



# **STANDARD OPERATING PROCEDURE**

**Contractor EOT ProposalModule**

**Ministry of Road & Transport**

## Standard Operating Procedure of “Contractor EOT Proposal Module”

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## 1) Contractor Login

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

The screenshot shows the Contractor EOT Proposal Form interface. At the top, there is a header bar with the Ministry of Road Transport and Highways logo, a welcome message, a search bar, and user information. Below the header, there is a breadcrumb trail: Home / Time & Change Management / EOT Proposal. A prominent red box highlights the "New" button in the top left corner. To the right of the "New" button is a "FILTER" button. Below these buttons is a table with the following columns: Action, View, Status, UPC, Brief Description, EOT No., Is EOT applied for intermediate Milestone changes, EOT entitlement claimed(days), and AE/IE's Approval Letters. The table currently displays "No data available in table". At the bottom of the table, it says "Showing 0 to 0 of 0 entries". There are "Previous" and "Next" buttons at the bottom right of the table.

Action	View	Status	UPC	Brief Description	EOT No.	Is EOT applied for intermediate Milestone changes	EOT entitlement claimed(days)	AE/IE's Approval Letters
No data available in table								

Showing 0 to 0 of 0 entries

Previous Next

(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.

**NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.** Welcome - Contractor Search User Name, CO\_DN0902301002.JK UPN : DN/09023/01002/JK [Help Desk](#) [Logout](#)

[Home](#)

### Contractor EOT Proposal Form

[Back to Grid](#)

UPN: DN/09023/01002/JK Project Mode: EPC (Engineering Procurement & Construction) Appointed Date: 01/10/2020 Schedule Completion as per (CA): 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 - K

Eot No: CO\_DN0902301002.JK/EOT/0001 EOT Description: Max 150 Char

Delay Event / Circumstances :

S.No	Event ID	Category of the Delay Event	Sub-Category of the Delay Event	Details of the Event	Details	Status	Remarks (If Rejected)	Expand
1	EOT/EV/CO_DN0902301002.JK/0001	Delay in providing ROW/Hindrances	Delay in Handing Over of Land	Delay-1	<a href="#">Detail</a>	Approved		<a href="#">Expand</a>

EOT Entitlement claimed (in days)

EOT Proposal [Choose File](#) No file chosen

S.No	Relevant Contractual Clause(s) referred	Add
1		

Backup Documents :

S.No	Backup Documents	Upload Document	Add
1	-Select Option-	<a href="#">Choose File</a> No file chosen	

Revised Project Schedule proposed by the Contractor :

S.No	Particular	As per CA	Revised Schedule
1	Milestone-I		
2	Milestone-II		
3	Milestone-III		
4	Milestone-IV		
5	Schedule Completion Date	30/09/2026	


☐ **Declaration**- This is to declare that the events notified to the Authority Engineer/Authority by the Contractor as on date leading to delay in the Project are the only grounds for seeking extension of time and no other/additional grounds exists and shall be considered for the period hereinbefore.

[Cancel](#) [Submit](#)

-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.


**NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.**

Welcome - Contractor

User Name, CO\_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













Back to Grid

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





Evidences

Sr No.	Document Name	Document	AE Comments
1	Doc_1	 	ok

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	 	 	 	Acceptable
2	Dump Truck	Gorika	310 HP	4	 	 	 	Acceptable

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	 	 	Acceptable

## 2) AE/IE Login

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

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS | Welcome - AE Shiva | Search | User Name, AE\_RA00112BA007WB UPC : RA00112BA007WB | Help Desk | Logout

Home / Time & Change Management / EOT Proposal

Filter

PNF | EOT

Show 10 entries

	UPC	Brief Description	EOT No.	Is EOT applied for intermediate Milestone changes	EOT entitlement claimed(days)	AE/IE's Approval Letters
<div> <div>Action</div> <div>View</div> </div> EOT Proposal submitted by CO	RA00112BA007WB	OK	CO_RA00112BA007WB/EOT/0001	Yes	20	

Showing 1 to 1 of 1 entries

Previous 1 Next

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 form will appear in the AE/IE login, allowing the AE/IE to provide their recommendation 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

Particular	Cont. Submission	AE/IE Recommendation
EOT Entitlement assessed (in days)	30	
Recommendation letter		Choose File   No file chosen
Date of Recommendation	13/11/2024	13/11/2024
EOT recommended with prolongation cost	No	Select
Prolongation Amount Recommended (In INR)	0	
Damages Recommended for delays attributable to Contractor (In INR)		

Cancel Submit

-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.

