



STANDARD OPERATING PROCEDURE



Provisional Completion Certificate Module

Ministry of Road Transport and Highways of India

**Standard Operating Procedure of “Provisional Completion
Certificate Module”**

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1) Contractor Login

(i)- The below screen will appear in the Contractor login where the contractor can request for **Provisional Completion Certificate** by clicking on the **"New"** button as highlighted in red in the below screenshot.

The screenshot shows the Contractor Login dashboard. At the top, there is a header with 'TRANSPORT AND HIGHWAYS', 'Welcome - CO Shiva', a search bar, and user information: 'User Name, CO_RA00112BA007WB UPC : RA00112BA007WB'. Below the header, there is a breadcrumb trail: 'Home / Commissioning / PCC/PCOD'. The main content area features a 'New +' button highlighted in red. Below this, there is a table with columns: Action, View, Status, UPC, Project Name, Completion Date (As per CA), NH Div. / RCC(BRO) / PIU-MoRTH, Request Letter, No. of Test Scheduled, No. of Test Accepted, Test Detail, NH Div./BRO/PIU Site visit Report, Road Safety Auditor Report, Provisional Completion Certificate, Punch list item, NSV Test Report, and Completion Certificate. The table is currently empty, showing 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

(ii)- By clicking on the "New" button "Request Form for Provisional Completion Certificate" will appear , where Contractor will fill form as per below screenshot.

The screenshot shows the 'Request Form for Provisional Completion Certificate'. The form includes the following fields:

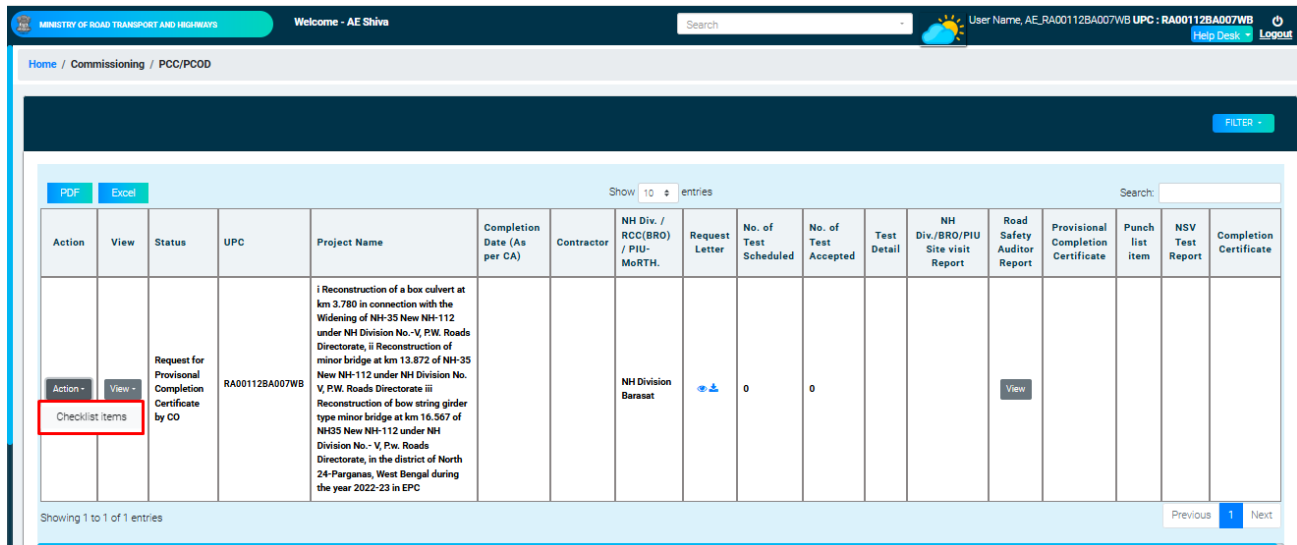
- Project Name:** Reconstruction of a box culvert at km 3.780 in connection with the Widening of NH
- Mode:** EPC
- Scheduled/Likely Completion Date:** (Empty field)
- Total Project Length (km):** 8
- Physical Progress(%):** (Empty field)
- PCOD Project Length (km):** (Empty field)
- Letter for Inspection/Provisional Completion Certificate:** (Empty field)
- Remarks:** (Empty field)

At the bottom right, there are 'Cancel' and 'Submit' buttons. A 'Back to Grid' button is located at the top right of the form area.

