



# **STANDARD OPERATING PROCEDURE**

**Appraisal & Approval Module**

**The National Highways & Infrastructure Development  
Corporation Limited**

## Standard Operating Procedure of Appraisal & Approval Module

### FOR EPC EXCEPT {NH(O)} PROJECTS

1. In this page, RO/ Zonal SE/ Zonal CE can update the appraisal details in Activity 1 by using “**Update**” button.

The screenshot shows the 'Appraisal Approval of Projects' page. The header includes the Ministry of Road Transport and Highways logo, a welcome message for Ashish Asati, a search bar, and user information for RO-MoRTH-Bhopal. The breadcrumb trail is 'Home / Appraisal & Approval / Appraisal Approval of Projects'. The main content area is titled 'Appraisal /Pre-Appraisal & Approval of Projects' and lists four activities, each with an 'Update' button:

- Activity 1 : EPC except (NH(O)) project Appraised (IAC/PATSC) in MORTH
- Activity 2 : Project approved by MORTH
- Activity 3 : HAM/TOLL/EPC[NH(O)] Project Pre-Appraisal & Appraisal
- Activity 4 : Project Approved by MORTH

2. After selecting update button of Activity 1, following screen will appear where user can update the Appraisal details of required project given in the list of Civil Package UPC using “**Action>Update**” button.

The screenshot shows the 'Appraisal of Projects' page. The header is similar to the previous page. The breadcrumb trail is 'Home'. The main content area is titled 'Appraisal of Projects' and includes a 'Back' button. Below the title, there are tabs for 'PDF' and 'Excel', a 'Show 10 entries' dropdown, and a search bar with the text 'RANH57CA001MP'. A table displays the project details:

Sr No.	Action	View	Status	Civil Package UPC	Initiated By	Mode	DPR UPC
2	Update			RANH57CA001MP		EPC (Engineering Procurement & Construction)	RA0NH57CA001MP

Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 117 total entries)'. At the bottom right, there are 'Previous', '1', and 'Next' buttons.

3. In this page, user has to choose Appraisal Committee -IAC/PATSC and fill **Memo** details using “**Update**” link button.

Thereafter Appraisal form can be submitted by adding MOM & Date of Appraisal.

The screenshot shows the 'Appraisal of Projects' form. The header includes the Ministry of Road Transport and Highways logo, user name 'Ashish Asati', and a search bar. The form fields are as follows:

- Project Name \***: Package\_300
- UPC \***: RANHA57CA001MP
- Mode**: EPC (Engineering Procurement)
- Appraised by \***: ☐ IAC ☒ PATSC. An **Update** button is next to this field.
- MOM of Appraisal Committee**: Choose File | No file chosen
- Date of Appraisal \***: dd/mm/yyyy
- Project PPT**: Choose File | No file chosen
- Remarks of IAC /PATSC \***: Maximum 500 characters

4. Using “**Update**” button in the last step, following page will appear where user can update Appraisal Memo details in the 10 pages shown below.

The screenshot shows the 'Appraisal & Approval' page. The header is similar to the previous page. The main content area includes a 10-page navigation bar and the '1. Project Outline' section.

**10-Page Navigation Bar:**

- Page 1 (Active)
- Page 2
- Page 3
- Page 4
- Page 5
- Page 6
- Page 7
- Page 8
- Page 9
- Page 10

**1. Project Outline**

**1.1 Title of the Project**: [Empty text field]

**1.2 Proposed Cost of the Project**: ☒ Manually Fill Details ☐ Upload Details using Template

Sr. No	Estimated Project Cost	Amount (Rs. Cr.)	Per Km Cost (Rs.Cr.)
1(a)	Base Civil Construction Cost		
	Other (Base Civil Construction Cost)		<a href="#">Add (+)</a>
1(b)	Utility Shifting as part of Tender		

5. After completion of **Memo** 10 pages and submission of Appraisal form following screen will appear where status of project can be seen and submitted details can be checked in **View** tab.

Sr No.	Action	View	Status	Civil Package UPC	Initiated By	Mode	DPR UPC
2		<a href="#">View</a>	Appraised by PATSC	RANHA57CA001MP	RO-MoRTH-Bhopal	EPC (Engineering Procurement & Construction)	RA0NH57CA001MP

6. After submission of Appraisal in Activity 1 user has to update Approval details in Activity 2 in Home Page, thereafter this page will appear where user can update approval details using **Action>Update** button.

