



STANDARD OPERATING PROCEDURE



**Ministry of Road Transport and
Highways of India**

Standard Operating Procedure of “ Drone Video Module”

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Drone Video Module

1. Drone Contractor login:

- **Contractor Login:**

A list of UPCs will be displayed in the dropdown menu.
The user (Contractor) can select a UPC from the dropdown.

- **Form Submission:**

After selecting the UPC, the Contractor/NH DIV./RCC(BRO)/PIU-MORTH will fill out and submit the details in the form.

- **Drone Video Upload**

The Contractor/NH DIV./RCC(BRO)/PIU-MORTH will upload the drone videography files after filling out the form.

The screenshot shows the 'Drone Video Details' form in the ROADDRY AND HIGHWAYS portal. The form is titled 'Monitoring & Reporting / Drone Video Details'. It includes a 'NOTE' about upload and download speeds. The form fields are as follows:

- Project UPC:** A dropdown menu showing 'Rehabilitation & Upgradation of Kunai-Mungali-Chanderi Road section of NH-346, from Design Cha...'.
- Duration of Drone Video Survey (From)*:** A text input field with the value '11/12/2024'.
- Duration of Drone Video Survey (To)*:** A text input field with the value '31/12/2024'.
- Chainage From*:** A text input field with the value '24'.
- Chainage To*:** A text input field with the value '31'.
- No. of videos need to Upload*:** A text input field with the value '1'.
- Upload Drone Survey Video (Please upload video upto 1.5 GB size)*:** A file upload section with a 'Choose files' button and a note: '(Please upload with extension of .mp4 files only)'.
- Letter No*:** A text input field with the value 'Letter No.'.
- Date of forwarding letter of contractor*:** A text input field.
- Upload Document*:** A file upload section with a 'Choose file' button and a note: 'No file chosen'.
- Upload Shapefile (Please Upload Maximum 4 Files):** A file upload section with a 'Choose files' button and a note: '(Please upload with extension of shp, shx, dbf, sbn, sbx, stx, fbn, fbx, aix, aih, iax, msh, prj, xml, cpg files only)'.
- Drone Survey Agency*:** A dropdown menu showing 'Select Agency'.
- Upload Ortho Image:** A file upload section with an 'Add (+)' button and a note: 'Please upload with valid extension of jpg, jpeg, gif, png files only. Size of each file should not be more than 5 MB'.
- Declaration*:** A checkbox with the text: 'I hereby give an undertaking that the data and information uploaded in the said form/application are true to the best of my knowledge and belief and I am aware that if any part of the data and information submitted is found to be false or misleading at any stage, I shall be held responsible for the same and the Authority shall be entitled to take appropriate action in this regard.'
- Remarks*:** A text area with a note: 'Minimum 250 character & Max. 500 character'.
- Submit:** A blue button at the bottom left of the form.

- **Submit Button Click:**

After clicking the submit button, the entered values will be processed.

Display in Grid-The submitted details will be displayed in the grid under the Contractor/AE section.

Drone Videos										Ortho Images											
PDF										Excel											
Show 10 entries																				Search:	
Action	Video Preview	#	Status	Unique Project Code	Project Name	Duration of Drone Video Survey (From)	Duration of Drone Video Survey (To)	Drone Survey Agency	Video	Shape File	Ortho Image	Document File	Remarks	Remarks by AE/IE	Remarks By NH-Div/RCC(BRO)/PIU-MORTH	RAMS Status	Instructions to NH-Div/RCC(BRO)/PIU-MORTH	Uploaded By	Uploaded On		
	Preview Video 1	1	Drone_SubmittedByContractor	RA00346BA004MP	Rehabilitation...	11/12/2024	01/01/2025	M/s Datapkt Pvt Ltd	View More	View More	View More	View More	I hereby give ...					Contractor RA00346BA004MP (Contractor)	10/01/2025 11:23:17		
	Preview Video 1	2	Drone_SubmittedByContractor	RA00346BA004MP	Rehabilitation...	01/01/2025	01/01/2025	M/s Atom Aviation Services Pvt. Ltd.	View More	View More	View More	View More	I hereby give ...					Contractor RA00346BA004MP (Contractor)	03/01/2025 18:16:33		
	Preview Video 1	3	Approved by NH Div/BRO/PIU	RA00346BA004MP	Rehabilitation...	30/11/2024	04/12/2024	M/s Atom Aviation Services Pvt. Ltd.	View More	View More	View More	View More	undertaking...	AE REMARKS 30/12	PIU Remarks 30/12/2024			Contractor RA00346BA004MP (Contractor)	30/12/2024 14:08:19		

2. AE Login:

Now, the AE (Authority Engineer) can either **recommend or reject** the drone Videography.

