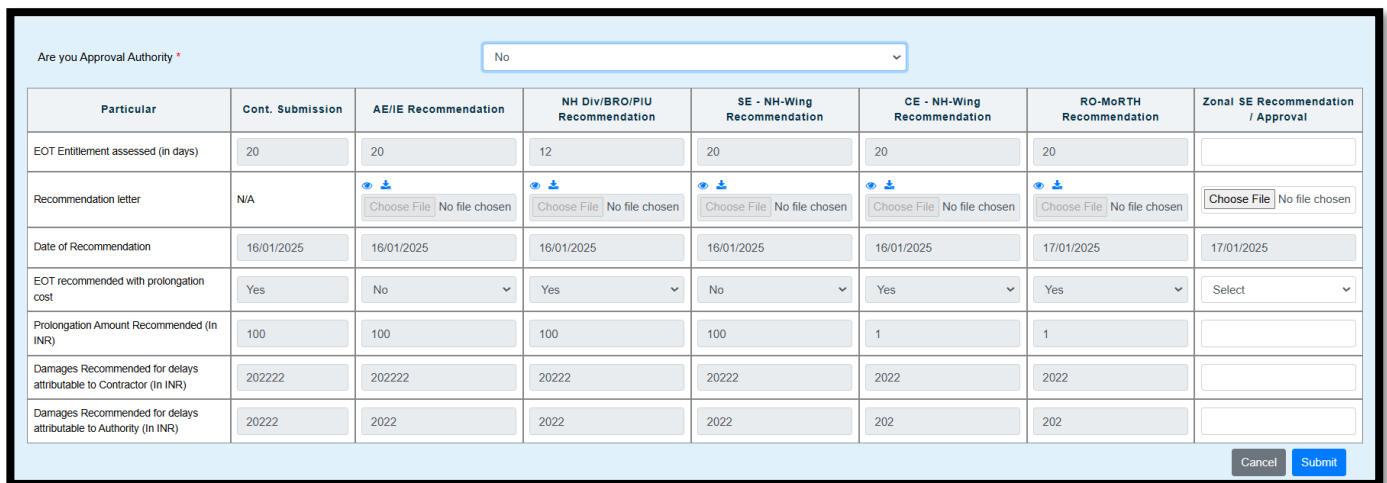

Now, by clicking on the **"Action"** button, Zonal CE can take **Five** actions as shown in above screenshot.

• In case of any Query/Clarification required by Zonal CE, Zonal CE can opt for the **"Seek Clarification"** option from the dropdown menu. After that, the page will appear as per Annexure 1.

• Zonal CE can also select the **"Reject"** option from the drop-down menu. After that, the page will appear as per Annexure 1.

• Zonal CE can select the **"Recommended by Zonal CE"** 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.

• Zonal CE can select the **"Forward to IFD"** option from the drop-down menu. After that, the page will appear as per Annexure 1.

(viii)- By clicking "Recommended by Zonal CE" option, DDL will appear as "Are you Approval Authority?" with "Yes" & "No" options, after that, the page will appear as per Annexure-1.

 -If Zonal CE will select Approval Authority as "Yes" then request will be approved by Zonal CE.

-If Zonal CE will select Approval Authority as "No" then request will be forwarded to ADG.

Are you Approval Authority *		No					
Particular	**Cont. Submission**	**AE/IE Recommendation**	**NH Div/BRO/PIU Recommendation**	**SE - NH-Wing Recommendation**	**CE - NH-Wing Recommendation**	**RO-MoRTH Recommendation**	**Zonal SE Recommendation / Approval**
EOT Entitlement assessed (in days)	20	20	12	20	20	20	
Recommendation letter	N/A	Choose File No file chosen	Choose File No file chosen	Choose File No file chosen	Choose File No file chosen	Choose File No file chosen	Choose File No file chosen
Date of Recommendation	16/01/2025	16/01/2025	16/01/2025	16/01/2025	16/01/2025	17/01/2025	17/01/2025
EOT recommended with prolongation cost	Yes	No	Yes	No	Yes	Yes	Select
Prolongation Amount Recommended (In INR)	100	100	100	100	1	1	
Damages Recommended for delays attributable to Contractor (In INR)	202222	202222	20222	20222	2022	2022	
Damages Recommended for delays attributable to Authority (In INR)	20222	2022	2022	2022	202	202	

Cancel   Submit

9) ADG Login

(xi)-After the recommendation by the Zonal CE, then the request will be displayed in the **ADG** Grid as shown below image:

	Status	COS Initiated By	No. Of Days	UPC	AE/IE Name	NH Div/BRO/PIU	RO-MoRTH	State	Present Project Status	Mode	Project Length(Km)	COS/RIS No	Completion Scheduled as per contract	Date of COS/RIS identified at site	COS Type	AE/IE Contract Amount	Proposed Value of COS By AE/IE (In Cr.)	Recommended Amount by NH Div/BRO/PIU (In Cr.)
Approved / **Forward to IFD** / **Seek Clarification** / **Reject** / **Send for Review** Actions ▾ View ▾	Forward by Zonal CE to Zonal ADG	AE	Pending with Zonal ADG (0 Days)	RA00112BA007WB		NH Division Barasat	RO-MoRTH-Kolkata	West Bengal	Under Construction (AD issued)	EPC	8	COS/AE/RA00112BA007WB/0001		01/06/2025	Change of Scope (+ve CoS)		253212.0	25452235

Showing 1 to 1 of 1 entries   Previous 1 Next

Now, by clicking on the **"Action"** button, ADG can take **Five** actions as shown in above screenshot.

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

- ADG can select the **"Approved by ADG"** option from the drop-down menu. After that, the page will appear as per Annexure 1.
- ADG can select the **"Send for Review"** option from the drop-down menu. After that, the page will appear as per Annexure 1.
- ADG can select the **"Forward to IFD"** option from the drop-down menu. After that, the page will appear as per Annexure 1.

10) Finance Advisor Login

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

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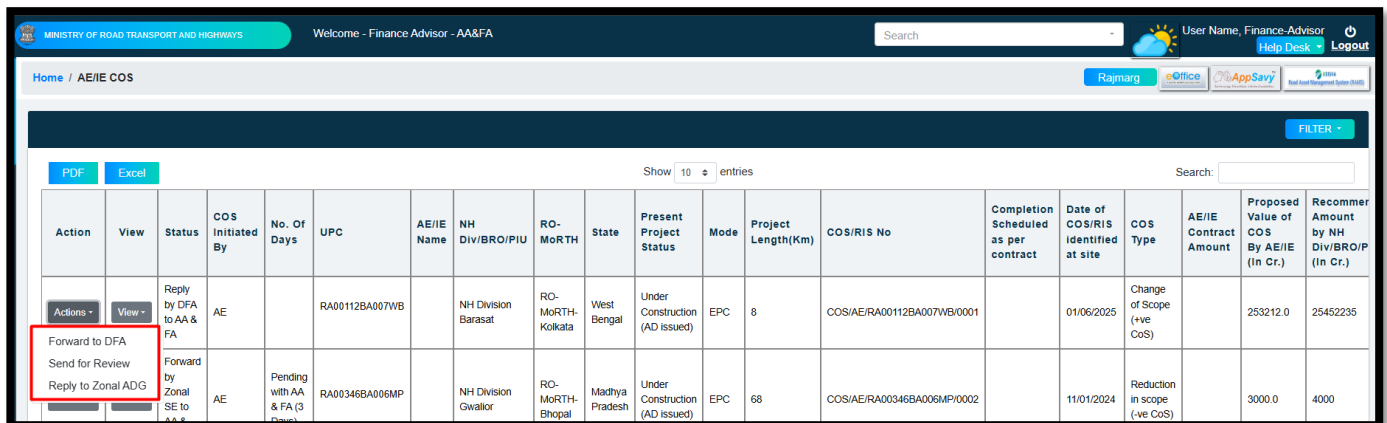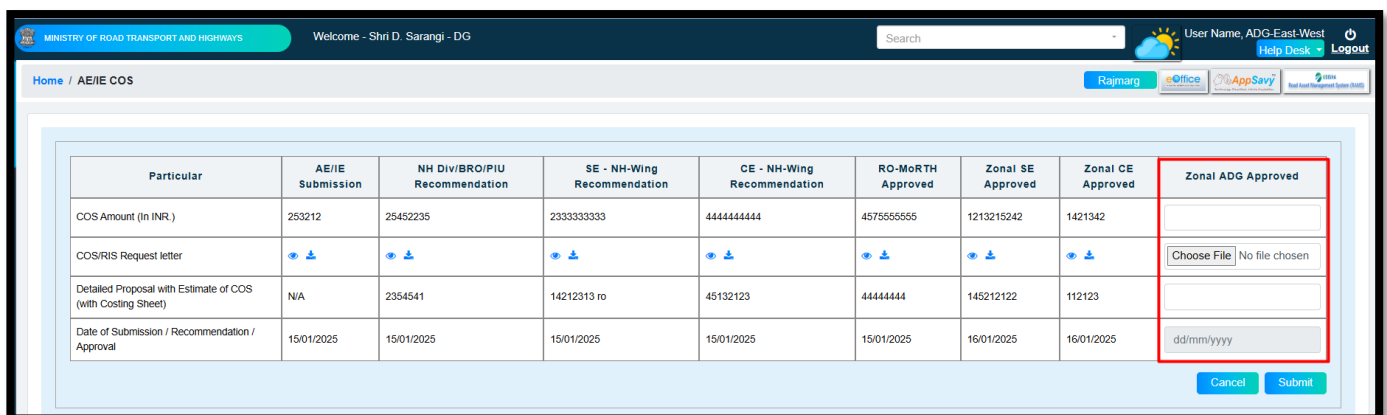