Sr No.	Action	View	Status	Civil Package UPC	Initiated By	Mode	DPR UPC
2	<a href="#">Update</a>		Appraised by PATSC	RANHA57CA001MP	RO-MoRTH-Bhopal	EPC (Engineering Procurement & Construction)	RA0NH57CA001MP

Showing 1 to 1 of 1 entries (filtered from 118 total entries)

7. In this page, user can submit Approval MOM by choosing the Approval Authority and adding Date of Approval.

Project Name \*

UPC \*  Mode

Appraised by \* ☐ IAC ☒ PATSC

Approved by \* ☐ Chairman/Chairperson ☐ EC ☐ Board

MOM of Approval \*  No file chosen Date of Approval \*

Remarks of Approval Committee \*

[Submit](#)

- After submission of Approval details following screen will appear where user can check the approval status and view the submitted details in “**View**” tab.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS | Welcome - Ashish Asati | Search | User Name, RO-MoRTH-Bhopal | Help Desk | Logout

Home | Rajmarg | eOffice | AppSavy | Road Asset Management System (RAMS)

### Approval of Projects

PDF | Excel | Show 10 entries | Search: RO-MoRTH-Bhopal

Sr No.	Action	View	Status	Civil Package UPC	Initiated By	Mode	DPR UPC
1		<a href="#">View</a>	Approved by Chairman/Chairperson	RANHA57CA001MP	RO-MoRTH-Bhopal	EPC (Engineering Procurement & Construction)	RA0NH57CA001MP

## FOR HAM/TOLL/EPC{NH(O)} PROJECTS

- In this page, RO/ Zonal SE/ Zonal CE can update Appraisal details in Activity 3 by using “**Update**” button.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS | Welcome - Ashish Asati | Search | User Name, RO-MoRTH-Bhopal | Help Desk | Logout

Home / Appraisal & Approval / Appraisal Approval of Projects | Rajmarg | eOffice | AppSavy | Road Asset Management System (RAMS)

### Appraisal /Pre-Appraisal & Approval of Projects

- Activity 1 : EPC except (NH(O)) project Appraised (IAC/PATSC) in MORTH [Update](#)
- Activity 2 : Project approved by MORTH [Update](#)
- Activity 3 : HAM/TOLL/EPC[NH(O)] Project Pre-Appraisal & Appraisal [Update](#)
- Activity 4 : Project Approved by MORTH [Update](#)

- In this page, user can update the required project using **Action>Update** button.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS | Welcome - Ashish Asati | Search | User Name, RO-MoRTH-Bhopal | Help Desk | Logout

Home | Rajmarg | eOffice | AppSavy | Road Asset Management System (RAMS)

### Pre-Appraisal/Appraisal of Projects

PDF | Excel | Show 10 entries | Search: RA00NH2DA001MP

Sr No.	Action	View	Status	Civil Package UPC	Initiated By	Mode	DPR UPC
1	<a href="#">Update</a>			RA00NH2DA001MP		HAM (Hybrid Annuity Model)	RA00001DA001DL

Previous | Next

3. In this page, user can update Pre-Appraisal (PATSC) Memo using “Update” link button. After that MOM document & Date of Pre-Appraisal can be added for final submission.

The screenshot shows the 'Pre-Appraisal of Projects' form. The form includes fields for Project Name (Package\_2310), UPC (RA00NH2DA001MP), Mode (HAM (Hybrid Annuity Model)), Pre-Appraised by (PATSC), MOM of Pre-Appraisal committee (Choose File), Date of Pre-Appraisal (dd/mm/yyyy), and Remarks of Pre-Appraisal Committee (Maximum 500 characters). There is an 'Update' button next to the Pre-Appraised by field.

4. Using “Update” button in the last step, following page will appear where user can update PATSC Memo details in the 9 pages shown below.

The screenshot shows the 'Appraisal & Approval' page. It displays a list of 10 pages (Page 1 to Page 10) with a '1' in a green circle next to Page 1. Below the list, the first page is titled '1. Project Outline' and '1.1 Title of the Project'.

5. After submission of Pre-Appraisal details following screen will appear where user can check the submitted details in View head and can update Appraisal details in **Action>Update** under Action head.

The screenshot shows the 'Pre-Appraisal/Appraisal of Projects' table. The table has columns for Sr No., Action, View, Status, Civil Package UPC, Initiated By, Mode, and DPR UPC. The first row shows a record with Sr No. 1, Action 'Update', Status 'Pre Appraised by PATSC', Civil Package UPC 'RA00NH2DA001MP', Initiated By 'RO-MORTH-Bhopal', Mode 'HAM (Hybrid Annuity Model)', and DPR UPC 'RA00001DA001DL'.

Sr No.	Action	View	Status	Civil Package UPC	Initiated By	Mode	DPR UPC
1	Update	Actions	Pre Appraised by PATSC	RA00NH2DA001MP	RO-MORTH-Bhopal	HAM (Hybrid Annuity Model)	RA00001DA001DL

6. In this page, user can submit Appraisal documents by choosing the Appraisal Committee name and date of appraisal.

The screenshot shows the 'Appraisal of Projects' form. The header includes the Ministry of Road Transport and Highways logo, user name 'Ashish Asati', and a search bar. The form is titled 'Appraisal of Projects' and has a 'Back to Grid' button. The form fields are as follows:

- Project Name: Package\_2310
- UPC: RA00NH2DA001MP
- Mode: HAM (Hybrid Annuity Model)
- Appraised by: ☐ SFC ☐ PPPAC
- Appraisal Committee Memo: Choose File (No file chosen)
- MOM of Appraisal Committee: Choose File (No file chosen)
- Date of Appraisal: dd/mm/yyyy
- Project PPT: Choose File (No file chosen)
- Remarks of Appraisal Committee: Maximum 500 characters

A 'Submit' button is located at the bottom right of the form.

