



Standard Operating Procedure of “Site inspection ”

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1. The user (NH Div/BRO/PIU/RO/Zonal SE/Zonal CE) will select the UPC, Project stage & Date of inspection on which user want to update the site inspection report of any project. By selecting the same data will be reflected in the grid & user need to click on the “update report” button as shown below:

The screenshot shows the 'Site Inspection Update' form. At the top, there are three input fields: 'UPC' (Set to 'Select Project'), 'Stage' (Set to 'Select Stage'), and 'Date of Inspection' (Set to '21/02/2025'). Below these is a table with columns: 'Saved Report', 'Signed & Submitted Report', 'UPC', 'Project Name', 'Project Stage', 'Date of Inspection', 'Date of Submission', and 'Submitted By'. The table contains several rows of project data. At the bottom of the table, there is a row with the 'Update Report' button highlighted.

Saved Report	Signed & Submitted Report	UPC	Project Name	Project Stage	Date of Inspection	Date of Submission	Submitted By
		RA0NH12CA001MP	Contraction Project for Piolet Run - 1-RA0NH12CA001MP	Balance for Award	22/01/2025	22/01/2025	NH DivRCC(BRO)PIU
		RA0NH12CA001MP	Contraction Project for Piolet Run - 1-RA0NH12CA001MP	Balance for Award	28/01/2025	28/01/2025	NH DivRCC(BRO)PIU
		RA0NH12CA001MP	Contraction Project for Piolet Run - 1-RA0NH12CA001MP	Balance for Award	27/01/2025	28/01/2025	NH DivRCC(BRO)PIU
		RA0NH12CA001MP	Contraction Project for Piolet Run - 1-RA0NH12CA001MP	Under Construction (AD issued)	21/01/2025	23/01/2025	NH DivRCC(BRO)PIU
		RA0NH12CA001MP	Contraction Project for Piolet Run - 1-RA0NH12CA001MP	Under Construction (AD issued)	28/01/2025	28/01/2025	NH DivRCC(BRO)PIU
Update Report		RA00346BA001MP	Up-gradation of Pichhore- Dinara section of NH-346 from Km 292.750 to 334.550 to two lane with paved shoulders in the state of Madhya Pradesh on EPC mode-RA00346BA001MP	Balance for Award	23/10/2024	23/10/2024	NH DivRCC(BRO)PIU
Update Report		RA0NH12CA001MP	Contraction Project for Piolet Run - 1-RA0NH12CA001MP	Balance for Award	20/01/2025	22/01/2025	NH DivRCC(BRO)PIU
Update Report		RA00346BA001MP	Up-gradation of Pichhore- Dinara section of NH-346 from Km 292.750 to 334.550 to two lane with paved shoulders in the state of Madhya Pradesh on EPC mode-RA00346BA001MP	Balance for Award	23/10/2024	23/10/2024	NH DivRCC(BRO)PIU
Update Report		RA00346BA001MP	Up-gradation of Pichhore- Dinara section of NH-346 from Km 292.750 to 334.550 to two lane with paved shoulders in the state of Madhya Pradesh on EPC mode-RA00346BA001MP	Balance for Award	23/10/2024	23/10/2024	NH DivRCC(BRO)PIU
Update Report		RA0NH12CA001MP	Contraction Project for Piolet Run - 1-RA0NH12CA001MP	Operation & Maintenance	12/01/2025	22/01/2025	NH DivRCC(BRO)PIU

2. By clicking on the update button as per the stage of the project different type of reports are submitted by the user as shown below:

A. Balance for Award:

The screenshot shows the 'Site Inspection Update' form with the 'Stage' dropdown set to 'Balance for Award'. The 'UPC' is 'Consultant for preparation of DPR of newly declared NH in Madhya...'. The 'Date of Inspection' is '21/02/2025'. Below the form, there is a section titled 'Inspection Report' with fields for 'UPC', 'Project Name', 'Project Stage on the Date of Inspection', 'Length (km)', 'DPR Consultant Name', 'Date of DPR Agreement', and 'Scheduled Completion of DPR Contract'. To the right, there are fields for 'Date of Inspection' and 'Date of Report Submission'. Below this is a table titled 'Last Inspection Reports' with columns: 'Inspector Name', 'Designation', 'Date of Inspection', and 'Signed & Submitted Report'. The table contains three rows of data. At the bottom, there is a section for 'Comparison of DPR team mobilized via a viz contract' with radio buttons for 'Applicable' and 'Not Applicable'. Below this is a section for 'Stakeholder Consultation Meeting on the Project' with radio buttons for 'YES' and 'NO'. At the very bottom, there is a section for 'Whether Stakeholder Consultation Meeting conducted' with a 'Reason' field.

