STANDARD OPERATING PROCEDURE
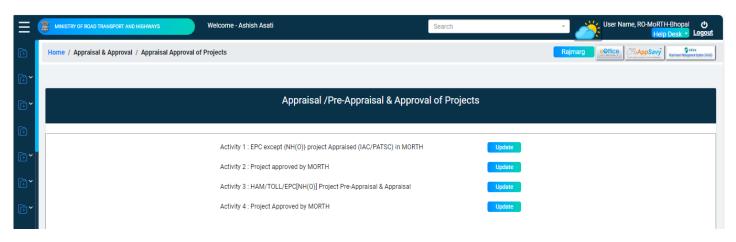
Appraisal & Approval Module

The National Highways &Infrastructure Development Corporation Limited
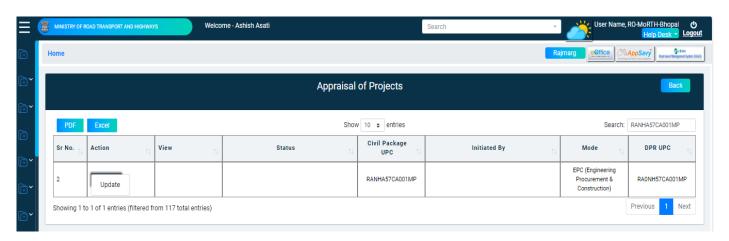
Standard Operating Procedure of Appraisal & Approval Module

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.
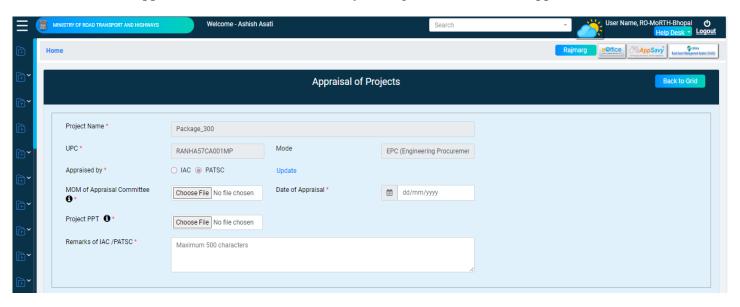

2. After selecting update button of Activity 1, following screen will appear where user can update the Appraisal details of required project given in the list of Civil Package UPC using **"Action>Update"** button.
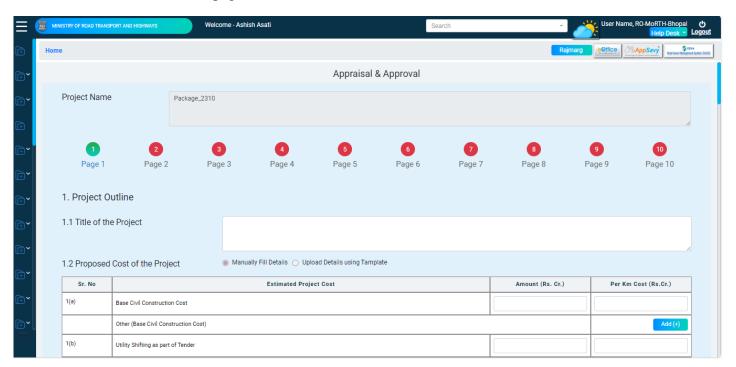
3. In this page, user has to choose Appraisal Committee -IAC/PATSC and fill **Memo** details using "Update" link button.
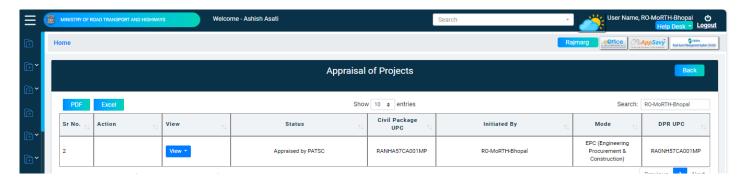
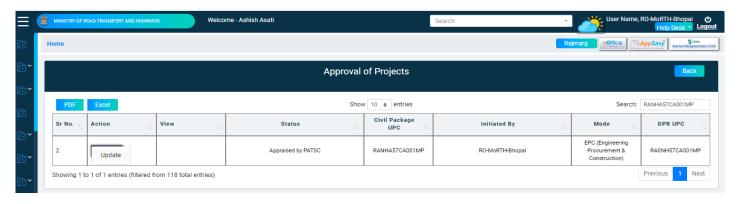Thereafter Appraisal form can be submitted by adding MOM & Date of Appraisal.