2) AE/IE Login

(iii)- After request made by the Contractor, then the request will be displayed in the AE/IE Grid.

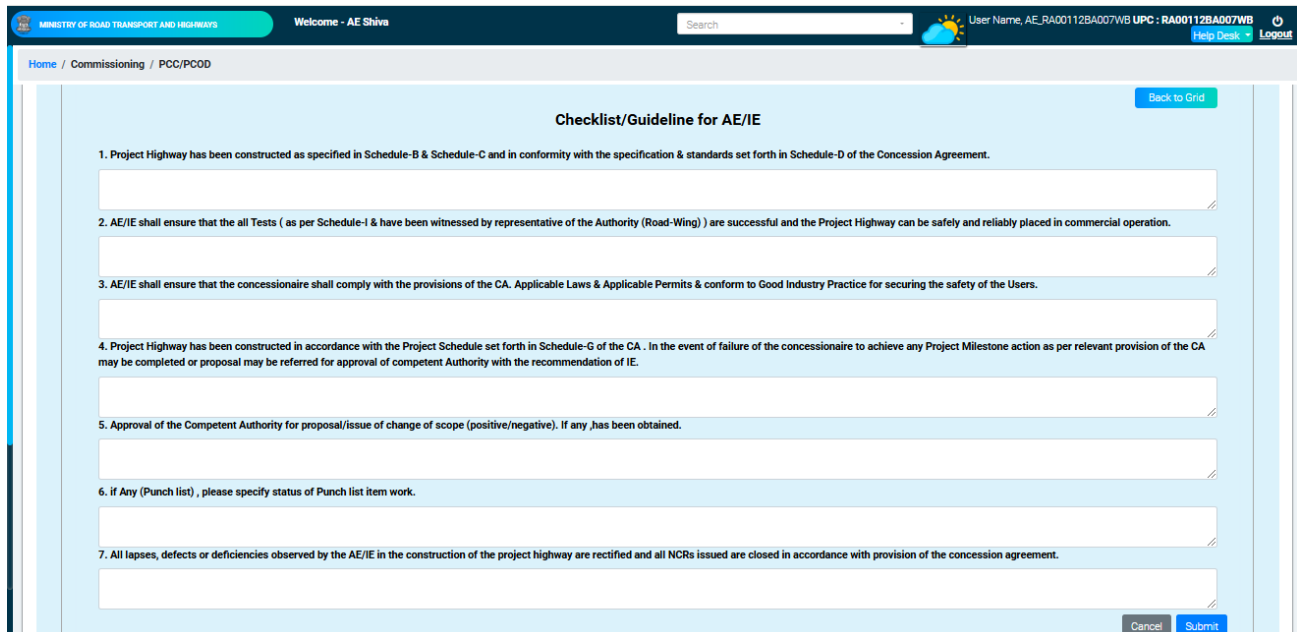
-Now, by clicking on the “**Action**” button, AE/IE can fill “**Checklist Items**” as shown in the screen below.



The screenshot displays the 'AE/IE Grid' interface. At the top, there's a header with the Ministry of Road Transport and Highways logo, a welcome message, a search bar, and user information. Below the header, a breadcrumb trail shows 'Home / Commissioning / PCC/PCOD'. A 'FILTER' button is on the right. The main area contains a table with columns: Action, View, Status, UPC, Project Name, Completion Date (As per CA), Contractor, NH Div. / RCC(BRD) / PIU- MoRTH, Request Letter, No. of Test Scheduled, No. of Test Accepted, Test Detail, NH Div./BRD/PIU Site visit Report, Road Safety Auditor Report, Provisional Completion Certificate, Punch list item, NSV Test Report, and Completion Certificate. A single row is visible for project RA00112BA007WB. The 'Action' button in the first column is highlighted with a red box and labeled 'Checklist Items'. The 'Status' column shows 'Request for Provisional Completion Certificate by CO'. The 'Project Name' column contains detailed project information. The 'Request Letter' column shows a link icon. The 'No. of Test Scheduled' and 'No. of Test Accepted' columns show '0'. The 'Test Detail' column has a 'View' button. The bottom of the table shows 'Showing 1 to 1 of 1 entries' and navigation buttons 'Previous', '1', and 'Next'.