Action	View	Status	COS Initiated By	No. Of Days	UPC	AE/IE Name	NH Div/BRO/PIU	RO-MoRTH	State	Present Project Status	Mode	Project Length(Km)	COS/RIS No	Completion Scheduled as per contract	Date of COS/RIS identified at site	COS Type	AE/IE Contract Amount	Proposed Value of COS By AE/IE (In Cr.)	Recommer Amount by NH Div/BRO/P (In Cr.)
Actions ▼ View ▼ Forward to DFA Send for Review Reply to Zonal ADG		Forward by Zonal ADG to AA & FA	AE		RA00112BA007WB		NH Division Barasat	RO-MoRTH-Kolkata	West Bengal	Under Construction (AD issued)	EPC	8	COS/AE/RA00112BA007WB/0001		01/06/2025	Change of Scope (+ve CoS)		253212.0	25452235
		Forward by Zonal		Pending with AA	RA00246BA006MP		NH Division	RO-	Madhya	Under						Reduction			

11) Director Finance Advisor Login

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

- 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 **"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 **"Forward to AFA"** option from the drop-down menu. After that, the page will appear as per Annexure 1.

12) Assistant Finance Advisor Login

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

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

13) Director Finance Advisor Login

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

- 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 **"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 **"Forward to AFA"** option from the drop-down menu. After that, the page will appear as per Annexure 1.

14) Finance Advisor Login

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

• Finance Advisor can select the **"Reply to ADG"** option from the drop-down menu. After that, the page will appear as per Annexure 1.

• 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 **"Forward to DFA"** option from the drop-down menu. After that, the page will appear as per Annexure 1.

(xii)- ADG can select the **"Approved by ADG"** option from the drop-down menu. After that, the page will appear as per Annexure 1.

(xiii)- After **Issue Approval Letter** by ADG, **Action** button will be appear in **Zonal CE** Grid as shown below. After that, the page will appear as per Annexure 1.

(xiv)-After **Issue Approval Letter** by Zonal CE, **Action** button will be appear in **Zonal SE** Grid as shown below. After that, the page will appear as per Annexure 1.

(xv)-After **Issue Approval Letter** by Zonal CE, **Action** button will be appear in **Zonal SE** Grid as shown below. After that, the page will appear as per Annexure 1.

(xvi)-After **Issue Approval Letter** by Zonal SE, **Action** button will be appear in **RO MoRTH** Grid as shown below. After that, the page will appear as per Annexure 1.

(xvii)- After **Issue Approval Letter** by RO, **Action** button will be appear in NH DIVISION/RCC/PIU-MORTH Grid as shown below. After that, the page will appear as per Annexure 1.

15) AE/IE Login

(xviii)- After **"Issue Approval Letter to AE/IE"** by "NH DIV./BRO/PIU", Action Button will be appear in the AE/IE Grid.
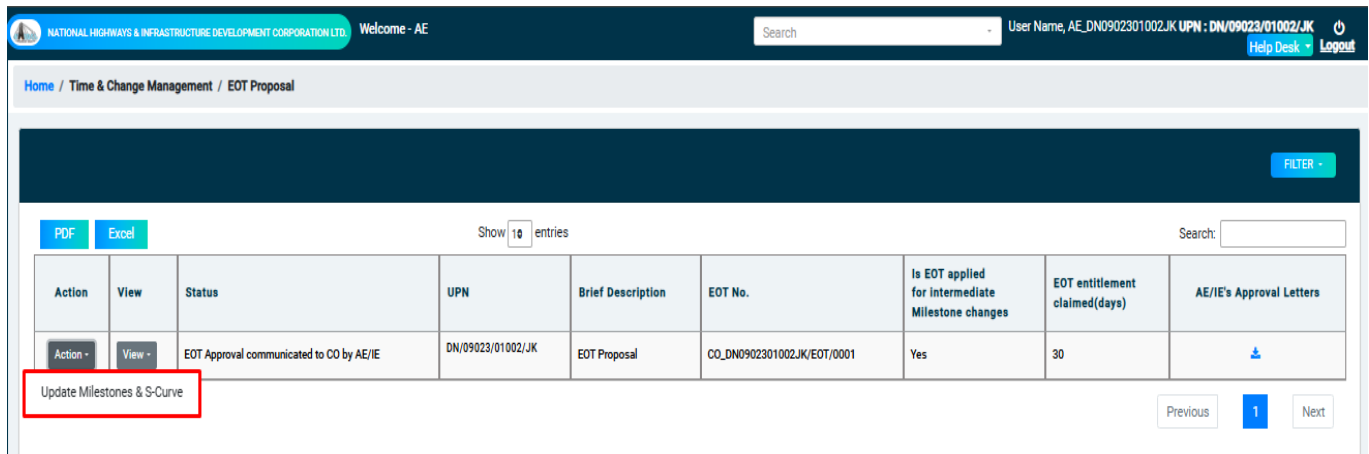
Now, by clicking on the **"Action"** button AE/IE can take **one** actions as shown below screen.