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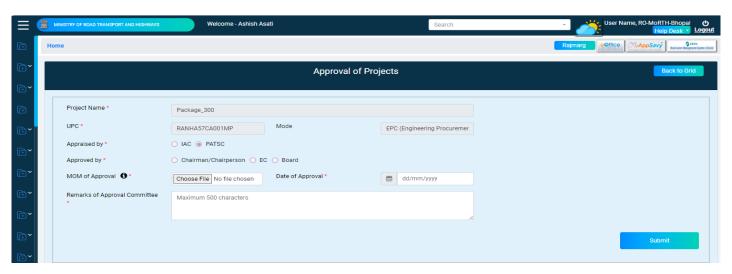
5. After completion of **Memo** 10 pages and submission of Appraisal form following screen will appear where status of project can be seen and submitted details can be checked in **View** tab.
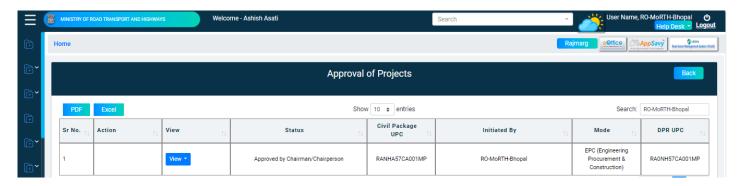

6. After submission of Appraisal in Activity 1 user has to update Approval details in Activity 2 in Home Page, thereafter this page will appear where user can update approval details using **Action>Update** button.

7. In this page, user can submit Approval MOM by choosing the Approval Authority and adding Date of Approval.
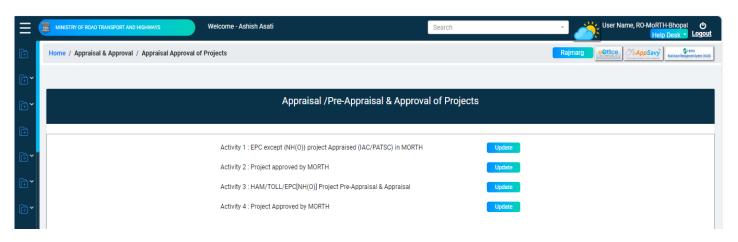
8. After submission of Approval details following screen will appear where user can check the approval status and view the submitted details in **"View"** tab.
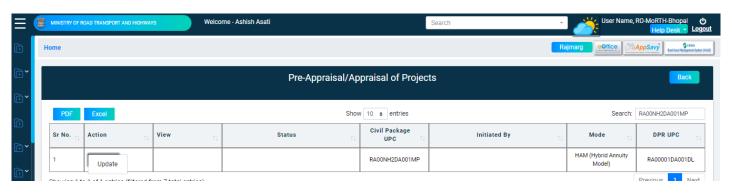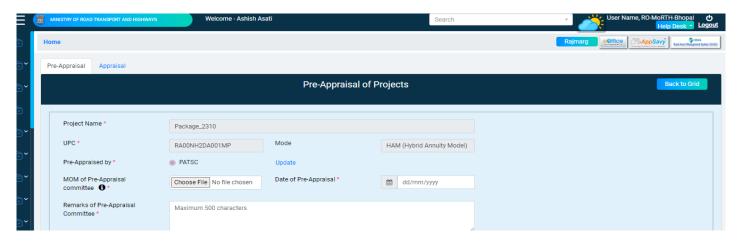