Action	View	Status	UPC	Project Name	Completion Date (As per CA)	Contractor	NH Div. / RCC(BRD) / PIU- MoRTH	Request Letter	No. of Test Scheduled	No. of Test Accepted	Test Detail	NH Div./BRD/PIU Site visit Report	Road Safety Auditor Report	Provisional Completion Certificate	Punch list item	NSV Test Report	Completion Certificate
Action - Checklist Items	View -	Request for Provisional Completion Certificate by CO	RA00112BA007WB	i Reconstruction of a box culvert at km 3.780 in connection with the Widening of NH-35 New NH-112 under NH Division No.-V, P.W. Roads Directorate, ii Reconstruction of minor bridge at km 13.872 of NH-35 New NH-112 under NH Division No. V, P.W. Roads Directorate iii Reconstruction of bow string girder type minor bridge at km 16.567 of NH-35 New NH-112 under NH Division No.- V, P.w. Roads Directorate, in the district of North 24-Parganas, West Bengal during the year 2022-23 in EPC			NH Division Barasat	Link	0	0			View				

(iv)- On clicking the action button below screen will appear where AE/IE can give comments on below mentioned checklist.



The screenshot shows the 'Checklist/Guideline for AE/IE' form. It has a header with the Ministry of Road Transport and Highways logo, a welcome message, a search bar, and user information. Below the header, a breadcrumb trail shows 'Home / Commissioning / PCC/PCOD'. A 'Back to Grid' button is on the right. The form contains seven numbered items, each with a text input field for comments:

1. Project Highway has been constructed as specified in Schedule-B & Schedule-C and in conformity with the specification & standards set forth in Schedule-D of the Concession Agreement.
2. AE/IE shall ensure that the all Tests (as per Schedule-I & have been witnessed by representative of the Authority (Road-Wing)) are successful and the Project Highway can be safely and reliably placed in commercial operation.
3. AE/IE shall ensure that the concessionaire shall comply with the provisions of the CA. Applicable Laws & Applicable Permits & conform to Good Industry Practice for securing the safety of the Users.
4. Project Highway has been constructed in accordance with the Project Schedule set forth in Schedule-G of the CA . In the event of failure of the concessionaire to achieve any Project Milestone action as per relevant provision of the CA may be completed or proposal may be referred for approval of competent Authority with the recommendation of IE.
5. Approval of the Competent Authority for proposal/issue of change of scope (positive/negative). If any ,has been obtained.
6. If Any (Punch list) , please specify status of Punch list item work.
7. All lapses, defects or deficiencies observed by the AE/IE in the construction of the project highway are rectified and all NCRs issued are closed in accordance with provision of the concession agreement.

At the bottom right, there are 'Cancel' and 'Submit' buttons.

(v)-After Submission of Checklists, on clicking the action button below screen will appear where AE/IE has option of update **“Schedule for Test”**.

The screenshot shows a table with 16 columns: Action, View, Status, UPC, Project Name, Completion Date (As per CA), Contractor, NH Div. / RCC(BRO) / PIU- MoRTH, Request Letter, No. of Test Scheduled, No. of Test Accepted, Test Detail, NH Div./BRO/PIU Site visit Report, Road Safety Auditor Report, Provisional Completion Certificate, Punch list item, NSV Test Report, and Completion Certificate. The first row contains project details for 'Reconstruction of a box culvert at km 3.780 in connection with the Widening of NH-35 New NH-112 under NH Division No.-V, P.W. Roads Directorate, II Reconstruction of minor bridge at km 13.872 of NH-35 New NH-112 under NH Division No. V, P.W. Roads Directorate III Reconstruction of bow string girder type minor bridge at km 16.567 of NH-35 New NH-112 under NH Division No.- V, P.w. Roads Directorate, in the district of North 24- Parganas, West Bengal during the year 2022-23 in EPC'. The 'Action' column has a dropdown menu with 'Schedule for Test' highlighted. The 'Status' column shows 'Checklist updated by AE/IE'. The 'UPC' is 'RA00112BA007WB'. The 'Contractor' is 'NH Division Barasat'. The 'No. of Test Scheduled' and 'No. of Test Accepted' are both '0'. The 'Test Detail' column has a 'View' button. The 'Road Safety Auditor Report' column has a 'View' button. The 'Provisional Completion Certificate' column is empty. The 'Punch list item' column is empty. The 'NSV Test Report' column is empty. The 'Completion Certificate' column is empty. The table shows 1 of 1 entries.

(vi)- By Clicking on the **“Schedule for Test”**, below form will be appear, where AE/IE needs to update all required details.