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 Proposal | Rajmarg | eOffice | AppSavy | Real Time Management System (RTMS)

Recommend to SE - NH Wing Circle  
Seek Clarification  
Reject  
Send for Review

Show 10 entries | Search:

	UPC	Brief Description	EOT No.	Is EOT applied for intermediate Milestone changes	EOT entitlement claimed(days)	AE/IE's Approval Letters
Action - View -	RA00112BA007WB	OK	CO_RA00112BA007WB/EOT/0001	Yes	20	

Showing 1 to 1 of 1 entries | Previous 1 Next

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 by NH DIVISION/RCC/PIU-MORTH**, below screen will be appear. After that, the page will appear as per Annexure-1.

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

Home | Rajmarg | eOffice | AppSavy | Real Time Management System (RTMS)

Particular	Cont. Submission	AE/IE Recommendation	NH Div/BRO/PIU Recommendation
EOT Entitlement assessed (in days)	20	20	
Recommendation letter	N/A	Choose File   No file chosen	Choose File   No file chosen
Date of Recommendation	16/01/2025	16/01/2025	16/01/2025
EOT recommended with prolongation cost	Yes	No	Select
Prolongation Amount Recommended (in INR)	100	100	
Damages Recommended for delays attributable to Contractor (in INR)	202222	202222	
Damages Recommended for delays attributable to Authority (in INR)	20222	2022	

Cancel Submit

## 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.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS

Welcome - Jayanta Mondal - Superintending Engineer

Search

User Name, NH-Circle-Kolkata

Help Desk Logout

Home / Time & Change Management / EOT Proposal

Filter

Recommend to CE - NH Wing Circle

Seek Clarification

Reject

Send for Review

Show 10 entries

Search:

	UPC	Brief Description	EOT No.	Is EOT applied for intermediate Milestone changes	EOT entitlement claimed(days)	AE/IE's Approval Letters
Recommended by NH Div/BRO/PIU to SE - NH Wing	RA00112BA007WB	OK	CO_RA00112BA007WB/EOT/0001	Yes	20	

Showing 1 to 1 of 1 entries

Previous 1 Next

## 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.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS

Welcome - Shri Sandip Krishna Saha

Search

User Name, RO-MORTH-Kolkata

Help Desk Logout

Home / Time & Change Management / EOT Proposal

Filter

Recommend to SE-MoRTH  
Seek Clarification to CE-NH Wing  
Reject  
Send for Review

Show 10 entries

	UPC	Brief Description	EOT No.	Is EOT applied for intermediate Milestone changes	EOT entitlement claimed(days)	AE/IE's Approval Letters
Recommended by CE - NH Wing	RA00112BA007WB	OK	CO_RA00112BA007WB/EOT/0001	Yes	20	

Showing 1 to 1 of 1 entries

Previous 1 Next

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

Are you Approval Authority \*

Select  
Select  
Yes  
No

Cancel Submit

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

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

## 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.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS Welcome - SE-East-II

Home / Time & Change Management / EOT Proposal

Recommend to CE-MoRTH  
Forward to IFD  
Seek Clarification  
Reject  
Send for Review

Showing 10 entries

tatus	UPC	Brief Description	EOT No.	Is EOT applied for intermediate Milestone changes	EOT entitlement claimed(days)	AE/IE's Approval Letters
recommended by RO-MoRTH	RA00112BA007WB	OK	CO_RA00112BA007WB/EOT/0001	Yes	20	

