

Standard Operating Procedure of “Issuance of NCR”

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1) AE/IE Login:

User needs to select “**Issuance of NCR**” in the “**Search**” bar. The mentioned screen will appear after clicking on **Issuance of NCR**.

A) New Entry:

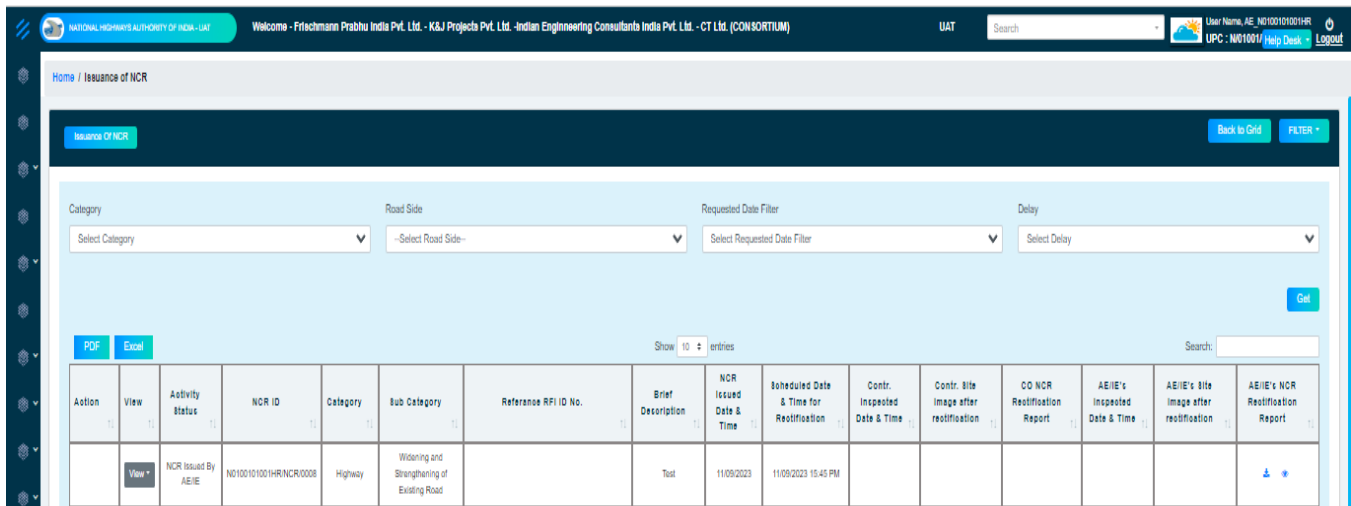
- i. The user needs to click on “**Issuance Of NCR**” as mentioned below.

The screenshot shows the 'Issuance of NCR' screen. At the top, there is a navigation bar with the NHA logo, user name 'AE_N0100101001HR', and a search bar. Below the navigation bar, the 'Issuance Of NCR' button is highlighted with a red box. The main area contains filters for Category, Road Side, Requested Date Filter, and Delay. Below the filters is a 'Get' button. At the bottom, there is a table with columns: Action, View, Activity Status, NCR ID, Category, Sub Category, Reference RFI ID No., Brief Description, NCR Issued Date & Time, Scheduled Date & Time for Rectification, Contr. Inspected Date & Time, Contr. Site Image after rectification, CO NCR Rectification Report, and AE/IE Inspect Date & Time. The table is currently empty.

- ii. The below screen will appear after clicking on **Issuance of NCR**. Fill the required details and click on “**Submit**” button.

The screenshot shows the 'Issuance of Non Conformation Report (NCR)' form. The form has a title 'Issuance of Non Conformation Report (NCR)'. Below the title, there is a 'Project Name' dropdown menu. Below the project name, there is a 'Do you have any Reference of RFI?' section with radio buttons for 'Yes' and 'No'. Below this, there is a table with columns: Category, Sub Category, Item, Layer, Road Side, Chainage From, Chainage_to, and Brief Description. Below the table, there are two sections: 'Upload NCR Report' and 'Upload Site Image (multiple)'. The 'Upload NCR Report' section has a 'Choose File' button and a 'No file chosen' text. The 'Upload Site Image (multiple)' section has a 'Choose Files' button and a 'No file chosen' text. Below these sections, there is a 'Scheduled Date & Time for Rectification' input field. At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted by a red box.

- iii. After submission, “Annexure A” will appear where user needs to apply **DSC** for final submission. After submission of **Annexure A**, the details will get updated on the main grid of the user as mentioned below.