The screenshot shows the 'Test Schedule' form. It includes fields for Project Name, Mode (EPC), Scheduled/Likely Completion Date, Total Project Length (km), Request Letter for Inspection, Total PCOD Project Length (km), Physical Progress(%), PCOD Remark, and Request Form for Provisional Completion Certificate. Below these are sections for Visual & Physical Test, Test Drive, Riding Quality Test, Pavement Composition Test, Cross-Section Test, Structural Test for bridges, Environmental Audit, Safety Review, and Other Test. Each section has a checkbox for 'Not Applicable' and a 'Remark' field. At the bottom, there are fields for 'Upload Test Schedule Letter' and 'Upload Consent letter of Contractor', each with a 'Choose File' button and 'No file chosen' text. The form has 'Save', 'Cancel', and 'Submit' buttons at the bottom right.

(vii)- Once AE/IE submitted “Test Schedule Report”, AE/IE have two options for “**Upload Test Report**” & “**Re-Schedule for Test**”.

Action	View	Status	UPC	Project Name	Completion Date (As per CA)	Contractor	NH Div. / RCC(BRO) / PIU- MoRTH.	Request Letter	No. of Test Scheduled	No. of Test Accepted	Test Detail	NH Div./BRO/PIU Site visit Report	Road Safety Auditor Report	Provisional Completion Certificate	Punch list item	NSV Test Report	Completion Certificate
<div> <div>Action</div> <div>View</div> <div>Test Scheduled AE/IE</div> <div> <div>Upload Test Report</div> <div>Re-Schedule for Test</div> </div> </div>			RA00112BA007WB	i Reconstruction of a box culvert at km 3.780 in connection with the Widening of NH-35 New NH-112 under NH Division No.-V, P.W. Roads Directorate, ii Reconstruction of minor bridge at km 13.872 of NH-35 New NH-112 under NH Division No. V, P.W. Roads Directorate iii Reconstruction of bow string girder type minor bridge at km 16.567 of NH35 New NH-112 under NH Division No.- V, P.w. Roads Directorate, in the district of North 24-Parganas, West Bengal during the year 2022-23 in EPC			NH Division Barasat		9	0	<div>View</div>		<div>View</div>				

(viii)- On clicking the “**Upload Test Report**” button, AE/IE will Upload Test Report on updated Test Schedule & AE can opt “Accept” or “Reject & Resubmit” on any Test Schedule.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS

Welcome - AE Shiva

Search

User Name, AE_RA00112BA007WB UPC : RA00112BA007WB

Help Desk Logout

Home / Commissioning / PCC/PCOD

PDF

Excel

Show 10 entries

Search:

Action

View

Test Scheduled AE/IE

Upload Test Report

Re-Schedule for Test

RA00112BA007WB

i Reconstruction of a box culvert at km 3.780 in connection with the Widening of NH-35 New NH-112 under NH Division No.-V, P.W. Roads Directorate, ii Reconstruction of minor bridge at km 13.872 of NH-35 New NH-112 under NH Division No. V, P.W. Roads Directorate iii Reconstruction of bow string girder type minor bridge at km 16.567 of NH35 New NH-112 under NH Division No.- V, P.w. Roads Directorate, in the district of North 24-Parganas, West Bengal during the year 2022-23 in EPC

Project Name

Reconstruction of a box culvert at km 3.780 in connection with the Widening of NH-35 New NH-112 under NH Division No.-V, P.W. Roads Directorate. ii Reconstruction of minor bridge at km 13.872 of NH-35 New NH-112 under NH Division No. V, P.W.

Mode

EPC

Scheduled/Likely Completion Date

Total Project Length (km)

8

Request Letter for Inspection

Total PCOD Project Length (km)

7

Physical Progress(%)

PCOD Remark

Request Form for Provisional Completion Certificate

Visual & Physical Test

Not Applicable

Designation	Email Id	Name of Witness Authority (NH Div. / RCC(BRO) / PIU- MoRTH.)	Actual Test Date & Time	Upload Report	Photos	Test Result	Remarks
Placeholder Company	placeholder@example.com			<div>Choose File No file chosen</div>	<div>Choose Files No file chosen</div>	<div>Acceptable</div> <div>Acceptable</div> <div>Reject & Re-Schedule</div>	

Test Drive

Not Applicable

Remark

OK

Riding Quality Test

Not Applicable

Remark

OK

Pavement Composition Test

Not Applicable

Remark

OK

Cross-Section Test

Not Applicable

Remark

OK

Structural Test for bridges

Not Applicable

Remark

OK

Environmental Audit

Not Applicable

Remark

OK

Safety Review

Not Applicable

Remark

OK

Other Test

Not Applicable

Remark

OK

Upload Test Schedule Letter

Upload Consent letter of Contractor

Cancel

Submit

(ix)- On clicking “Reject & Resubmit” to any Test Schedule, AE/IE have below option of “**Re-Schedule for Test**”.