Showing 1 to 1 of 1 entries

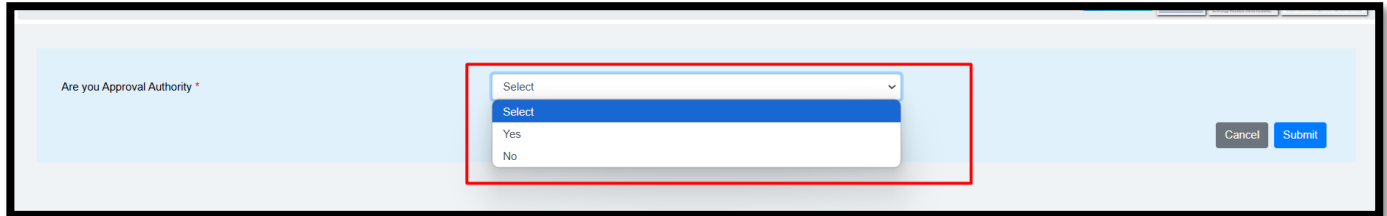
Previous 1 Next

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 \*

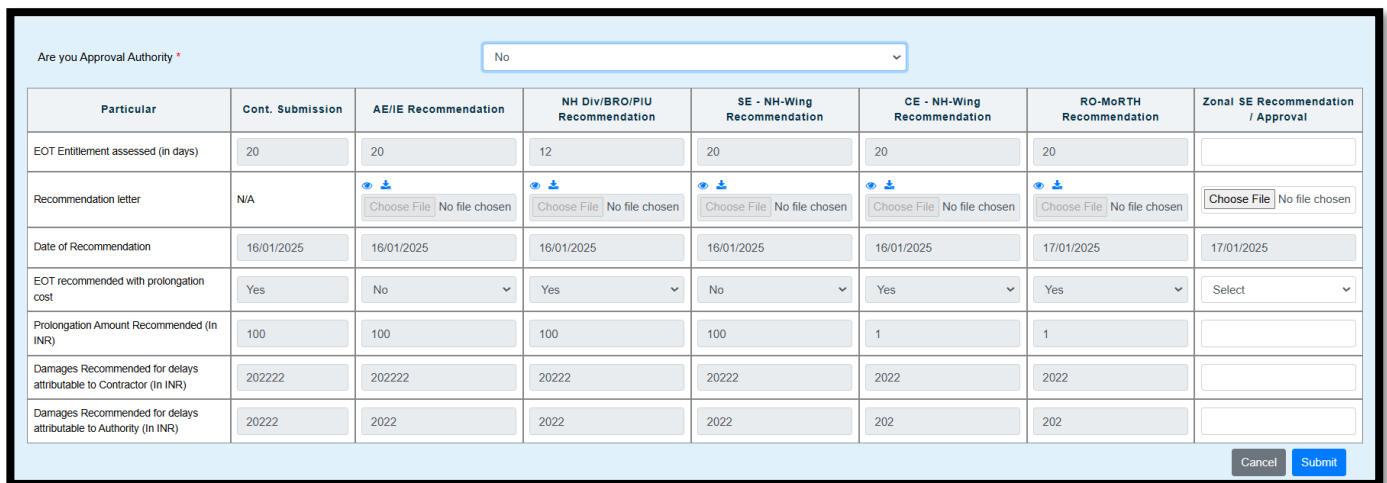
Select

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:

The screenshot shows the 'Home / AE/IE COS' page. At the top, there's a header with 'MINISTRY OF ROAD TRANSPORT AND HIGHWAYS', 'Welcome - CE-East-II', a search bar, and user information 'User Name, CE-East-II' with 'Help Desk' and 'Logout' links. Below the header, there are links for 'Rajmarg', 'eOffice', 'AppSavy', and 'Real Time Management System (RTMS)'. A 'FILTER' button is on the right. The main content area has a table with columns: 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.), and Recommended Amount by NH Div/BRO/PIU (In Cr.). A dropdown menu is open over the 'Actions' column, showing options: 'Recommend COS Proposal', 'Forward to IFD', 'Seek Clarification', 'Reject', 'Send for Review', 'Zonal SE to Zonal CE', and 'Zonal CE'. The table shows one entry for 'AE' with 'Pending with Zonal CE (0 Days)'.

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.)
AE	Pending with Zonal CE (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

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.

The screenshot shows a dialog box titled 'Are you Approval Authority ?'. It contains a dropdown menu with options: 'Select', 'Select', 'Yes', and 'No'. The 'Yes' option is highlighted. There are 'Cancel' and 'Submit' buttons at the bottom right.

-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:

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS Welcome - Shri D. Sarangi - DG Search User Name: ADG-East-West Help Desk Logout

Home / AE/IE COS PDF Excel Show 10 entries Search: FILTER

Approved	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.)	Recommend Amount by NH Div/BRO/PIU (In Cr.)
<div> <div>Forward to IFD</div> <div>Seek Clarification</div> <div>Reject</div> <div>Send for Review</div> <div>Actions -</div> <div>View -</div> </div>	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/IE/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.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS

Welcome - Finance Advisor - AA&FA

Search

User Name, Finance Advisor

Help Desk

Logout

Home / AE/IE COS

Rajmarg

eOffice

AppSavy

HRMS

PDF

Excel

Show 10 entries

Search:

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.)	Recommender Amount by NH Div/BRO/P (In Cr.)
<div>Actions -</div> <div>Forward to DFA</div> <div>Send for Review</div> <div>Reply to Zonal ADG</div>	<div>View -</div>	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 ADG to AA & FA		Pending with AA			NH Division	RO-MoRTH-Kolkata	Madhya Pradesh	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.