FOR HAM/TOLL/EPC{NH(O)} PROJECTS

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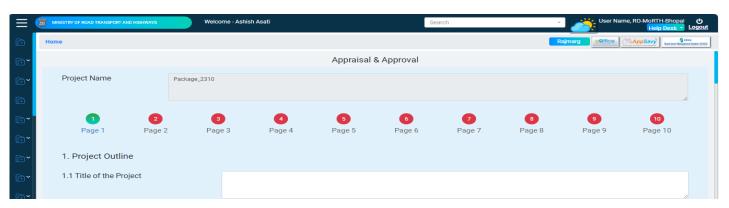

2. In this page, user can update the required project using **Action>Update** button.

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.
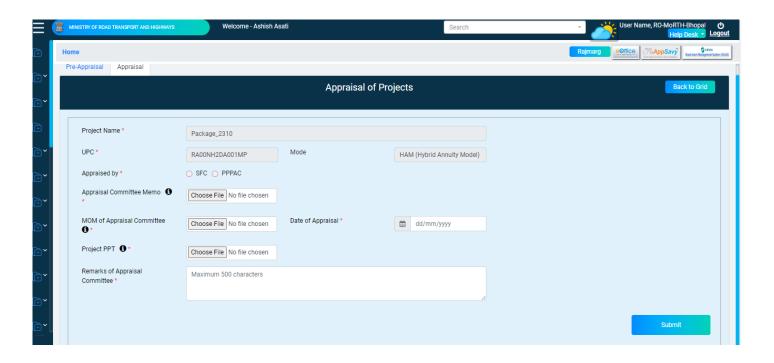

4. Using "Update" button in the last step, following page will appear where user can update PATSC Memo details in the 9 pages shown below.

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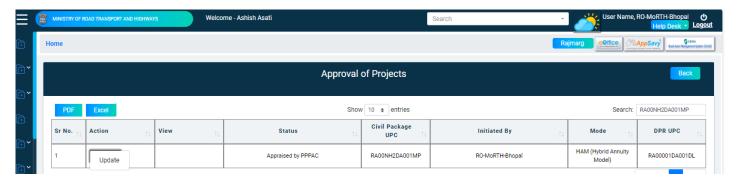
6. In this page, user can submit Appraisal documents by choosing the Appraisal Committee name and date of appraisal.
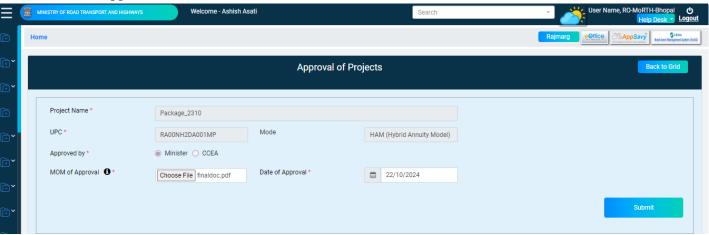

7. After submission of Appraisal details, user will again come back to this page. Here user can check out the submitted details in View head or press the back button to go to the Home page to submit approval details.
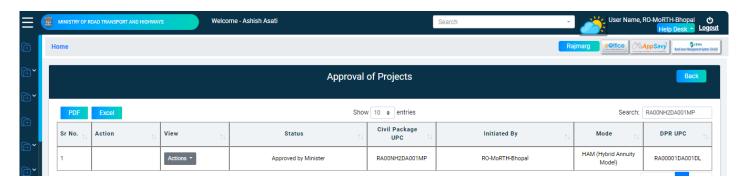
8. After submission of Appraisal details in Activity 3, user has to update Approval details in Activity 4 in Home Page, thereafter this page will appear where user can update approval details using **Action>Update** button..

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

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.

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