-AE/IE will Re-submit to Rejected Test Schedule with required changes, and then upload with Test Schedule Letter & Consent letter of Contractor.

The screenshot shows the user interface of the Ministry of Road Transport and Highways portal. The user is logged in as AE_RA00112BA007WB. The page displays a table of test schedules. The first row is highlighted, and the 'Action' menu is open, showing the 'Re-Schedule for Test' option.

Action	View	Status	UPC	Project Name	Completion Date (As per CA)	Contractor	NH Div. / RCC(BRO) / PIU- MoRTH.	Request Letter	No. of Test Scheduled	No. of Test Accepted	Test Detail	NH Div./BRO/PIU Site visit Report	Road Safety Auditor Report	Provisional Completion Certificate	Punch list item	NSV Test Report	Completion Certificate
Action <ul style="list-style-type: none"> Test Reports Uploaded AE/IE Re-Schedule for Test 	View		RA00112BA007WB	i Reconstruction of a box culvert at km 3.780 in connection with the Widening of NH-35 New NH-112 under NH Division No.-V, P.W. Roads Directorate, ii Reconstruction of minor bridge at km 13.872 of NH-35 New NH-112 under NH Division No. V, P.W. Roads Directorate iii Reconstruction of bow string girder type minor bridge at km 16.567 of NH35 New NH-112 under NH Division No.- V, P.w. Roads Directorate, in the district of North 24-Parganas, West Bengal during the year 2022-23 in EPC			NH Division Barasat	Request Letter	9	1	View		View				

3) NH Div./RCC(BRO)/PIU-Login

(x)-By Clicking on the **Action** button, NH Div./RCC(BRO)/PIU has option of “**Upload Site Visit Report**”.

The screenshot shows the user interface of the Ministry of Road Transport and Highways portal. The user is logged in as Ajit Kumar Singh - Executive Engineer. The page displays a table of test schedules. The first row is highlighted, and the 'Action' menu is open, showing the 'Upload Site Visit Report' option.

Action	View	Status	UPC	Project Name	Completion Date (As per CA)	Contractor	Request Letter	No. of Test Scheduled	No. of Test Accepted	Test Detail	NH Div./BRO/PIU Site visit Report	Road Safety Auditor Report	Provisional Completion Certificate	Punch list item	NSV Test Report	Completion Certificate
Action <ul style="list-style-type: none"> Test Reports Uploaded AE/IE Upload Site Visit Report 	View		RA00112BA007WB	i Reconstruction of a box culvert at km 3.780 in connection with the Widening of NH-35 New NH-112 under NH Division No.-V, P.W. Roads Directorate, ii Reconstruction of minor bridge at km 13.872 of NH-35 New NH-112 under NH Division No. V, P.W. Roads Directorate iii Reconstruction of bow string girder type minor bridge at km 16.567 of NH35 New NH-112 under NH Division No.- V, P.w. Roads Directorate, in the district of North 24-Parganas, West Bengal during the year 2022-23 in EPC			Request Letter	9	1	View		View				

(xi)-By clicking on **“Upload Site Visit Report”** below for will be appear, where NH Div./RCC(BRO)/PIU will submit observation & share with “CO & AE/IE” individually for compliance submission.

4) AE/IE login

(xii)- NH Div./RCC(BRO)/PIU share observations with **“CO & AE/IE”** for Compliance, then “CO & AE/IE” have option appear of **“Update Compliance on NH Div./RCC(BRO)/PIU Site visit”**.