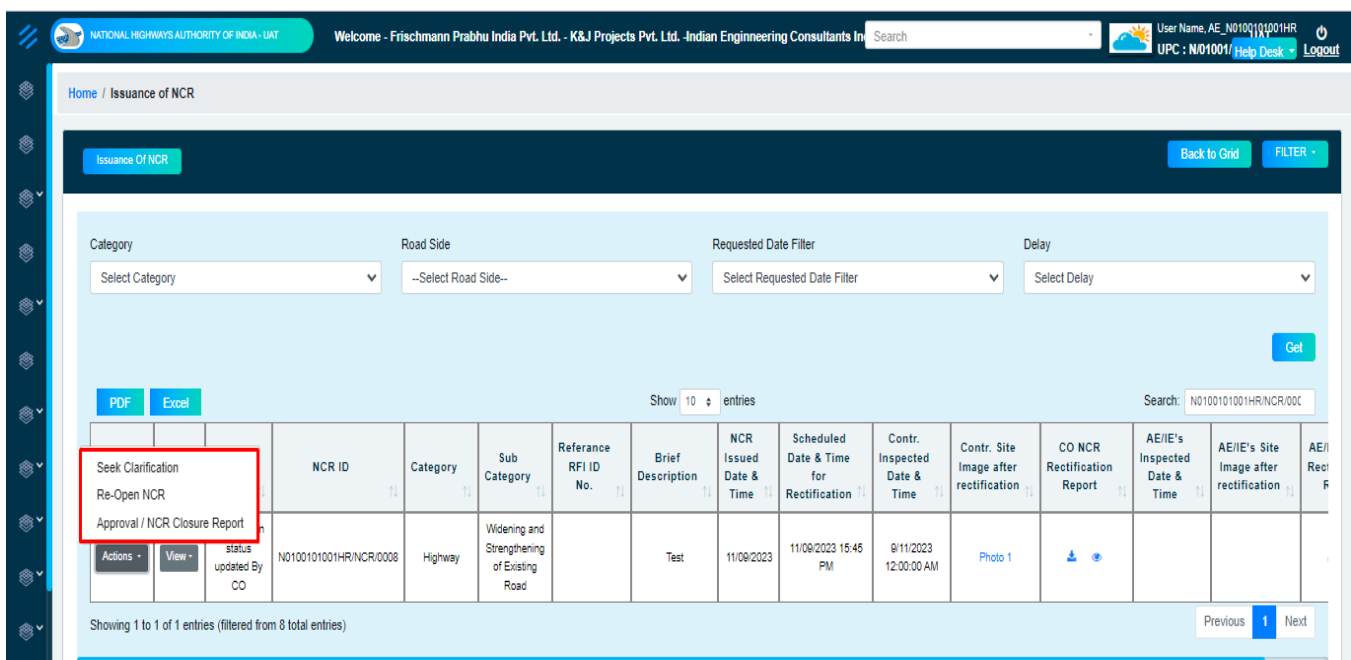
The screenshot shows the 'Issuance of NCR' page. At the top, there are filters for Category, Road Side, Requested Date Filter, and Delay. Below these is a 'Get' button. The main table has columns for Action, View, Activity Status, NCR ID, Category, Sub Category, Reference RFI ID No., Brief Description, NCR Issued Date & Time, Scheduled Date & Time for Rectification, Contr. Inspected Date & Time, Contr. Site Image after rectification, CO NCR Rectification Report, AE/IE's Inspected Date & Time, AE/IE's Site Image after rectification, and AE/IE's NCR Rectification Report. A single entry is visible with NCR ID N0100101001HR/NCR/0008, Category Highway, and Sub Category Widening and Strengthening of Existing Road.

Action	View	Activity Status	NCR ID	Category	Sub Category	Reference RFI ID No.	Brief Description	NCR Issued Date & Time	Scheduled Date & Time for Rectification	Contr. Inspected Date & Time	Contr. Site Image after rectification	CO NCR Rectification Report	AE/IE's Inspected Date & Time	AE/IE's Site Image after rectification	AE/IE's NCR Rectification Report
View		NCR Issued By AE/IE	N0100101001HR/NCR/0008	Highway	Widening and Strengthening of Existing Road		Test	11/09/2023	11/09/2023 10:45 PM						

2) AE/IE Login after submission by CO:

A) Seek Clarification:

- i. After submission of details by CO, the user will get the below mentioned options in the “Action” button. In “Action” button the user needs to select “Seek Clarification”.



The screenshot shows the 'Issuance of NCR' page with the 'Action' button dropdown menu open. The menu options are 'Seek Clarification', 'Re-Open NCR', and 'Approval / NCR Closure Report'. The table below shows the same entry as the previous screenshot, but with the 'Action' button highlighted.