The screenshot shows the Director Finance Advisor login interface. At the top, there is a header bar with the Ministry of Road Transport and Highways logo, a search bar, and user information. Below the header, there is a navigation bar with links to Home, AE/IE COS, and a FILTER button. The main content area displays a table of project records. The table has columns for 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/IRIS No, Completion Scheduled as per contract, Date of COS/IRIS identified at site, COS Type, AE/IE Contract Amount, Proposed Value of COS By AE/IE (In Cr.), and Recommend Amount by NH Div/BRO/PIU (In Cr.). The first two rows of data are visible. The first row shows a project in West Bengal, and the second row shows a project in Madhya Pradesh. The 'Actions' dropdown menu is highlighted in the first row, showing three options: Forward to AFA, Reply to AA & FA, and Send for Review.

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/IRIS No	Completion Scheduled as per contract	Date of COS/IRIS identified at site	COS Type	AE/IE Contract Amount	Proposed Value of COS By AE/IE (In Cr.)	Recommend Amount by NH Div/BRO/PIU (In Cr.)
Forward to AFA Reply to AA & FA Send for Review		Forward by AA & FA to DFA	AE	Pending with DFA (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
		Forward by AA & FA to DFA	AE	Pending with DFA (15 Days)	RA00346BA004MP		NH Division Gwalior	RO-MORTH-Bhopal	Madhya Pradesh	Under Construction (AD issued)	EPC	81.3	COS/AE/RA00346BA004MP/0001		12/01/2024	Change of Scope (+ve CoS)		800000.0	800000

## 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.

The screenshot shows the Assistant Finance Advisor login interface. The top navigation bar includes the Ministry of Road Transport and Highways logo, a search bar, and user information. The main content area displays a table of project entries. The 'Action' column has a dropdown menu with two options: 'Reply to DFA' and 'Send for Review'.

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.)	Recommend Amount by NH Div/BRO/PIU (In Cr.)
<div> <div>Actions</div> <div>View</div> </div> <div> <div>Reply to DFA</div> <div>Send for Review</div> </div>		Forward by DFA to AFA	AE	Pending with AFA (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

## 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.

The screenshot shows the Director Finance Advisor login interface. The top navigation bar includes the Ministry of Road Transport and Highways logo, a search bar, and user information. The main content area displays a table of project entries. The 'Action' column has a dropdown menu with three options: 'Forward to AFA', 'Reply to AA & FA', and 'Send for Review'.

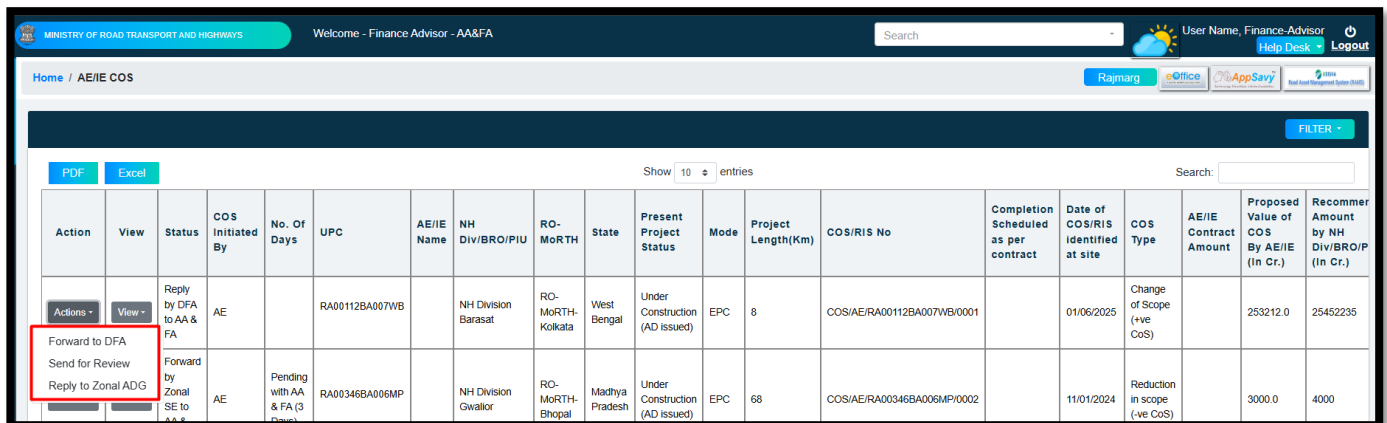
Action	View	Status	COS Initiated By	No. Of Days	UPC	AE/IE Name	NH Div/BRO/PIU	RO-MORTH	State	Present Project Status	Mode	Project Length(Km)	COS/RIS No	Completion Scheduled as per contract	Date of COS/RIS identified at site	COS Type	AE/IE Contract Amount	Proposed Value of COS By AE/IE (In Cr.)	Recommend Amount by NH Div/BRO/PIU (In Cr.)
<div> <div>Actions</div> <div>View</div> </div> <div> <div>Forward to AFA</div> <div>Reply to AA &amp; FA</div> <div>Send for Review</div> </div>		Reply by AFA to DFA	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 AA & FA to	AE	Pending with DFA (15)	RA00346BA004MP		NH Division Gwalior	RO-MORTH-Bhopal	Madhya Pradesh	Under Construction (AD issued)	EPC	81.3	COS/AE/RA00346BA004MP/0001		12/01/2024	Change of Scope (+ve CoS)		800000.0	800000