Rejection may occur due to non-compliances by the Contractor. If no issues are identified, the AE can proceed to recommend the Videography to the NH DIV./RCC(BRO)/PIU-MORTH.

Upon recommendation, the status will change to "**Recommended by AE,**" and this status will be visible to the NH DIV./RCC(BRO)/PIU-MORTH .

Note: Once the drone Videographer is uploaded by the Contractor/NH DIV./RCC(BRO)/PIU-MORTH, the action button in the AE Login Grid will become available 24 hours after the upload

TRANSPORT AND HIGHWAYS

Welcome - AE

Search

User Name, AE_RA00346BA004MP UPC : RA00346BA004MP

Help Desk

Log Out

Home / Monitoring & Reporting / Drone Video Details

Drone Videos

Ortho Images

PDF

Excel

Show 10 entries

Action	Video Preview	#	Status	Unique Project Code	Project Name	Duration of Drone Video Survey (From)	Duration of Drone Video Survey (To)	Drone Survey Agency	Video	Shape File	Ortho Image	Document File	Remarks	Remarks by AE/IE
<div>Recommend</div> <div>Reject</div>	<div>Preview Video 1</div>	1	Drone_SubmittedByContractor	RA00346BA004MP	Rehabilitation...	11/12/2024	01/01/2025	M/s Datapkt Pvt Ltd	<div></div>	<div><div></div><div></div><div></div></div>	<div>View More</div>	<div></div>	I hereby give ...	
<div>Recommend</div> <div>Reject</div>	<div>Preview Video 1</div>	2	Drone_SubmittedByContractor	RA00346BA004MP	Rehabilitation...	01/01/2025	01/01/2025	M/s Atom Aviation Services Pvt. Ltd.	<div></div>	<div><div></div><div></div><div></div></div>	<div>View More</div>	<div></div>	I hereby give ...	
	<div>Preview Video 1</div>	3	Approved by NH Div/BRO/PIU	RA00346BA004MP	Rehabilitation...	30/11/2024	04/12/2024	M/s Atom Aviation Services Pvt. Ltd.	<div></div>	<div><div></div><div></div><div></div></div>	<div>View More</div>	<div></div>	undertaking t...	AE REMARKS 30/12
	<div>Preview Video 1</div>	4	Approved by NH Div/BRO/PIU	RA00346BA004MP	Rehabilitation...	01/12/2024	08/12/2024	M/s Growever Infra Pvt. Ltd.	<div></div>	<div><div></div><div></div><div></div></div>	<div>View More</div>	<div></div>	I hereby give ...	

3. NH DIV./RCC(BRO)/PIU-MORTH LOGIN:

The NH DIV./RCC(BRO)/PIU-MORTH can either **Approve or Reject** the drone Videography. **Rejection** may occur due to non-compliances by the Contractor. If no issues are identified, the AE can proceed to recommend the Videography to the NH DIV./RCC(BRO)/PIU-MORTH.

Action	Video Preview	#	Status	Unique Project Code	Project Name	Duration of Drone Video Survey (From)	Duration of Drone Video Survey (To)	Drone Survey Agency	Video	Shape File	Ortho Image	Document File	Remarks	Remarks by AE/IE	Remarks by NH Div/BRO/PIU-MORTH
Approve Reject	Preview Video 1	1	Recommended by AE/IE	RA00346BA004MP	Rehabilitation ...	11/12/2024	01/01/2025	M/s Datapkt Pvt Ltd			View More		I hereby give a...	Approving	

- When NH DIV./RCC(BRO)/PIU-MORTH Clicking on “**Approve**” button then below mentioned screen will reflect and status will change as **Approved by NH Div/BRO/NH DIV./RCC(BRO)/PIU-MORTH**

Action	Video Preview	#	Status	Unique Project Code	Project Name	Duration of Drone Video Survey (From)	Duration of Drone Video Survey (To)	Drone Survey Agency	Video	Shape File	Ortho Image	Document File	Remarks	Remarks by AE/IE	Remarks by NH Div/BRO/PIU-MORTH
	Preview Video 1	1	Approved by NH Div/BRO/PIU	RA00346BA004MP	Rehabilitation ...	11/12/2024	01/01/2025	M/s Datapkt Pvt Ltd			View More		I hereby give a...	Approving	ap