

STANDARD OPERATING PROCEDURE

MODULE: BLACKLISTING OF AGENCY



Standard Operating Procedure of “BLACKLISTING OF AGENCY Module”

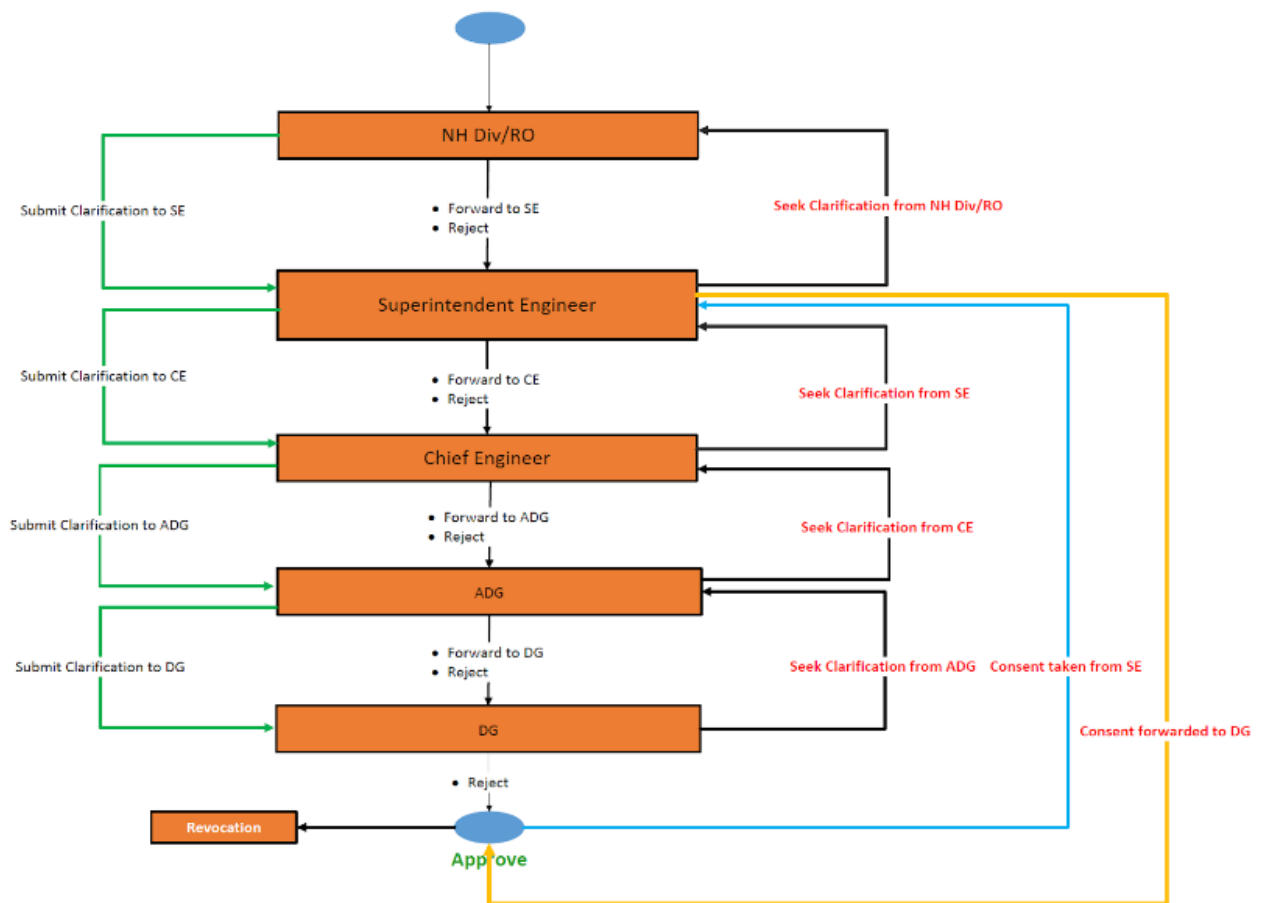
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1)