## 14) Finance Advisor Login

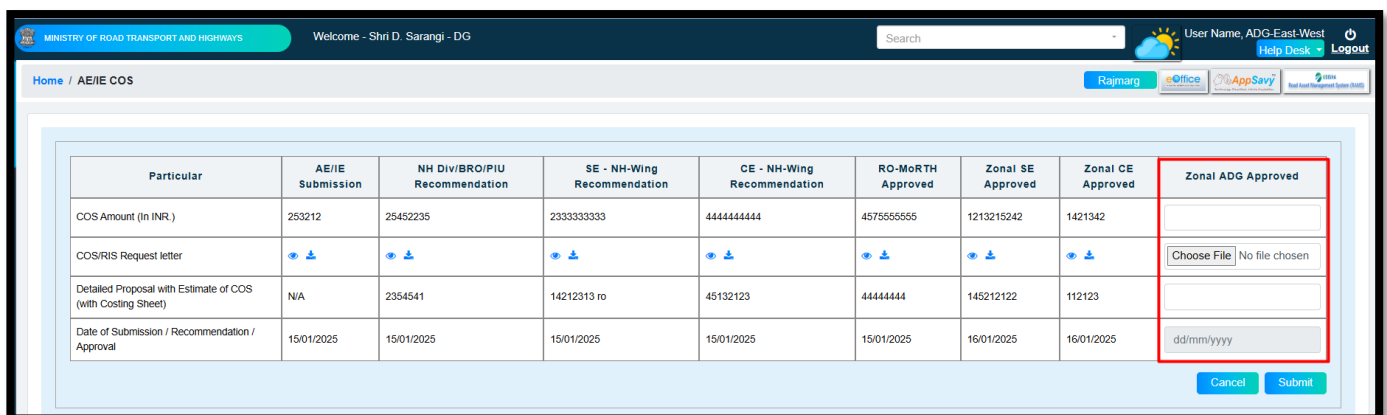
Now, by clicking on the **“Action”** button, Finance Advisor can take **Three** actions as shown in above screenshot.

- 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.



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.)	Recommender Amount by NH Div/BRO/PIU (In Cr.)
Forward to DFA Send for Review Reply to Zonal ADG		Reply by DFA 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 SE to AA & FA	AE	Pending with AA & FA (3 Days)	RA00346BA006MP		NH Division Gwalior	RO-MORTH-Bhopal	Madhya Pradesh	Under Construction (AD issued)	EPC	68	COS/AE/RA00346BA006MP/0002		11/01/2024	Reduction in scope (-ve CoS)		3000.0	4000

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



Particular	AE/IE Submission	NH Div/BRO/PIU Recommendation	SE - NH-Wing Recommendation	CE - NH-Wing Recommendation	RO-MORTH Approved	Zonal SE Approved	Zonal CE Approved	Zonal ADG Approved
COS Amount (In INR.)	253212	25452235	2333333333	4444444444	4575555555	1213215242	1421342	
COS/RIS Request letter								Choose File No file chosen
Detailed Proposal with Estimate of COS (with Costing Sheet)	N/A	2354541	14212313 to	45132123	44444444	145212122	112123	
Date of Submission / Recommendation / Approval	15/01/2025	15/01/2025	15/01/2025	15/01/2025	15/01/2025	16/01/2025	16/01/2025	dd/mm/yyyy

(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.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS | Welcome - CE-East-II | Search | User Name, CE-East-II | Help Desk | Logout

Home / AE/IE COS | FILTER

PDF | Excel | Show 10 entries | Search:

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.)	Recommend Amount by NH Div/BRO/PIU (In Cr.)
Actions -	View -	Approve by Zonal ADG	AE	Pending with Zonal CE (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

(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.