Action	View	Activity Status	NCR ID	Category	Sub Category	Reference RFI ID No.	Brief Description	NCR Issued Date & Time	Scheduled Date & Time for Rectification	Contr. Inspected Date & Time	Contr. Site Image after rectification	CO NCR Rectification Report	AE/IE's Inspected Date & Time	AE/IE's Site Image after rectification	AE/IE's NCR Rectification Report
<div> <div>Seek Clarification</div> <div>Re-Open NCR</div> <div>Approval / NCR Closure Report</div> </div>		NCR Issued By AE/IE	N0100101001HR/NCR/0008	Highway	Widening and Strengthening of Existing Road		Test	11/09/2023	11/09/2023 15:45 PM	9/11/2023 12:00:00 AM	Photo 1				

- ii. After clicking on “**Seek Clarification**”, “**Annexure A**” will appear where user needs to apply **DSC** for final submission. After submission of **Annexure A**, the details will get updated on the main grid of the user as mentioned below.

The screenshot shows the 'Issuance of NCR' interface. At the top, there's a header with the logo, user name 'Frischmann Prabhu India Pvt. Ltd. - K&J Projects Pvt. Ltd. - Indian Engineering Consultants', and a search bar. Below the header, there's a navigation bar with 'Home / Issuance of NCR'. The main area has a filter section with dropdowns for 'Category', 'Road Side', 'Requested Date Filter', and 'Delay'. Below the filters is a 'Get' button. A table is displayed with columns: Action, View, Activity Status, NCR ID, Category, Sub Category, Reference RFI ID No., Brief Description, NCR Issued Date & Time, Scheduled Date & Time for Rectification, Contr. Inspected Date & Time, Contr. Site Image after rectification, CO NCR Rectification Report, AE/IE's Inspected Date & Time, AE/IE's Site Image after rectification, and AE/IE's Rectification Report. The table shows one entry for NCR ID 'N0100101001HR/NCR/0008'. The 'Action' column has a 'View' button. The 'Activity Status' column shows 'Clarification Sought by AE/IE to CO'. The 'NCR ID' column shows 'N0100101001HR/NCR/0008'. The 'Category' column shows 'Highway'. The 'Sub Category' column shows 'Widening and Strengthening of Existing Road'. The 'Reference RFI ID No.' column is empty. The 'Brief Description' column shows 'Test'. The 'NCR Issued Date & Time' column shows '11/09/2023'. The 'Scheduled Date & Time for Rectification' column shows '11/09/2023 15:45 PM'. The 'Contr. Inspected Date & Time' column shows '9/11/2023 12:00:00 AM'. The 'Contr. Site Image after rectification' column shows 'Photo 1'. The 'CO NCR Rectification Report' column shows a download icon. The 'AE/IE's Inspected Date & Time' column shows '9/11/2023 12:00:00 AM'. The 'AE/IE's Site Image after rectification' column is empty. The 'AE/IE's Rectification Report' column is empty. Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 8 total entries)'. There are 'Previous' and 'Next' buttons.

B) Re-Open NCR:

- i. After submission of details by CO, the user will get the below mentioned options in the “**Action**” button. In “**Action**” button the user needs to select “**Re-Open NCR**” in the below mentioned screen.

The screenshot shows the 'Issuance of NCR' interface, similar to the previous one. However, the 'Action' button in the 'Action' column of the table is highlighted with a red box. The dropdown menu for the 'Action' button shows three options: 'Seek Clarification', 'Re-Open NCR', and 'Approval / NCR Closure Report'. The 'Re-Open NCR' option is selected. The rest of the interface is the same as the previous screenshot.

- ii. After clicking on **“Re-Open NCR”**, **“Annexure A”** will appear where user needs to apply **DSC** for final submission. After submission of **Annexure A**, the details will get updated on the main grid of the user as mentioned below.

The screenshot shows the 'Issuance of NCR' page. At the top, there's a header with the logo of the National Highways Authority of India (NHAI) and the text 'Welcome - Frischmann Prabhu India Pvt. Ltd. - K&J Projects Pvt. Ltd. - Indian Engineering Consultants'. A search bar is present. On the right, the user name 'AE_N0100101001HR' and 'UPC : N01001' are displayed along with 'Help Desk' and 'Logout' links.

The main content area has a 'Home / Issuance of NCR' breadcrumb. Below it, there's a 'Issuance of NCR' section with a 'Back to Grid' button and a 'FILTER' button. The filter section includes dropdowns for 'Category', 'Road Side', 'Requested Date Filter', and 'Delay'. A 'Get' button is located below the filters.

