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:

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:

B. Awarded, Not Appointed:

C. Under Construction (AD Issued):
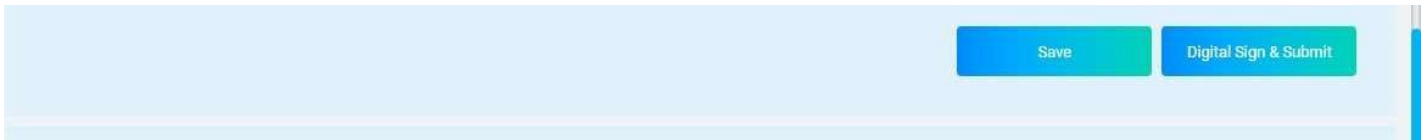
D.   Operation & Maintenance:

*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.

- 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