Issue Approval Letter

Type of COS Approval Letter ☐ Generate Letter ☒ Upload Letter

Upload COS Approval Letter  No file chosen

Cancel Submit

(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.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS | Welcome - SE-East-II | Search | User Name, SE-East-II | Help Desk | Logout

Home / AE/IE COS | FILTER

PDF | Excel | Show 10 entries | Search:

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.)	Recommend Amount by NH Div/BRO/PIU (In Cr.)
Actions -	View -	Approval Letter Issued by Zonal SE	AE	Pending with Zonal SE (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

(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.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS Welcome - Shri Sandip Krishna Saha

Home / AE/IE COS

PDF Excel Show 10 entries Search:

Action	View	Status	COS Initiated By	No. Of Days	UPC	AE/IE Name	NH Div/BRO/PIU	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.)	Deleg Authority to Appri
Actions -	View -	Approval Letter Issued by RO-MoRTH	AE	Pending with RO-MoRTH (0 Days)	RA00112BA007WB		NH Division Barasat	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

(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.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS Welcome - Ajit Kumar Singh - Executive Engineer

Home / AE/IE COS

New PDF Excel Show 10 entries Search:

Action	View	Status	COS Initiated By	No. Of Days	UPC	AE/IE Name	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.)	Delegated Authority to Approval	Val. CoS app Cr.)
Actions -	View -	Approval Letter Issued by RO-MoRTH	AE	Pending by NH Div/BRO/PIU (0 Days)	RA00112BA007WB		West Bengal	Under Construction (AD issued)	EPC	8	COS/AE/RA00112BA007WB/0001		01/06/2025	Change of Scope (+ve CoS)		253212.0	25452235		0

Showing 1 to 1 of 1 entries

Previous 1 Next

## 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.

NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD. Welcome - AE

Home / Time & Change Management / EOT Proposal

PDF Excel Show 10 entries Search:

Action	View	Status	UPN	Brief Description	EOT No.	Is EOT applied for Intermediate Milestone changes	EOT entitlement claimed(days)	AE/IE's Approval Letters
Action -	View -	EOT Approval communicated to AE/IE by PMU	DN/09023/01002/JK	EOT Proposal	CO_DN0902301002/JK/EOT/0001	Yes	30	

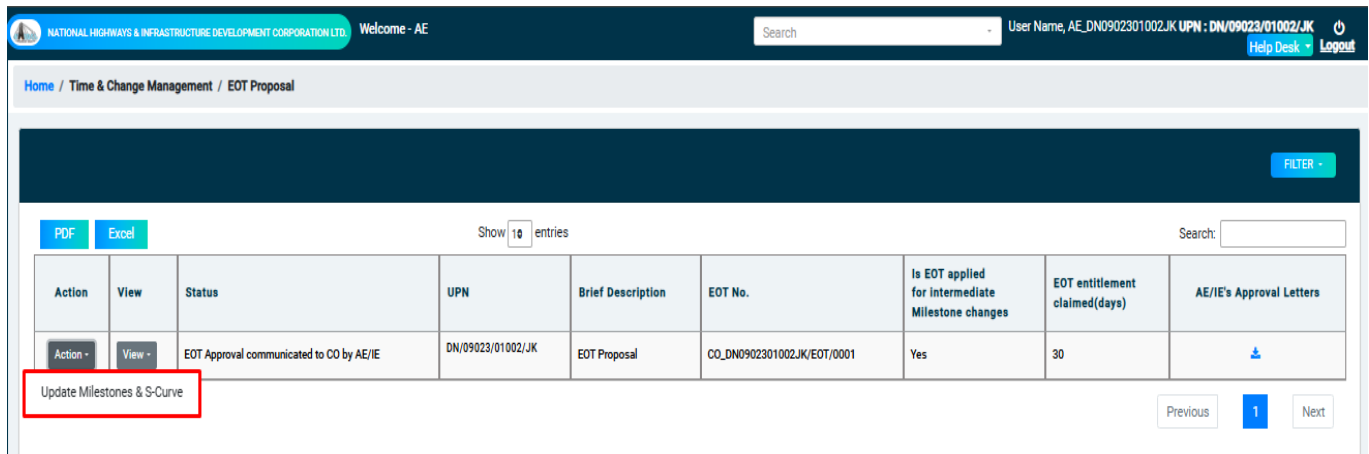
Showing 1 to 1 of 1 entries

Previous 1 Next

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.

