



STANDARD OPERATING PROCEDURE



Inauguration Module

Ministry of Road Transport and Highway

Standard Operating Procedure of “Inauguration Module”

Table of Contents for “Inauguration Module”

1) PIU/NH-DIV/BRO Login.....	2
2) RO-MoRTH Login	4
3) Zone SE/CE Login	5
4) ADG Login	6

1) PIU/NH-DIV/BRO Login

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

The screenshot shows the user interface of the Ministry of Road Transport and Highways portal. The user is logged in as 'Indar SinghJadon'. The navigation bar includes 'Home / Construction Progress / Monthly Update & Certification'. The 'Inauguration Laying' tab is highlighted. Below the tabs, there are buttons for 'Excel' and 'PDF', a 'Show 10 entries' dropdown, and a search bar. A table with columns: Sr, UPC, Project Name, Length, NH, Mode, Concessionaire Name, and Action is displayed. The table is currently empty, showing 'No Data Available'. At the bottom, it says 'Showing 0 to 0 of 0 entries' with 'Previous' and 'Next' buttons.

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

The screenshot shows the user interface of the Ministry of Road Transport and Highways portal. The user is logged in as 'Indar SinghJadon'. The navigation bar includes 'Home / Certificates / Foundation & Inauguration'. The 'Inauguration' tab is highlighted. Below the tabs, there are buttons for 'PDF' and 'Excel', a 'Show 10 entries' dropdown, and a search bar. A table with columns: Action, View, Status, UPC, Project Name, Initiated by, NH Div. / RCC(BRO) / PIU-MoRTH, RO, State, District, NH No. (New), Mode, Length (km), Estimate Cost (in Cr.), Physical Progress (%), Likely Date of Completion(if Not Completed), and Tim in Cor (in) is displayed. The table is currently empty.

-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.

Pre-Event Form

Select Project (UPC)

NH No.(New)

Sr.No	NH No
No data available in table	

Project Length (In Km.)

Type of project

Scheme

Zone

RO

NH Div. / RCC(BRO) / PIU-MoRTH

Mode of Implementation

Cost of the Project in Cr(Total Capital Cost)

Name of Contractor/Concessionaire

LOA issued on Date

Agreement Signed on Date

Actual Date of Commencement / Appointed Date

Time taken in Completion(In Days)

Actual Completion Date

Scheduled Completion Date

Likely Date of Completion / Commission (if not completed)

Physical Progress(%)

Project Details Document (PCOD/COD Certificate)

State - UT Name

Name of Authority Engineer / Independent Engineer

District Passing Through

Sr.No.	District Name
	<input type="text"/>

Project Photographs

Sr.No.	Date	Document file
		<input type="text"/>

Project Video

Sr.No.	Date	Document file
		<input type="text"/>

Name of Dignitaries

Sr.No.	Name	Elected Public Representative
		<input type="text"/>

Alignment Map (Coloured)

District (proposed) for Inauguration

Event Venue (proposed) for Inauguration Stone laying

Likely Date of Inauguration

Stretch Description (Connectivity of the Stretch)

Brief Description (Socio-economic benefits/talking points of project)

Technical Features

S.No.	Particular	Qty.(Nos.)
1	Width of carriageway (In mtr)	<input type="text"/>
2	Type of Pavement	--Select--
3	No. of Way side Amenities	<input type="text"/>
4	No. of Bus Bays	<input type="text"/>
5	No. of Truck laybys	<input type="text"/>
6	No. of Lanes	<input type="text"/>
7	No. of Major Bridges	<input type="text"/>
8	No. of Minor Bridges	<input type="text"/>
9	No. of VUPs	<input type="text"/>
10	No. of FlyOver	<input type="text"/>

Any litigation/dispute regarding commissioning pending ☐ Yes ☐ No

After inauguration, could there be any negative sentiments/protest etc. among public about the project ☐ Yes ☐ No

Lok Sabha Constituencies which coincide with the project

Sr.No.	Name Of Lok Sabha Constituencies
	<input type="text"/>

Buttons: Cancel, Save as Draft, Submit

-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.