Fully Integrated Enterprise – wide Transaction Base Single Digital Platform

Workflow For Blacklisting of Agency



2) i) The NH Div/RO can initiate the process of blacklisting an agency. The following screen will appear, where they can click the 'New' button to enter the required values.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS

Welcome - Indar S

Search

User Name, NH-Div-Gwalior

Help Desk Logout

Home / Blacklisting/Debarment of Individuals/Agencies / Blacklisting of Agencies

Rajmarg eOffice AppSavy

New +

PDF Excel

Search:

SrNo	Action	View	Current Status	UPC Code	Current Project Stage	Division	State	Category of the Entity	Name of the Company
↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓

ii) If the NH Division starts the process, it will be forwarded to the concerned RO login, and the following screen will be displayed.

Where The RO can forward the entry to the Zonal SE, reject it, or seek clarification on the entry.

Upon clicking any action button, the noting function will appear as shown in Annexure 1. Add a note and attach the DSC for final submission.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS

Welcome - Ashish Asati

Search

User Name, RO-MoRTH-Bhopal

Help Desk Logout

Home / Blacklisting/Debarment of Individuals/Agencies / Blacklisting of Agencies

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Search:

rNo	Action	View	Current Status	UPC Code	Current Project Stage	Division	State	Category of the Entity	Name of the Company	Entity Type	Name of JV/Consortium	Member Type	Percentage Shareholding in the JV/Consortium as on date of notice	Entity's Registration number	Date of incorporation (As per company's prevailing act)
↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓
	Forward to Zone-SE		Forwarded by NH-PIU	RA00NH2DA001MP	Balance for Award	North-I	Madhya Pradesh	DPR Consultant	1	Single	NA	NA	NA	12345	01/10/202
	Seek Clarification		Forwarded by NH-PIU	RA00010AD001MH	Balance for Award	North-I	Delhi, Maharashtra	DPR Consultant	XYZ Pvt. Ltd.	Single	NA	NA	NA	31232	02/10/202
	Reject		Forwarded by NH-Div/PIU												
	View		Approved by DG	RA00001DA001DL	Balance for Award	North-I	Delhi, Gujarat	DPR Consultant	XYZ Pvt. Ltd.	Single	NA	NA	NA	MORTH-1	02/10/202
	View		Forward to DG by ADG	RA00001DA001DL	Balance for Award	North-I	Delhi, Gujarat	DPR Consultant	XYZ Pvt. Ltd.	Single	NA	NA	NA	ABC123	01/10/202

3)After forwarded to the concerned Zonal SE login, the following screen will be displayed. The Zonal SE can forward the entry to the Zonal CE, reject it, or request clarification.

On selecting any action button, the noting function will appear as shown in Annexure 1. Add a note and attach the DSC for final submission.

SrNo	Action	View	Current Status	UPC Code	Current Project Stage	Division	State	Category of the Entity	Name of the Company	Entity Type	Name of JV/Consortium	Member Type	Percentage Shareholding in the JV/Consortium as on date of notice	Entity's Registration number	Date of completion
1	Forward to Zone-CE	View	Forward to Zone-CE by	RA00NH2DA001MP	Balance for Award	North-I	Madhya Pradesh	DPR Consultant	1	Single	NA	NA	NA	12345	01/1
2	Seek Clarification	View	Forward to Zone-CE by	RA00010AD001MH	Balance for Award	North-I	Delhi, Maharashtra	DPR Consultant	XYZ Pvt. Ltd.	Single	NA	NA	NA	31232	02/1
3	Reject	View	Approved by DG	RA00001DA001DL	Balance for Award	North-I	Delhi, Gujarat	DPR Consultant	XYZ Pvt. Ltd.	Single	NA	NA	NA	MORTH-1	02/1
4		View	Forward to DG by ADG	RA00001DA001DL	Balance for Award	North-I	Delhi, Gujarat	DPR Consultant	XYZ Pvt. Ltd.	Single	NA	NA	NA	ABC123	01/1

Showing 1 to 4 of 4 entries

4) After forwarded to the concerned Zonal CE login, the following screen will be displayed. The Zonal CE can forward the entry to the Concern ADG, reject it, or request clarification.