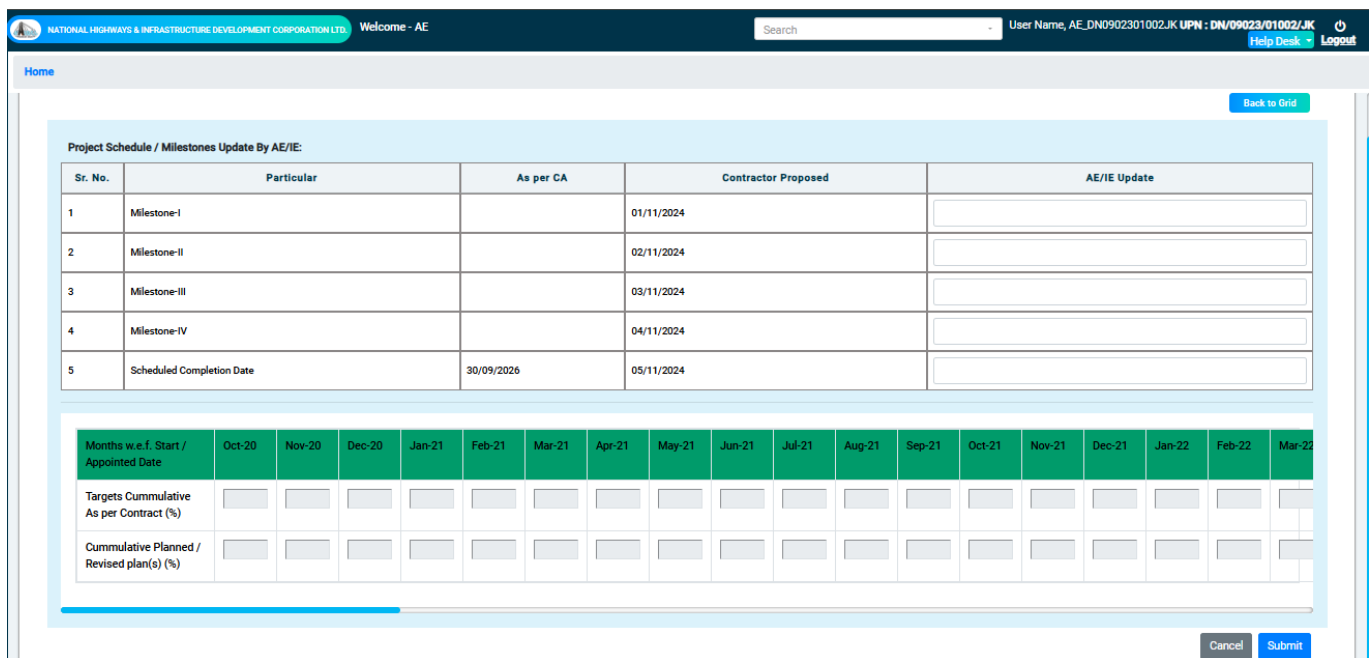
(xix)- After **“Issue Approval Letter to Contractor”** by “AE/IE”, Action Button will be appear in the AE/IE Grid.



The screenshot shows the 'EOT Proposal' grid. The grid has columns: Action, View, Status, UPN, Brief Description, EOT No., Is EOT applied for intermediate Milestone changes, EOT entitlement claimed(days), and AE/IE's Approval Letters. The first row shows 'EOT Approval communicated to CD by AE/IE' with UPN 'DN/09023/01002/JK' and EOT No. 'CO\_DN0902301002.JK/EOT/0001'. The 'Action' button is highlighted with a red box and labeled 'Update Milestones & S-Curve'.

-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.



The screenshot shows the 'Project Schedule / Milestones Update By AE/IE' form. It includes a table for milestones and a grid for cumulative targets and planned revisions over time.

Sr. No.	Particular	As per CA	Contractor Proposed	AE/IE Update
1	Milestone-I		01/11/2024	
2	Milestone-II		02/11/2024	
3	Milestone-III		03/11/2024	
4	Milestone-IV		04/11/2024	
5	Scheduled Completion Date	30/09/2026	05/11/2024	

Months w.e.f. Start / Appointed Date	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22
Targets Cumulative As per Contract (%)																		
Cumulative Planned / Revised plan(s) (%)																		

- 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.

The screenshot shows the user interface of the National Highways & Infrastructure Development Corporation Ltd. The user is logged in as Vijay Kant Pandey. The page title is "Time & Change Management / EOT Proposal". A table displays a list of proposals. The first row is highlighted, and the "Action" button is visible. A dropdown menu is open, showing two options: "Approve Milestones & S-Curve" and "Send for Review".