Action	View	Status	UPC	Project Name	Initiated by	NH Div. / RCC(BRO) / PIU-MoRTH	RO	State	District	NH No. (New)	Mode	Length (km)	Estimate Cost (in Cr.)	Physical Progress (%)	Likely Date of Completion(if Not Completed)	Time taken in Completion (In Days)	Likely Date of Inauguration
Actions - Send for review to Zone SE/CE Reject	View	Under Review by RO-MoRTH	RA0NH12CA001MP	Contraction P...	NH Div. / RCC(BRO) / PIU-MoRTH-NH Division Gwalior	NH Division Gwalior	RO-MoRTH-Bhopal	Madhya Pradesh	test	NH12	EPC (Engineering Procurement & Construction)	100	600	0			30/04/2025

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”**.

Do you want to change any detail?

☐ Yes ☒ No

Cancel 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.

The screenshot shows the 'Zone SE/CE Grid' interface. At the top, there's a header with 'MINISTRY OF ROAD TRANSPORT AND HIGHWAYS', 'Welcome - Rajesh Kumar', a search bar, and user information 'User Name, SE-Central'. Below the header, there's a navigation bar with 'Home / Certificates / Foundation & Inauguration'. The main content area has tabs for 'Foundation Stone' and 'Inauguration'. A table of project entries is displayed, with columns: Action, View, Status, UPC, Project Name, Initiated by, NH Div. / RCC(BRO) / PIU-MoRTH, RO, State, District, NH No. (New), Mode, Length (km), Estimate Cost (in Cr.), Physical Progress (%), Likely Date of Completion(if Not Completed), and Tir in Co (In). The first entry is highlighted, and the 'Actions' dropdown menu is open, showing options: 'Send for review to ADG Monitoring', 'Reject', and 'Seek Clarification'. The 'Seek Clarification' option is selected. Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 3 total entries)'. There are 'Previous' and 'Next' buttons.

Action	View	Status	UPC	Project Name	Initiated by	NH Div. / RCC(BRO) / PIU-MoRTH	RO	State	District	NH No. (New)	Mode	Length (km)	Estimate Cost (in Cr.)	Physical Progress (%)	Likely Date of Completion(if Not Completed)	Tir in Co (In
Send for review to ADG Monitoring	View	Under Review by Zone SE / CE	RA0NH12CA001MP	Contraction Pr...	NH Div. / RCC(BRO) / PIU-MoRTH-NH Division Gwalior	NH Division Gwalior	RO-MoRTH-Bhopal	Madhya Pradesh	test	NH12	EPC (Engineering Procurement & Construction)	100	600	0		

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.

The screenshot shows the 'Zone SE/CE Grid' interface with a modal dialog box open. The dialog box has the title 'Do you want to change any detail?' and two radio buttons: 'Yes' and 'No'. Below the radio buttons are 'Cancel' and 'Submit' buttons. The background shows the same table as the previous screenshot, but the 'Actions' dropdown menu is now closed, and the 'Status' column shows 'Under Review by Zone SE / CE'.

Action	View	Status	UPC	Project Name	Initiated by	NH Div. / RCC(BRO) / PIU-MoRTH	RO	State	District	NH No. (New)	Mode	Length (km)	Estimate Cost (in Cr.)	Physical Progress (%)	Likely Date of Completion(if Not Completed)	Tir in Co (In
Under Review by Zone SE / CE	View	Under Review by Zone SE / CE	RA0NH12CA001MP	Contraction Pr...	RCC(BRO) / PIU-MoRTH-NH Division Gwalior	NH Division Gwalior	RO-MoRTH-Bhopal	Madhya Pradesh	test	NH12	EPC (Engineering Procurement & Construction)	100	600	0		

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.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS | Welcome - ADG Monitoring | Search | User Name, ADG-Monitoring | Help Desk | Logout