On selecting any action button, the noting function will appear as shown in Annexure 1. Add a note and attach the DSC for final submission.

Upon selecting any action button, the noting function will appear as shown in Annexure 1. Add a note and attach the DSC for final submission.

The screenshot shows a web application interface for the Ministry of Road Transport and Highways. The main content area displays a table titled 'Blacklisting/Debarment of Agencies'. The table has columns for SrNo, Action, View, Current Status, UPC Code, Current Project Stage, Division, State, Category of the Entity, Name of the Company, Entity Type, Name of JV/Consortium, Member Type, Percentage Shareholding in the JV/Consortium as on date of notice, Entity's Registration number, and Date of incorporation (As per companies/ prevailing act). A context menu is open over the first row, showing options: 'Approve', 'Seek Clarification', and 'Reject'. The 'Approve' option is highlighted. The table shows 4 entries, with the first entry having a status of 'Forward to IG by ADG'.

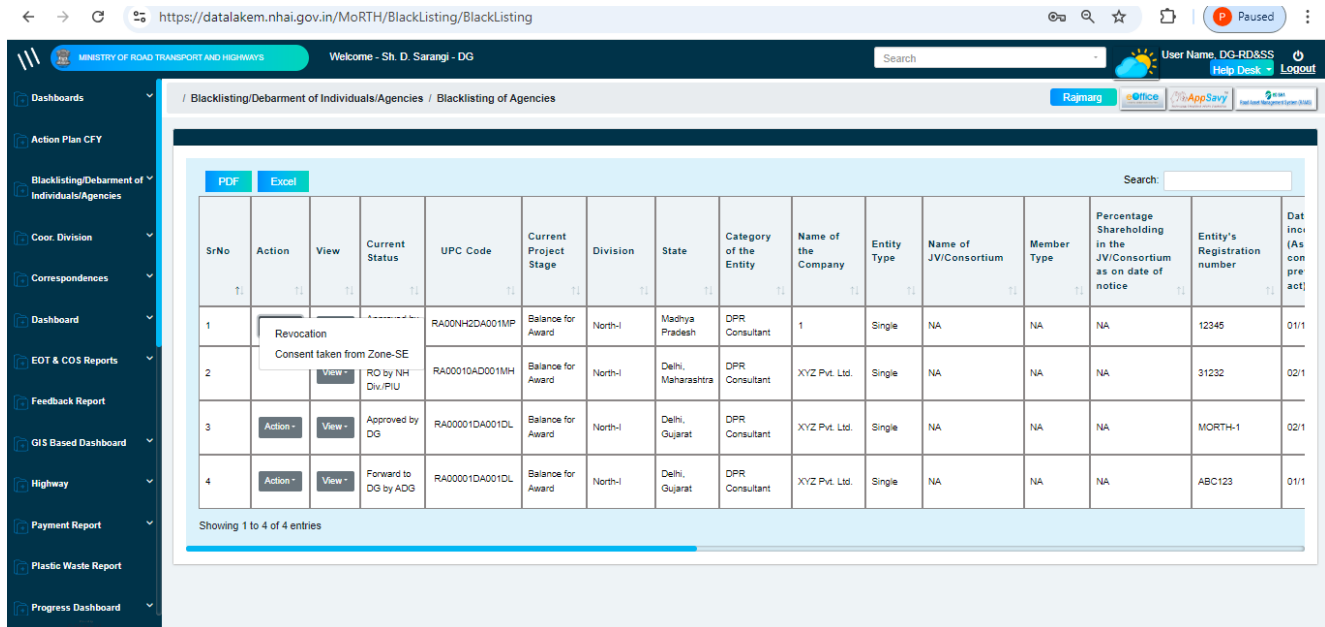
SrNo	Action	View	Current Status	UPC Code	Current Project Stage	Division	State	Category of the Entity	Name of the Company	Entity Type	Name of JV/Consortium	Member Type	Percentage Shareholding in the JV/Consortium as on date of notice	Entity's Registration number	Date of incorporation (As per companies/ prevailing act)
1	Approve	View	Forward to IG by ADG	RA00NH2DA001MP	Balance for Award	North-I	Madhya Pradesh	DPR Consultant	1	Single	NA	NA	NA	12345	01/1
2	Approve	View	Forward to IG by ADG	RA00010AD001MH	Balance for Award	North-I	Delhi, Maharashtra	DPR Consultant	XVZ Pvt. Ltd.	Single	NA	NA	NA	31232	02/1
3	Approve	View	Forward to IG by ADG	RA00001DA001DL	Balance for Award	North-I	Delhi, Gujarat	DPR Consultant	XVZ Pvt. Ltd.	Single	NA	NA	NA	MORTH-1	02/1
4	Approve	View	Forward to IG by ADG	RA00001DA001DL	Balance for Award	North-I	Delhi, Gujarat	DPR Consultant	XVZ Pvt. Ltd.	Single	NA	NA	NA	ABC123	01/1