Below the filters, there's a table with columns: Action, View, Activity Status, NCR ID, Category, Sub Category, Reference RFI ID No., Brief Description, NCR Issued Date & Time, Scheduled Date & Time for Rectification, Contr. Inspected Date & Time, Contr. Site Image after rectification, CO NCR Rectification Report, AE/IE's Inspected Date & Time, AE/IE's Site Image after rectification, and AE/IE's Rect R. The table shows one entry for NCR ID N0100101001HR/NCR/0008, Category Highway, Sub Category Widening and Strengthening of Existing Road, Reference RFI ID No. (blank), Brief Description Test, NCR Issued Date & Time 11/09/2023, Scheduled Date & Time for Rectification 11/09/2023 15:45 PM, Contr. Inspected Date & Time 9/11/2023 12:00:00 AM, Contr. Site Image after rectification Photo 1, CO NCR Rectification Report (blank), AE/IE's Inspected Date & Time 9/11/2023 12:00:00 AM, AE/IE's Site Image after rectification (blank), and AE/IE's Rect R (blank).

At the bottom, there's a status bar showing 'Showing 1 to 1 of 1 entries (filtered from 8 total entries)' and navigation buttons 'Previous', '1', and 'Next'.

C) Approval/NCR Closure Request:

- i. After submission of details by CO, the user will get the below mentioned options in the **“Action”** button. In **“Action”** button the user needs to select **“Approval/NCR Closure Request”** in the below mentioned screen.

This screenshot is similar to the previous one, but with a dropdown menu open for the 'Action' button in the table. The dropdown menu contains the following options: 'Seek Clarification', 'Re-Open NCR', and 'Approval / NCR Closure Request'. The 'Approval / NCR Closure Request' option is highlighted with a red box. The rest of the interface, including the header, filters, and table content, remains the same as in the previous screenshot.

- ii. The below screen will appear after clicking on **Approval/NCR Closure Request**. Fill the required details and click on **“Submit”** button as mentioned below.

- iii. After submission, **“Annexure A”** will appear where user needs to apply **DSC** for final submission. After submission of **Annexure A**, the details will get updated on the main grid of the user as mentioned below.

Action	View	Activity Status	NCR ID	Category	Sub Category	Reference RFI ID No.	Brief Description	NCR Issued Date & Time	Scheduled Date & Time for Rectification	Contr. Inspected Date & Time	Contr. Site Image after rectification	CO NCR Rectification Report	AE/IE's Inspected Date & Time	AE/IE's Site Image after rectification	AE/II Rect R
	View	NCR Closed by AE/IE	N0100101001HR/NCR/0008	Highway	Widening and Strengthening of Existing Road		Test	11/09/2023	11/09/2023 15:45 PM	9/11/2023 12:00:00 AM	Photo 1		9/11/2023 12:00:00 AM	Photo 1	

3) Contractor Login

A)After AE/IE initiates issuance of NCR or Re-Open NCR:

- i. User needs to click on **“Update Rectification Status”** as mentioned below.

The screenshot shows the 'Issuance of NCR' page. At the top, there's a header with the logo, 'Welcome - APCO Infratech Pvt. Ltd.', 'UAT', and a search bar. Below the header, there are filters for Category, Road Side, Requested Date Filter, and Delay. A 'Get' button is to the right of these filters. Below the filters, there are 'PDF' and 'Excel' buttons, a 'Show 10 entries' dropdown, and a search bar containing 'N0100101001HR/NCR/000'. The main table has columns: Action, View, Activity Status, NCR ID, Category, Sub Category, Reference RFI ID No., Brief Description, NCR Issued Date & Time, Scheduled Date & Time for Rectification, Contr. Inspected Date & Time, Contr. Site Image after rectification, CO NCR Rectification Report, AE/IE's Inspected Date & Time, AE/IE's Site Image after rectification, and AE/IE's Rectification Report. The first row shows 'NCR Issued By AE/IE' with NCR ID 'N0100101001HR/NCR/0008', Category 'Highway', Sub Category 'Widening and Strengthening of Existing Road', Brief Description 'Test', NCR Issued Date & Time '11/09/2023', and Scheduled Date & Time for Rectification '11/09/2023 15:45 PM'. Below the table, there's a pagination bar showing 'Showing 1 to 1 of 1 entries (filtered from 8 total entries)' and 'Previous 1 Next' buttons. A red box highlights the 'Update Rectification Status' button in the 'Actions' column of the first row.

- ii. The below screen will appear on the user's screen. Fill the required details and click on **“Submit”** button as mentioned below.

