



STANDARD OPERATING PROCEDURE OF “TERMINATION OF CONTRACT”



Standard Operating Procedure of “Termination of Contract”

Table of Content for “Termination of Contract”

1) Zonal SE Login:

3

1) ZONAL SE Login:

A)The user needs to select **“Termination”** in **“Search”** bar. The below screen will appear after searching the Termination option.

Home / Change Management / Termination

Select Activity
Select Activity

Select Activity Project Code
Select Activity --Select UPC-- **Filter**

PDF Excel Show 10 entries Search:

| UPC Code | Activity Type | Letter No | DPR Document | HQ Document | DPR Submission Date | HQ Submission Date | DPR Remarks | HQ Remarks | Created Date | Status | Pending Days | Action |
|----------------------------|---------------|-----------|--------------|-------------|---------------------|--------------------|-------------|------------|--------------|--------|--------------|--------|
| No data available in table | | | | | | | | | | | | |

Showing 0 to 0 of 0 entries Previous Next

B)Fill the required details and click on **“Filter”** button.After clicking on Filter button the below screen will appear.Fill the required details and click on **“Submit”** button as mentioned below.

Home / Change Management / Termination

Select Activity
Termination if contract fails to become effective

UPC Code* Letter No* Date of Submission *
Development of 6L UER II [Package - II] (Karala Kanjehwala Road till Nangloi - Letter NoAA/11 11/09/2023

Upload Document* Remarks*
Choose File Test 1.pdf Remarks

Submit Cancel

Select Activity Project Code
Select Activity --Select UPC-- **Filter**

PDF Excel Show 10 entries Search:

| UPC Code | Activity Type | Letter No | DPR Document | HQ Document | DPR Submission Date | HQ Submission Date | DPR Remarks | HQ Remarks | Created Date | Status | Pending Days | Action |
|----------------------------|---------------|-----------|--------------|-------------|---------------------|--------------------|-------------|------------|--------------|--------|--------------|--------|
| No data available in table | | | | | | | | | | | | |

Showing 0 to 0 of 0 entries Previous Next

C)The details that is submitted will get uploaded on the main grid of the user.

Select Activity

Select Activity ▼

Select Activity

Select Activity ▼

Project Code

--Select UPC-- ▼

Filter

PDF

Excel

Show 10 entries

Search:

| UPC Code | Activity Type | Letter No | DPR Document | HQ Document | DPR Submission Date | HQ Submission Date | DPR Remarks | HQ Remarks | Created Date | Status | Pending Days | Action |
|-----------------|---|-----------------|--------------|---------------------------|---------------------|--------------------|-------------|------------|--------------|-----------------|---------------------------|--------|
| N02001/19003/DL | Termination if contract fails to become effective | Letter No-AA/11 | | Test1.pdf | | 11/09/2023 | | Remarks | 11/09/2023 | Submitted by HQ | Pending with DPR (0 Days) | |

Showing 1 to 1 of 1 entries

Previous 1 Next