Action	View	Status	UPN	Brief Description	EOT No.	Is EOT applied for Intermediate Milestone changes	EOT entitlement claimed(days)	AE/IE's Approval Letters
Approve Milestones & S-Curve	View	Milestones & S-Curve Update by AE/IE (Post EOT Approval)	DN/09023/01002/JK	EOT Proposal	CO_DN0902301002JK/EOT/0001	Yes	30	

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.

The screenshot shows the "Project Schedule / Milestones Update By AE/IE" form. It includes a table for milestones and a grid for cumulative targets and planned values over time. The "Approve" button is visible at the bottom right.

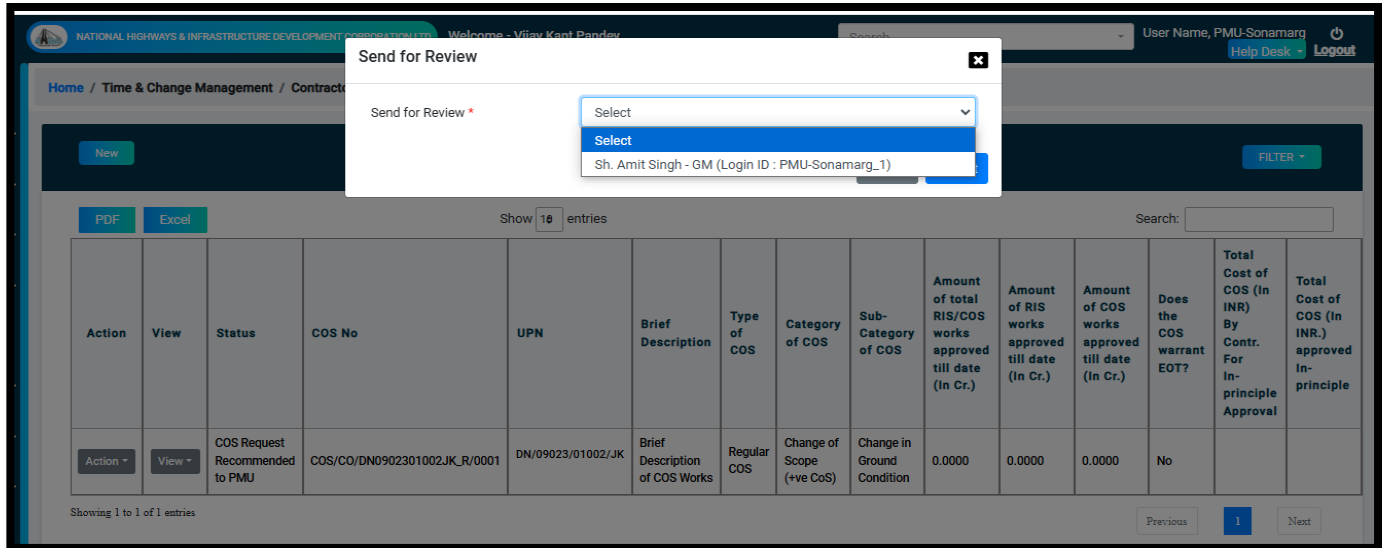
Sr. No.	Particular	As per CA	Contractor Proposed	AE/IE Update
1	Milestone-I		01/11/2024	01/11/2024
2	Milestone-II		02/11/2024	02/11/2024
3	Milestone-III		03/11/2024	03/11/2024
4	Milestone-IV		04/11/2024	04/11/2024
5	Scheduled Completion Date	30/09/2026	05/11/2024	05/11/2024

Months w.e.f. Start / Appointed Date	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22
Targets Cumulative As per Contract (%)																		
Cumulative Planned / Revised plan(s) (%)																		

-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.



The screenshot displays the 'Send for Review' modal in the NHIDCL system. The modal is titled 'Send for Review' and contains a dropdown menu with the following options: 'Select' and 'Sh. Amit Singh - GM (Login ID : PMU-Sonamarg\_1)'. The background shows the main interface of the system, including the header with the logo and navigation bar, and a table of COS (Contract of Service) entries.

Action	View	Status	COS No	UPN	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
Action	View	COS Request Recommended to PMU	COS/CO/DN0902301002JK_R/0001	DN/09023/01002/JK	Brief Description of COS Works	Regular COS	Change of Scope (+ve CoS)	Change in Ground Condition	0.0000	0.0000	0.0000	No		

## Annexure-1

