# STANDARD OPERATING PROCEDURE

**Inauguration Module** 

**Ministry of Road Transport and Highway** 

## **Standard Operating Procedure of "Inauguration Module"**

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### 1) PIU/NH-DIV/BRO Login

(i)- The below screen will be appear in PIU/NH-DIV/BRO and RO login.

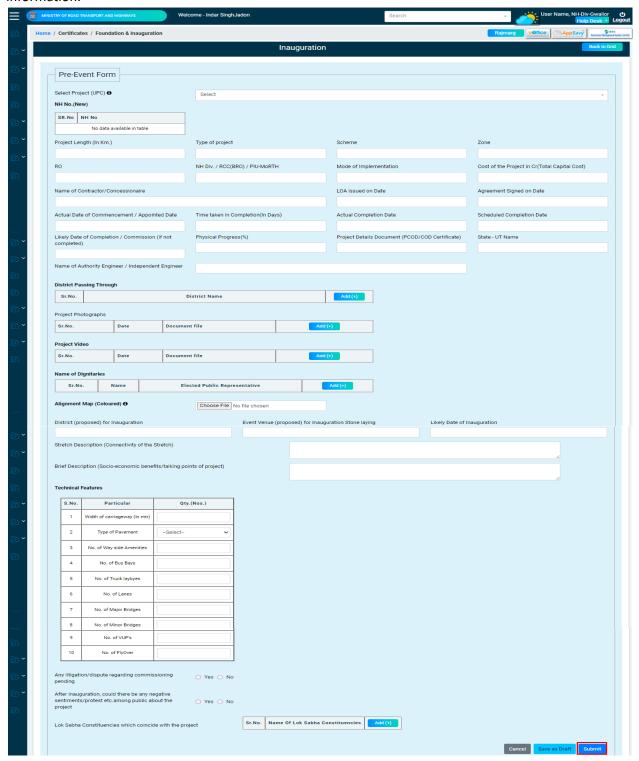


(ii)- Where PIU/NH-DIV/BRO and RO can update the details regarding Inauguration of respective projects.



-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.

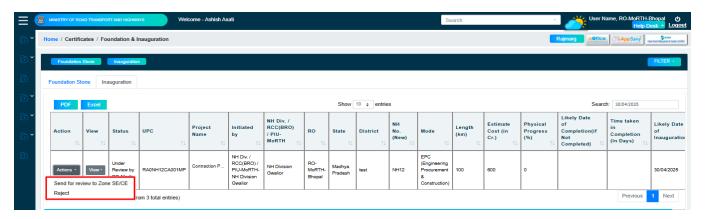
(iii)-By clicking the "Inauguration" tab a form will appear on the screen as shown in below screenshot. After that, general information will be auto-populated in Both Form and user will not be able to edit those pre-filled information.



-After Submission PIU/NH-DIV/BRO & RO can withdraw the request until further action taken by concern authority.

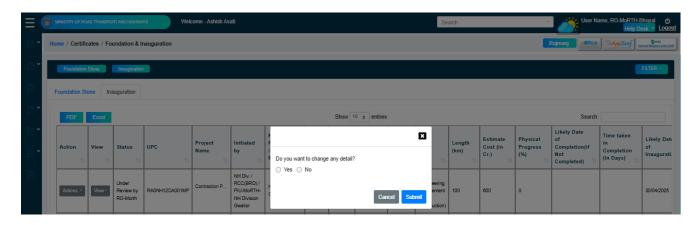
#### 2) RO-MoRTH Login

(iv)- After the request submitted by the PIU/NH-DIV/BRO, then the request will be displayed in the **RO Grid** as shown below image.



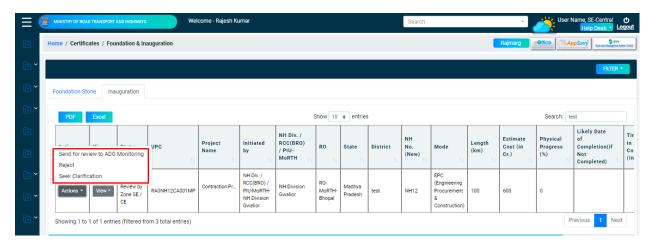
Now, by clicking on the "Action" button, RO can take two actions as shown below screen.

- RO can select the "Reject" option from the drop-down menu. After that, the page will appear as per Annexure 1.
- RO can select the "Send for review to Zone SE/CE" option from the drop-down menu. After that, the page will appear as per Annexure 1.
- (v)- By clicking on "Send for review to Zone SE/CE", by RO below popup will be appear with Yes & No options.
- -If RO select "**Yes**", the page will be redirected to the form filled by PIU/NH-DIV/BRO earlier. The form will appear in editable mode and RO can make the necessary changes as per requirement.
  - -If RO select "No", the form can be submitted by clicking on "Submit".