Inspector Name	Designation	Date of Inspection	Signed & Submitted Report
Indar SinghJadon	PD	28/01/2025	
Indar SinghJadon	PD	27/01/2025	
Indar SinghJadon	PD	22/01/2025	

Joint Inspection for Shifting of Utilities

Joint Inspection for Shifting of Utilities conducted

Maintenance of Existing Road Before/After Monsoon

Inspection of Road Condition using NSV

NSV Survey Conducted

Status of Land Acquisition

Upload Annexure (Optional)

Yes

No

Maintenance, Safety Protection of ROW(encroachment, median opening)

Yes

No

Not Required

Completed

No. of Villages

Extent(Ha)

Likely Date

No. of Villages

Extent(Ha)

Reason for Pendency

Comments

3A

Select

3D

Select

3G

Select

3H

Select

Choose File

No file chosen

Save as Draft

Digital Sign & Submit

B. Awarded, Not Appointed:

Home / Monitoring & Reporting / Site Inspection Update

UPN: JAI Maa - DN/16002/01005/UK

Stage: Awarded, Not Appointed

Date of Inspection: 04/12/2024

GO

1. UPN

2. Name of Project

3. Project Stage on the Date of Inspection

4. Length (km)

5. Contractor Name

6. Date of Work Award - Contractor

7. AE/IE Agency Name

8. Date of Work Award - AE/IE Agency

DN/16002/01005/UK

JAI Maa

Awarded, Not Appointed

106

-

-

-

-

Date of Inspection: 04/12/2024

Date of Report Submission: 04/12/2024

Status of Land Acquisition

Completed

No. of Villages

Extent(Ha)

Likely Date

No. of Villages

Extent(Ha)

Reason for Pendency

Comments

3A

Select

3D

Select

3G

Select

3H

Select

Condition Precedent reported by Contractor/ Concessionaire

Reason

Reported

Not Reported

Maintenance of Existing Road Before/After Monsoon

Maintenance, Safety Protection of ROW(encroachment, median opening)

Inspection of Road Condition using NSV

NSV Survey Conducted

Yes

No

Not Required

Upload Annexure (Optional)

Choose File

No file chosen

Save as Draft

Sign & Submit

Show 19 entries

Search: RO-Devidun

Saved Report

Signed & Submitted Report

UPN

Project Name

Project Stage

Date of Inspection

Date of Submission

Submitted By

No matching records found

Showing 0 to 0 of 0 entries (Showing Steps 4 used entries)

PreviousNext

C. Under Construction (AD Issued):

Home / Monitoring & Reporting / Site Inspection Update

UPN

JAI Maa - DN/16002/01005/UK

Stage

Under Construction (AD Issued)

Date of Inspection

04/12/2024

GO

1. UPN

2. Name of Project

3. Project Stage

4. Length (km)

5. Contractor Name

6. Date of Contract Agreement

7. AE/IE Name

8. Date of AE/IE Contract Agreement

DN/16002/01005/UK

JAI Maa

Project Under Construction (AD Issued)

100

N/A

N/A

N/A

N/A

Date of Inspection:

04/12/2024

Date of Report Submission:

04/12/2024

Adequate Safety Arrangements in Construction Zones

Yes

No

Satisfactory Maintenance of existing road

Yes

No

Inspecting the works and test checking the Levels/ Measurements

Applicable

Not Applicable

Lab Tests conducted during Inspection

Yes

No

Inspection of Sites of COS demands

Yes

No

Inspection of Sites Not available / Not handed over

Yes

No

Inspection/ Review of NCR Closures

Yes

No

Review of Punch List Items

Yes

No

Status of descope works

Applicable

Not Applicable

Comments on Safety Audit Outcome

Applicable

Not Applicable

Reason

Upload Annexure (Optional)

Choose File

No file chosen

Save as Draft

Sign & Submit

D. Operation & Maintenance:

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS

Welcome - Indar SinghJadon

Search

User Name, NH-Div-Gwalior

Help Desk

Logout

Home / Monitoring & Reporting / Site Inspection Update

Rainyng

Office

AppSavy

Notepad

UPC

Strengthening work on New NH-348 Dinara- Pichore- Chanderi- Mu...