7. After submission of Appraisal details, user will again come back to this page. Here user can check out the submitted details in View head or press the back button to go to the Home page to submit approval details.

The screenshot shows the 'Pre-Appraisal/Appraisal of Projects' grid. The header includes the Ministry of Road Transport and Highways logo, user name 'Ashish Asati', and a search bar. The grid is titled 'Pre-Appraisal/Appraisal of Projects' and has a 'Back' button. The grid shows the following data:

Sr No.	Action	View	Status	Civil Package UPC	Initiated By	Mode	DPR UPC
1		Actions	Appraised by PPPAC	RA00NH2DA001MP	RO-MoRTH-Bhopal	HAM (Hybrid Annuity Model)	RA00001DA001DL

8. After submission of Appraisal details in Activity 3, user has to update Approval details in Activity 4 in Home Page, thereafter this page will appear where user can update approval details using **Action>Update** button..

The screenshot shows the 'Approval of Projects' page. At the top, there's a header with 'MINISTRY OF ROAD TRANSPORT AND HIGHWAYS', 'Welcome - Ashish Asati', a search bar, and user information 'User Name, RO-MoRTH-Bhopal'. Below the header, there's a 'Home' link and several service icons. The main content area is titled 'Approval of Projects' and includes a 'Back' button. Below this, there are tabs for 'PDF' and 'Excel', a 'Show 10 entries' dropdown, and a search bar with the text 'RA00NH2DA001MP'. A table with 8 columns is displayed: 'Sr No.', 'Action', 'View', 'Status', 'Civil Package UPC', 'Initiated By', 'Mode', and 'DPR UPC'. The first row contains the following data: '1', 'Update', an empty cell, 'Appraised by PPPAC', 'RA00NH2DA001MP', 'RO-MoRTH-Bhopal', 'HAM (Hybrid Annuity Model)', and 'RA00001DA001DL'.

Sr No.	Action	View	Status	Civil Package UPC	Initiated By	Mode	DPR UPC
1	Update		Appraised by PPPAC	RA00NH2DA001MP	RO-MoRTH-Bhopal	HAM (Hybrid Annuity Model)	RA00001DA001DL

9. In this page, user can submit the Approval documents by choosing Approval Authority and adding Date of Approval.

The screenshot shows the 'Approval of Projects' page with a form to submit approval details. The form includes fields for 'Project Name' (Package\_2310), 'UPC' (RA00NH2DA001MP), 'Mode' (HAM (Hybrid Annuity Model)), 'Approved by' (Minister), 'MOM of Approval' (Choose File finaldoc.pdf), and 'Date of Approval' (22/10/2024). A 'Submit' button is located at the bottom right of the form.

10. After submission of Appraisal details, user will again come back to this page. Here user can check out the submitted details in View head or press the back button to go to the Home page to submit approval details.

The screenshot shows the 'Approval of Projects' page. At the top, there's a header with 'MINISTRY OF ROAD TRANSPORT AND HIGHWAYS', 'Welcome - Ashish Asati', a search bar, and user information 'User Name, RO-MoRTH-Bhopal'. Below the header, there's a 'Home' link and several service icons. The main content area is titled 'Approval of Projects' and includes a 'Back' button. Below this, there are tabs for 'PDF' and 'Excel', a 'Show 10 entries' dropdown, and a search bar with the text 'RA00NH2DA001MP'. A table with 8 columns is displayed: 'Sr No.', 'Action', 'View', 'Status', 'Civil Package UPC', 'Initiated By', 'Mode', and 'DPR UPC'. The first row contains the following data: '1', 'Actions', an empty cell, 'Approved by Minister', 'RA00NH2DA001MP', 'RO-MoRTH-Bhopal', 'HAM (Hybrid Annuity Model)', and 'RA00001DA001DL'.

Sr No.	Action	View	Status	Civil Package UPC	Initiated By	Mode	DPR UPC
1	Actions		Approved by Minister	RA00NH2DA001MP	RO-MoRTH-Bhopal	HAM (Hybrid Annuity Model)	RA00001DA001DL



## Annexure 1

The screenshot displays a web application interface with two side-by-side PDF viewers. The left viewer is titled "Notepad" and the right viewer is titled "Uploaded Documents". Both viewers show a "Blank PDF ..." document at 67% zoom. The interface includes a sidebar on the left with a list of icons. At the bottom center, there is a "TABLE OF CONTENT" button. At the bottom left, there is an "Add Note" button. At the bottom right, there are "Upload Correspondence", "Cancel", and "Submit" buttons.