The screenshot shows the 'Update Rectification Completion Report' modal form. It has a title bar with a close button. The form contains the following fields: 'Rectification Report' with a 'Choose File' button and 'No file chosen' text; 'Site image after Rectification(multiple)' with a 'Choose Files' button and 'No file chosen' text; 'Completion date of rectification work' with a text input field; and 'Date of Submission' with a date picker showing '11/09/2023'. At the bottom right, there are 'Cancel' and 'Submit' buttons. The 'Submit' button is highlighted with a red box. The background shows the same 'Issuance of NCR' page as in the previous screenshot.

- iv. After submission, “Annexure A” will appear where user needs to apply **DSC** for final submission. After submission of **Annexure A**, the details will get updated on the main grid of the user as mentioned below.

Home / Issuance of NCR

Back to Grid FILTER

Category: Select Category Road Side: --Select Road Side-- Requested Date Filter: Select Requested Date Filter Delay: Select Delay

Get

PDF Excel Show 10 entries Search: N0100101001HR/NCR/0008

Action	View	Activity Status	NCR ID	Category	Sub Category	Reference RFI ID No.	Brief Description	NCR Issued Date & Time	Scheduled Date & Time for Rectification	Contr. Inspected Date & Time	Contr. Site Image after rectification	CO NCR Rectification Report	AE/IE's Inspected Date & Time	AE/IE's Site Image after rectification	AE/IE's Rectification Report
	View	Rectification status updated By CO	N0100101001HR/NCR/0008	Highway	Widening and Strengthening of Existing Road		Test	11/09/2023	11/09/2023 15:45 PM	9/11/2023 12:00:00 AM	Photo 1		9/11/2023 12:00:00 AM		

Showing 1 to 1 of 1 entries (filtered from 8 total entries) Previous Next

B) Submit Clarification:

- i. After AE/IE requests for Seek clarification then the user will get option for “**Submit Clarification**” in the “**Action**” button.

Home / Issuance of NCR

Back to Grid FILTER

Category: Select Category Road Side: --Select Road Side-- Requested Date Filter: Select Requested Date Filter Delay: Select Delay

Get

PDF Excel Show 10 entries Search: N0100101001HR/NCR/0008

Action	View	Activity Status	NCR ID	Category	Sub Category	Reference RFI ID No.	Brief Description	NCR Issued Date & Time	Scheduled Date & Time for Rectification	Contr. Inspected Date & Time	Contr. Site Image after rectification	CO NCR Rectification Report	AE/IE's Inspected Date & Time	AE/IE's Site Image after rectification	AE/IE's Rectification Report
Actions - View -		Clarification Sought by AE/IE to CO	N0100101001HR/NCR/0008	Highway	Widening and Strengthening of Existing Road		Test	11/09/2023	11/09/2023 15:45 PM	9/11/2023 12:00:00 AM	Photo 1		9/11/2023 12:00:00 AM		

Showing 1 to 1 of 1 entries (filtered from 8 total entries) Previous Next

- ii. After clicking on **“Submit Clarification”**, **“Annexure A”** will appear where user needs to apply **DSC** for final submission. After submission of **Annexure A**, the details will get updated on the main grid of the user as mentioned below.

NATIONAL HIGHWAYS AUTHORITY OF INDIA - UAT

Welcome - APCO Infratech Pvt. Ltd.
UAT

User Name: CO_N01001001HR
UPC : N01001001HR
[Help Desk](#)
[Logout](#)

Home / Issuance of NCR

[Back to Grid](#)
[FILTER](#)

Category
Road Side
Requested Date Filter
Delay

Select Category
--Select Road Side--
Select Requested Date Filter
Select Delay

[Get](#)

[PDF](#)
[Excel](#)
Show 10 entries
Search: N01001001HR/NCR/000

Action	View	Activity Status	NCR ID	Category	Sub Category	Reference RFI ID No.	Brief Description	NCR Issued Date & Time	Scheduled Date & Time for Rectification	Contr. Inspected Date & Time	Contr. Site Image after rectification	CO NCR Rectification Report	AE/IE's Inspected Date & Time	AE/IE's Site Image after rectification	AE/IE Rect R
	View	Clarification submitted by CO to AE/IE	N01001001HR/NCR/0008	Highway	Widening and Strengthening of Existing Road		Test	11/09/2023	11/09/2023 15:45 PM	9/11/2023 12:00:00 AM	Photo 1	Download	9/11/2023 12:00:00 AM		

Showing 1 to 1 of 1 entries (filtered from 8 total entries)

Previous
1
Next