Stage

Operation & Maintenance

Date of Inspection

21/02/2025

GO

Inspection Report

Date of Inspection: 12/01/2025

Date of Report Submission: 21/02/2025

UPC

RA0NH12CA001MP

Name of Project

Contraction Project for Piolet Run - 1

Current Project Stage

Under Construction (AD issued)

Length (km)

100

Contractor Name

Abdul Kalam Azad

Date of Contract Agreement

08/01/2025

AE/IE Name

Aalvree Associates Architects Engineers & Consultants Pvt. Ltd.

Date of AE/IE Contract Agreement

-

Review of Punch List Items

☐ Applicable ☒ Not Applicable

Status of descoped works

☐ Applicable ☒ Not Applicable

Issuance of Completion Certificate

☐ Yes ☒ No

Likely Date

30/01/2025

Inspection of Defects & Deficiencies (Schedule K)

☐ Applicable ☒ Not Applicable

Inspection of Encroachments

☐ Applicable ☒ Not Applicable

Inspection of ATMS

☐ Applicable ☒ Not Applicable

Inspection of Vulnerable Sections/blackspots/ accident spots

☐ Applicable ☒ Not Applicable

Inspection of Incident Management System / Safety

☐ Applicable ☒ Not Applicable

Inspection of Toll Plaza

☐ Applicable ☒ Not Applicable

Public Facility at Toll Plaza

☐ Applicable ☒ Not Applicable

Riding Quality of Structures(Expansion Joints)

☐ Applicable ☒ Not Applicable

Condition of Pavement using NSV

☐ Applicable ☒ Not Applicable

Quality of Repair/Rectification/Maintenance Works

☐ Applicable ☒ Not Applicable

Sample check of Traffic Sampling

☐ Applicable ☒ Not Applicable

Review Meeting on Escrow Defaults/ payments due to Road Wing

☐ Applicable ☒ Not Applicable

Review of Annual O&M Progress vs Actual O&M Works at Site

☐ Applicable ☒ Not Applicable

Inspection to draw O&M Plan/ Budget/ Estimate with supporting Drone/ NSV Data for reached not with any Contractor/ Concessionaire

☐ Applicable ☒ Not Applicable

Comments on Safety Audit Outcome

☐ Applicable ☒ Not Applicable

Upload Annexure (Optional)

Choose File

No file chosen

Save as Draft

Sign & Submit

PDF

Excel

Show 10 entries

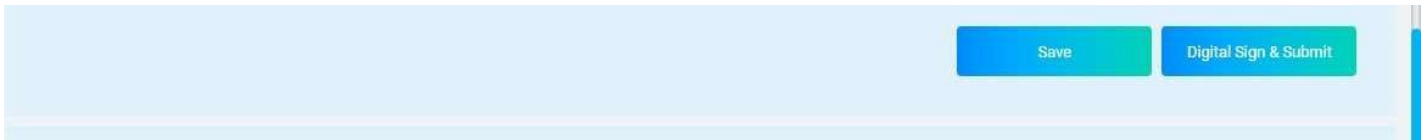
Search

*The (NH Div/BRO/PIU/RO/Zonal SE/Zonal CE) will update the site inspection report on the Datalake Portal as per project stage as shown above along with DSC Signature.

Submission Using Digital Signature

Pre Requirement – emBride software & DSC certificate is installed in system.

1. Digital Sign & Submit



On Click “**Digital Sign & Submit**” Button. Below screen will get open.

A dialog box titled 'Digital Signature' with a close button (X) in the top right corner. It contains several fields: 'Tokens' with a 'Select Device' dropdown and a 'Refresh' button; 'Certificates' with a 'Select Certificate' dropdown; 'Password' with a text input field; 'Pdf Signing' with an unchecked checkbox; 'Data To Sign' with a text input field; and 'Data Type' with a dropdown menu showing 'TextPKCS7'. A blue 'Sign' button is located at the bottom right of the dialog.

- Select Token-> i.e) Microsoft Windows Store
- Select -> Certificates
- Enter Password
- Tick check box “PDF Signing”
- Click Sign

After Click “**Sign**” Document with digital sign get submitted.

Completed