After clicking the approve button, the following screen will appear.

The screenshot shows the 'Blacklisting/Debarment of Agencies' form. The form is divided into several sections for data entry. The 'Project Code' is RA00NH2DA001MP. The 'Name of Project/Stretch Where debarment occurred' is Package_2310. The 'Current Project Stage' is Balance for Award. The 'Notice issuing Zone' is North-I. The 'State' is Madhya Pradesh. The 'Category of the Entity' is DPR Consultant. The 'Name of the Company' is 1. The 'Entity Type' is Single. The 'Companies Registered Address' is Nagali. The 'Date of incorporation (As per companies/ prevailing act)' is 01/10/2024. The 'Reason for Non Performance in Brief' is abcd. The 'End date' is 01/01/2025. The 'E-Mail ID' is -. The 'Designation of person who made entry in the sheet' is NH-Div. (PWD). The 'Name of the organisation where details added to list' is MORTH. The 'ID of Person who made entry in the sheet' is Indar SinghJadon. The 'E-File No' is 123ab. The 'Duration of which the order is applicable? (In Month)' is 3. The 'Notice Date' is 01/10/2024. The 'Is the Notice Timebound?' is Yes. The 'Upload Supporting document for Debarred (to be uploaded)' is a file icon. The 'Back to Grid' button is visible at the top right. The 'Submit' and 'Cancel' buttons are at the bottom right.

After submission, the DG will have the option to revoke the blacklisting or obtain consent from the Zonal SE, the following screen will be displayed.