S.No.	Action	View	Status	UPC	Project Name	Completion Date (As per CA)	Contractor	NH Div. / RCC(BRO) / PIU- MoRTH.	Request Letter	No. of Test Scheduled	No. of Test Accepted	Test Details	NH Div. / RCC(BRO) / PIU- MoRTH. Site visit Report	Ro. Safe Audi Rep
1	Update Compliance on NH-Div./BRO/PIU Site visit		NH-Div. / BRO/PIU		Reconstruct...		NH Division Barasat			9	1	View	View	V

(xiii)- By clicking on **“Update Compliance on NH Div/BRO/PIU Site visit”** button, “CO & AE/IE” will update compliance with Photos & Remarks and Submit to NH Div/BRO/PIU.

Upload Compliance

Type of Site Visit Letter: ☒ Generate Letter ☐ Upload Letter

Site Visit Letter:

Observation(If Any)

S.No.	Observation	Responsible	Photo	Remark
1	test	IE/AE	Choose Files No file chosen	

Buttons: Cancel, Submit

(xiv)- After submission of **“Update Compliance on NH Div/BRO/PIU Site visit”** by NH Div/BRO/PIU, Parallely AE/IE have two options of **“Issue Provisional Completion Certificate”** & **“Re-schedule for Test”**.

Project List

PDF Excel Show 10 entries Search:

Action	View	Status	UPC	Project Name	Completion Date (As per CA)	Contractor	NH Div. / RCC(BRO) / PIU- MoRTH.	Request Letter	No. of Test Scheduled	No. of Test Accepted	Test Detail	NH Div./BRO/PIU Site visit Report	Road Safety Auditor Report	Provisional Completion Certificate	Punch list item	NSV Test Report	Completion Certificate
<div> <div>Compliance Updated on NH Div./ BRO/PIU</div> <div> <div>Re-Schedule for Test</div> <div>Issue Provisional Completion Certificate</div> </div> </div>			RA00112BA007WB	i Reconstruction of a box culvert at km 3.780 in connection with the Widening of NH-35 New NH-112 under NH Division No.-V, P.W. Roads Directorate, ii Reconstruction of minor bridge at km 13.872 of NH-35 New NH-112 under NH Division No. V, P.W. Roads Directorate iii Reconstruction of bow string girder type minor bridge at km 16.567 of NH-35 New NH-112 under NH Division No.- V, P.w. Roads Directorate, in the district of North 24 Parganas, West Bengal during the year 2022-23 in EPC			NH Division Barasat		9	1	<div>View</div>	<div>View</div>	<div>View</div>				

(xv)-By clicking on “**Issue Provisional Completion Certificate**” below form will be appear. After the submission of the form, Provision Completion Certificate will be issue to Contractor.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS

Welcome - AE Shiva

User Name: AE_RA00112BA007WB
UPC : RA00112BA007WB
[Help Desk](#)
[Logout](#)

[Home](#) / [Commissioning](#) / [PCC/PCOD](#)

Issue Provisional Completion Certificate

Back to Grid

Project Name

Reconstruction of a box culvert at km 3.780 in connection with the Widening of NH-35 New NH-112 under NH Division No-V, P.W. Roads Directorate, Reconstruction of minor bridge a

Mode

EPC

Scheduled/Likely Completion Date

Total Project length(km.)

8

Approval Letter of Authority (Road-Wing)

Choose File No file chosen

Provisional Completion Date of Project

Provisional Completion Project Length (Km)

Current Status Of Provisional Completed project

Select

Type Of Provisional Completion Certificate

☒ Generate Letter
☐ Upload Letter

Generate Provisional Completion Certificate

Generate

NSV Test Report

Choose File No file chosen

Submit all Pending Work (Punch List)

Copy of outstanding items Jointly Signed by AE/IE and Contractor

Choose File No file chosen

Scheduled Completion Date for Punch List - A

13/02/2025

List - A

☐ Not Applicable

S.NO	Punch List Type	Punch List Items	No. of days w.e.f PCC Date for completion	Due Date	Chainage From (Kms.)	Chainage To (Kms.)	Quantity	Units	Work under CA/COS	Side	Carriageway	Add (+)
1	Select							Select	Select	Select	Select	X

Likely Scheduled Completion Date for Punch List - B

14/01/2025

List - B

☐ Not Applicable

S.NO	Punch List Type	Punch List Items	Please give detail Reason for delay in identification	Chainage From (Kms.)	Chainage To (Kms.)	Quantity	Units	Work under CA/COS	Side	Carriageway	Likely Completion Date	Add (+)
1	Select						Select	Select	Select	Select		X

Cancel

Submit

- Provisional Completion Certificate will be issue to contractor & will be visible in Contractor grid.