Home / Certificates / Foundation & Inauguration | FILTER

Foundation Stone | Inauguration

PDF | Excel | Show 10 entries | Search: 15/02/2025

Action	View	Status	UPC	Project Name	Initiated by	NH Div. / RCC(BRO) / PIU- MoRTH	RO	State	District	NH No. (New)	Mode	Length (km)	Estimate Cost (in Cr.)	Physical Progress (%)	Likely Date of Completion(if Not Completed)	Time taken in Completion (In Days)	Likely Date of Inauguration
Approved	View	Under Review by ADG Monitoring	RA0NH12CA001MP	Contraction P...	NH Div. / RCC(BRO) / PIU-MoRTH- NH Division Gwalior	NH Division Gwalior	RO- MoRTH- Bhopal	Madhya Pradesh	test	NH12	EPC (Engineering Procurement & Construction)	100	800	0			15/02/2025

Showing 1 to 1 of 1 entries (filtered from 4 total entries) | Previous | Next

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.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS | Welcome - Indar SinghJadon | Search | User Name, NH-Div-Gwalior | Help Desk | Logout

Home / Certificates / Foundation & Inauguration | FILTER

Foundation Stone | Inauguration

PDF | Excel | Show 10 entries | Search: #


Action	View	Status	UPC	Project Name	Initiated by	NH Div. / RCC(BRO) / PIU- MoRTH	RO	State	District	NH No. (New)	Mode	Length (km)	Estimate Cost (in Cr.)	Physical Progress (%)	Likely Date of Completion(if Not Completed)	Time taken in Completion (In Days)	Likely Date of Inauguration
Change in Schedule	View	Approved By ADG Monitoring	RA0NH58CA001MP	Package_Jab...	NH Div. / RCC(BRO) / PIU-MoRTH- NH Division Gwalior	NH Division Gwalior	RO- MoRTH- Bhopal	Madhya Pradesh	ii	NH58	HAM (Hybrid Annuity Model)	200	NaN	0			30/10/2024

(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**”.

☐ Pre Pone of event
☐ Post Pone of event
☐ Cancel of event

Cancel Submit

(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.



MINISTRY OF ROAD TRANSPORT AND HIGHWAYS

Welcome - Ashish Asati

Search

User Name, RO-MoRTH-Bhopal

Help Desk

Logout

Home / Certificates / Foundation & Inauguration

Rajmarg

eOffice

AppSavy

Real Asset Management System (RAMS)

Foundation Stone

Inauguration

FILTER

Foundation Stone

Inauguration

PDF

Excel

Show 10 entries

Search:

Action	View	Status	UPC	Project Name	Initiated by	NH Div. / RCC(BRO) / PIU-MoRTH	RO	State	District	NH No. (New)	Mode	Length (km)	Estimate Cost (in Cr.)	Physical Progress (%)	Likely Date of Completion(if Not Completed)	Ti in Co (In
<div>Actions</div>	<div>View</div>	Approved By ADG Monitoring	RA00346BA003MP	Strengthening...	NH Div. / RCC(BRO) / PIU-MoRTH-NH Division Gwalior	NH Division Gwalior	RO-MoRTH-Bhopal		hh		EPC (Engineering Procurement & Construction)	51	NaN	0		
Update Post event detail																

(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.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS Welcome - Ashish Asati Search User Name, RO-MoRTH-Bhopal Help Desk Logout

Home / Certificates / Foundation & Inauguration Rajmarg eOffice AppSavy

Inauguration Back to Grid

Post-Event Form

Event Done Date

Details of Dignitary who chaired the Ceremony

Sr.No.	Name	Designation	
			Add (+)

Details of other Dignitaries who attended

Sr.No.	Name	Designation	
			Add (+)

Event Picture

Sr.No.	Date	Images	
			Add (+)

Event Videos

Sr.No.	Date	File	
			Add (+)

Media Coverage of the event - Print media/Social media/Digital Media/Youtube etc.)

Sr.No.	Date	Type	File	
				Add (+)

Cancel Save as Draft Submit

Annexure 1

Blank PDF Document 1 / 1 67% + -

TABLE OF CONTENT

Add Note Upload Reference Document (Optional) Choose File Cancel Submit