- AE/IE, AE/IE can opt for the **"Issue Approval Letter to Contractor"** option from the dropdown menu. After that, the page will appear as per Annexure-1.
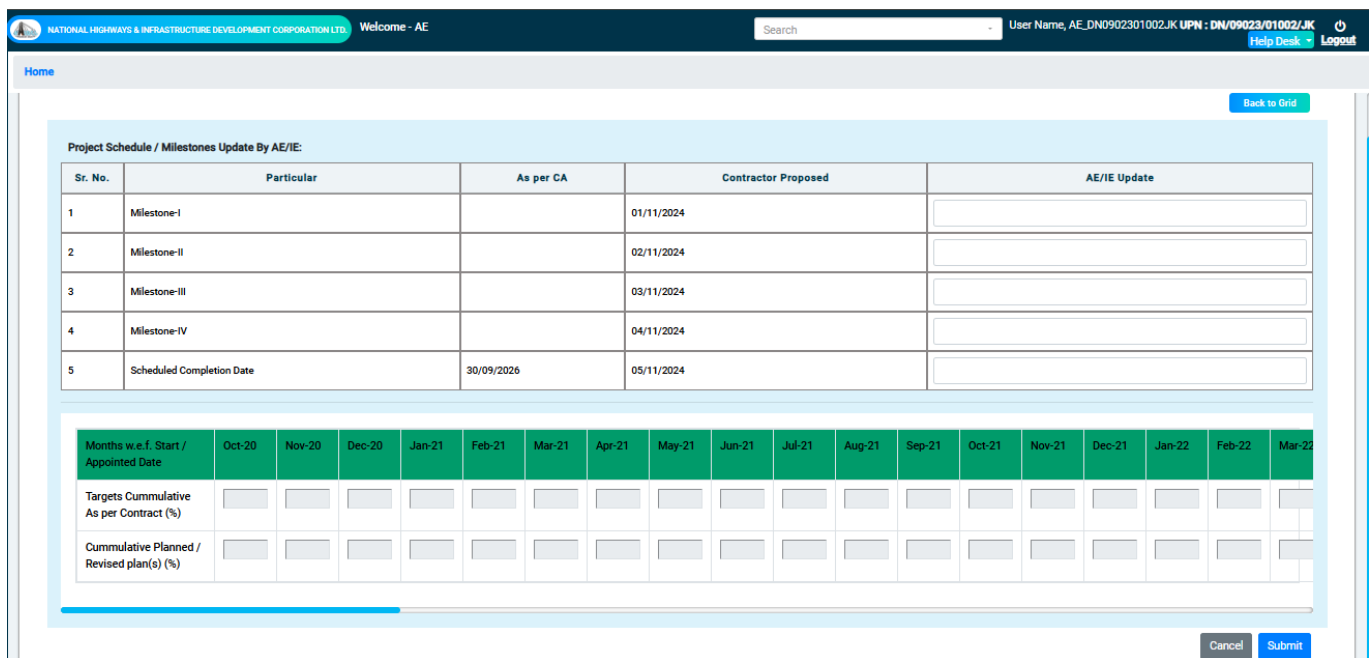
(xix)- After **"Issue Approval Letter to Contractor"** by "AE/IE", Action Button will be appear in the AE/IE Grid.

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

(xx)- By clicking on "**Update Milestones & S-Curve**" option, the below form will appear in the AE/IE login, allowing the AE/IE to provide their update based on the details proposed by the Contractor.

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

16) NH DIV./BRO/PIU Login

(xxi)- After "**Update Milestones & S-Curve**" by "AE/IE", Action Button will be appear in the NH DIV./BRO/PIU Grid.

Now, by clicking on the **"Action"** button NH DIV./BRO/PIU can take **two** actions as shown below screen.

- NH DIV./BRO/PIU can opt for the **"Approve Milestones & S-Curve"** option from the dropdown menu. After that, the page will appear as per Annexure-1.
- NH DIV./BRO/PIU can select the **"Send for Review"** option from the drop-down menu. After that, the page will appear as per Annexure-1.

(xxii)- on clicking the **"Approve Milestone & S-Curve"** button below the page is a display where on clicking the "Approve" button in the bottom right of the page, submission gets approved and the cycle gets closed.

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

17) Send for Review

(xxi)-By clicking **"Send for Review"** option, a second level user is created by the NHIDCL 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.