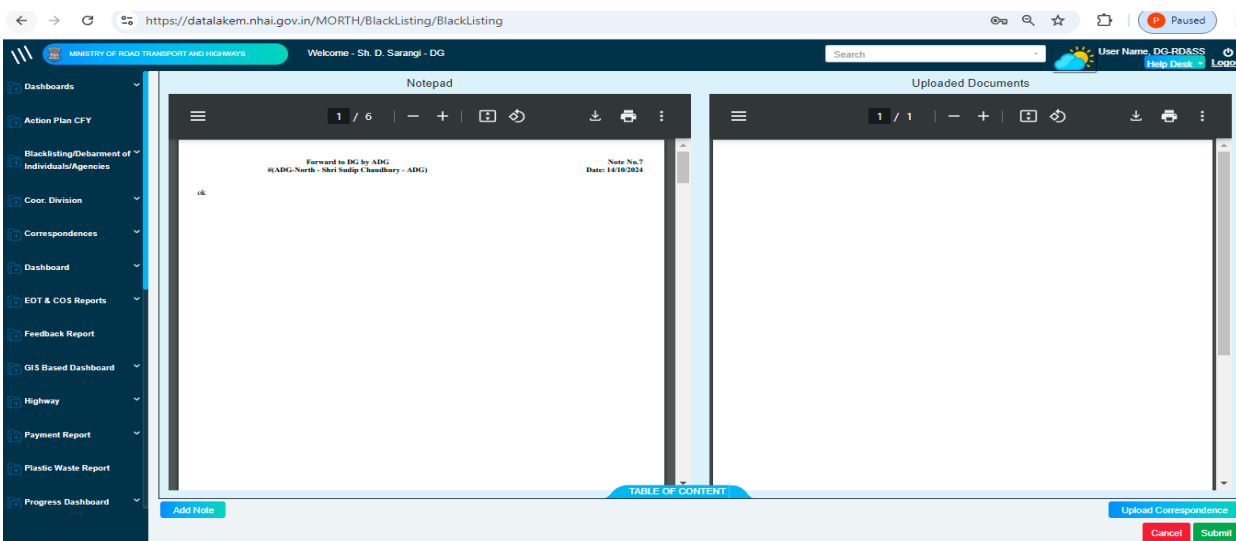
Upon selecting any action button, the noting function will appear as shown in Annexure 1. Add a note and attach the DSC for final submission.



The screenshot shows the 'Blacklisting/Debarment of Individuals/Agencies / Blacklisting of Agencies' page. It features a table with 17 columns: SrNo, Action, View, Current Status, UPC Code, Current Project Stage, Division, State, Category of the Entity, Name of the Company, Entity Type, Name of JV/Consortium, Member Type, Percentage Shareholding in the JV/Consortium as on date of notice, Entity's Registration number, and Date (As on pre-act). The table contains 4 entries. A 'Revocation' dropdown menu is open for entry 1, showing 'Consent taken from Zone-SE' and 'RO by NH Div./PIU'. Entry 2 has a 'View' button. Entry 3 has 'Action' and 'View' buttons. Entry 4 has 'Action' and 'View' buttons. The page also includes a search bar, a 'Showing 1 to 4 of 4 entries' indicator, and a sidebar with various navigation options.

SrNo	Action	View	Current Status	UPC Code	Current Project Stage	Division	State	Category of the Entity	Name of the Company	Entity Type	Name of JV/Consortium	Member Type	Percentage Shareholding in the JV/Consortium as on date of notice	Entity's Registration number	Date (As on pre-act)
1	Revocation			RA00NH2DA001MP	Balance for Award	North-I	Madhya Pradesh	DPR Consultant	1	Single	NA	NA	NA	12345	01/1
2		View	RO by NH Div./PIU	RA00010AD001MH	Balance for Award	North-I	Delhi, Maharashtra	DPR Consultant	XYZ Pvt. Ltd.	Single	NA	NA	NA	31232	02/1
3	Action	View	Approved by DG	RA00001DA001DL	Balance for Award	North-I	Delhi, Gujarat	DPR Consultant	XYZ Pvt. Ltd.	Single	NA	NA	NA	MORTH-1	02/1
4	Action	View	Forward to DG by ADG	RA00001DA001DL	Balance for Award	North-I	Delhi, Gujarat	DPR Consultant	XYZ Pvt. Ltd.	Single	NA	NA	NA	ABC123	01/1

7) Annexure 1



The screenshot shows the 'Notepad' and 'Uploaded Documents' interface. The 'Notepad' section has a text area with the following text: 'Forward to DG by ADG (ADG-North - Not today / Auxiliary - ADG)'. The 'Uploaded Documents' section is empty. At the bottom, there is a 'TABLE OF CONTENT' button, an 'Add Note' button, and an 'Upload Correspondence' button with 'Cancel' and 'Submit' sub-buttons.