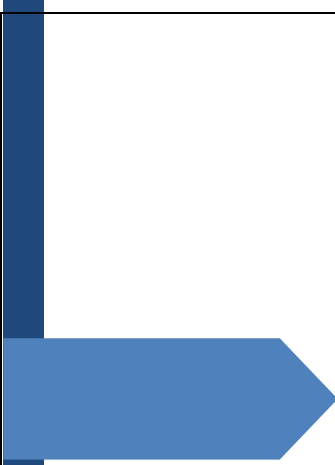
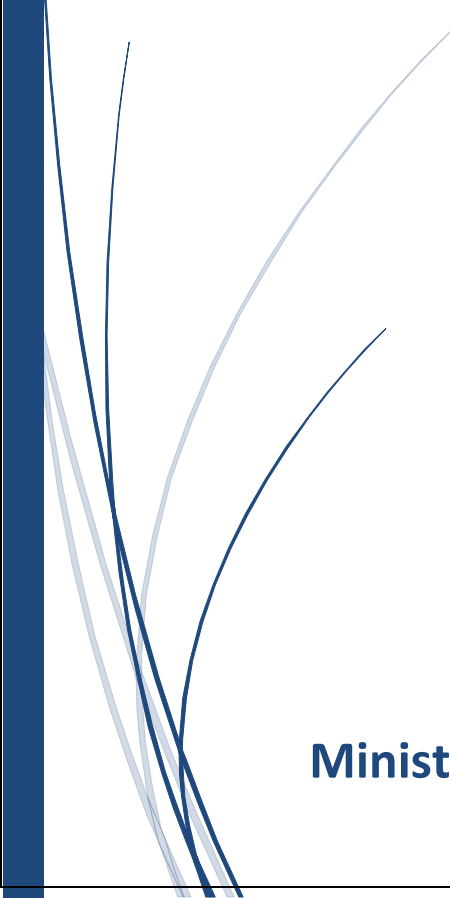




STANDARD OPERATING PROCEDURE



Punchlist Monitoring Module

Ministry of Road Transport and Highways of India

Standard Operating Procedure of “Punchlist Monitoring Module”

Table of Contents for “Punchlist Monitoring Module”

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1) AE/IE Login

(i)- After submission “**Issue Provisional Completion Certificate**” by AE/IE, the below screen will appear in the AE/IE grid.

-by clicking on Action button AE/IE has option of “**Update Punchlist item Status**”.

The screenshot shows the 'Punch List Monitoring' interface. At the top, there's a header with the Ministry of Road Transport and Highways logo, a welcome message 'Welcome - AE Shiva', a search bar, and user information 'User Name: AE_RA00112BA007WB UPC: RA00112BA007WB'. Below the header, there's a breadcrumb trail 'Home / Commissioning / Punch List Monitoring'. The main content area displays a table with columns: S.No., Action, Status, UPC, Project, Mode, Appointed Date, Completion Date As per CA, Contractor, NH Div. / RCC(BRO) / PIU-MoRTH, RO, Punch List Category, Punch List Type, Scheduled Completion Date for Punch List, Punch List Items, Quantity, Units, Work under CA/COS, Side, Carriageway, and Chainage From (km). The first row shows a project 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'. The 'Action' column for this row has a red box around the 'Update Punch List item Status' button.

(ii)- On clicking on “**Update Punch List item Status**”, button below form will be appear then submit both status List-A & List-B.

The screenshot shows the 'Punch List item Status' form. It has a header with the Ministry of Road Transport and Highways logo, a welcome message 'Welcome - AE Shiva', a search bar, and user information 'User Name: AE_RA00112BA007WB UPC: RA00112BA007WB'. Below the header, there's a breadcrumb trail 'Home / Commissioning / Punch List Monitoring'. The form is titled 'Punch List item Status' and contains several sections: '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. Roads Directorate iii Reconstruction), 'Punch List Type' (Contractor), 'No. of days w.e.f PCC Date for completion' (1), 'Jointly Signed by AE/IE and Contractor' (13/02/2025), 'Work under CA/COS' (CA), 'Side' (LHS), 'Upload Document (If Any)' (Choose File), 'Punch List Items' (1), 'Carriageway' (MCW), 'Due Date / likely Completion Date' (13/02/2025), 'Remarks' (empty), 'Quantity' (12), 'Chainage From (Kms.)' (11), 'Status Of Work' (Select), 'Chainage TO (Kms.)' (21), and 'Actual Physical Progress (In %)' (0). There are 'Cancel' and 'Submit' buttons at the bottom right.