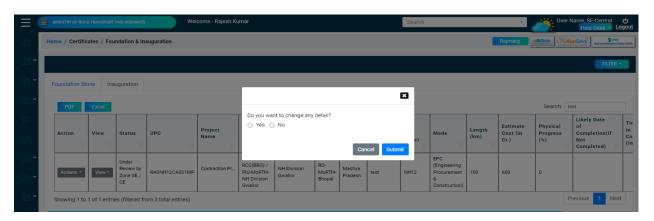
#### 3) Zone SE/CE Login

(vi)- After the request submitted by the RO, then the request will be displayed in the **Zone SE/CE Grid** as shown below image.



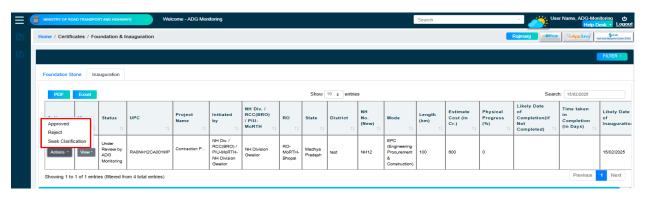
Now, by clicking on the "Action" button, Zone SE/CE can take three actions as shown below screen.

- In case of any Query/Clarification required by Zone SE/CE, Zone SE/CE can opt for the "Seek Clarification" option from the dropdown menu. After that, the page will appear as per Annexure 1.
- Zone SE/CE can also select the "Reject" option from the drop-down menu. After that, the page will appear as per Annexure 1.
- Zone SE/CE can select the **"Send for review to ADG Monitoring"** option from the drop-down menu. After that, the page will appear as per Annexure 1.
- (vii)- By clicking "Send for review to ADG Monitoring" option, Zone SE/CE can change some editable fields in already filled form.



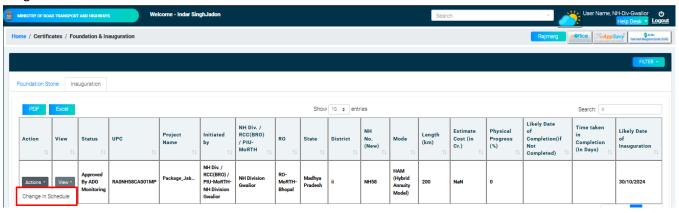
### 4) ADG Login

(viii)- After the request submitted by the Zone SE/CE, then the request will be displayed in the **ADG Grid** as shown below image.



Now, by clicking on the "Action" button, ADG can take three actions as shown below screen.

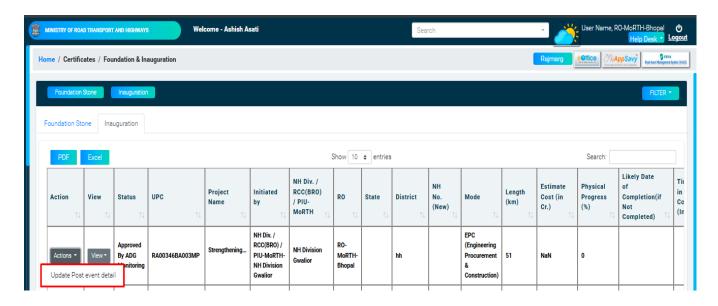
- In case of any Query/Clarification required by ADG, ADG can opt for the "Seek Clarification" option from the dropdown menu. After that, the page will appear as per Annexure 1.
- ADG can also select the "Reject" option from the drop-down menu. After that, the page will appear as per Annexure 1.
- ADG can select the "Approve" option from the drop-down menu. After that, the page will appear as per Annexure 1.
- (ix)- Once Approval given by ADG, Initiator will get Action Button as "Change in Schedule" as shown in below image.



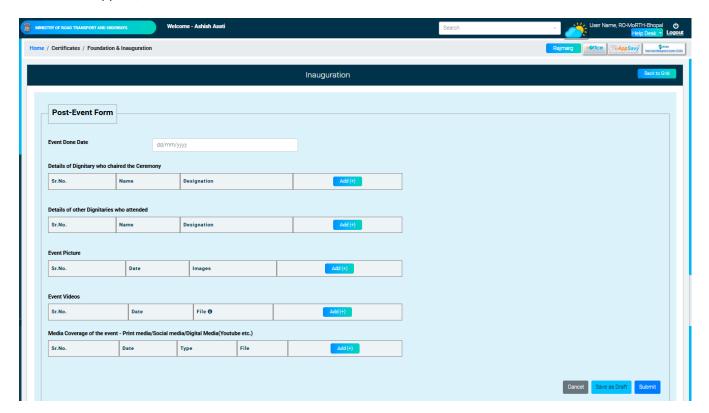
(x)-On clicking on **Change in Schedule**, the option as **"Prepone of Event"** or **"Postpone of Event"** submitted form will appear, where initiator can change the **"Likely Date of Inauguration"**.



(xi)- Simultaneously after approval by ADG-Monitoring, "Action" button will appear in RO grid where RO can "Update Post event detail" after selecting the option.



(xii)- By clicking "**Update Post event detail**" below mentioned form will be appear, after submission the noting function will appear, as **Annexure 1**. Add note and attach DSC for final submission.



#### **Annexure 1**

