



STANDARD OPERATING PROCEDURE



DPR COS Module

Ministry of Road Transport and Highways

Standard Operating Procedure of “DPR-COS Module”

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1) DPR Login

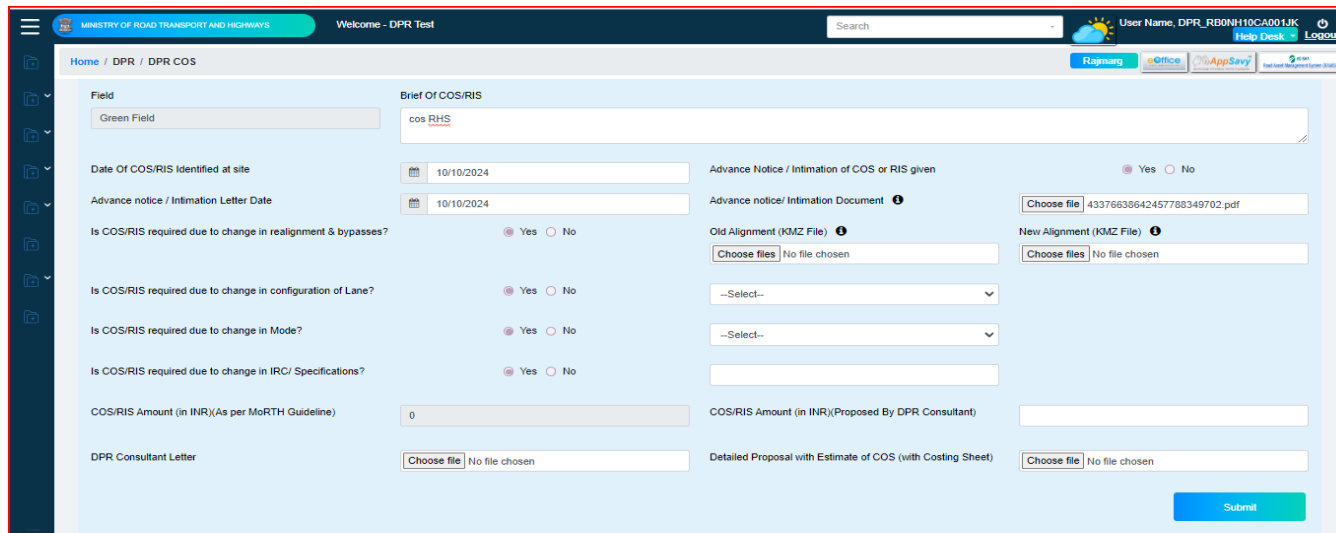
(i) The below screen will appear in DPR/NH DIV./RCC(BRO)/PIU-MoRTH login, where a user can update the details regarding DPR-COS of respective projects.



The screenshot shows the 'COS - DPR Consultant' dashboard. At the top, there's a header with the Ministry of Road Transport and Highways logo, a search bar, and user information (User Name: DPR_RA00007BD001JK). Below the header, there's a navigation bar with 'Home / DPR / DPR COS'. The main content area features a 'New' button and a 'FILTER' button. A table displays project entries with columns: Action, View, Status, UPC, COS/RIS No., COS Type, Project Length (Km), Revised Project Length (Km), Mode, COS/RIS Amount (As per MoRTH Guideline) (in INR), COS/RIS Amount (Proposed By DPR Consultant) (in INR), Approved COS/RIS Amount (in INR), Delegated Authority to Approval, Approval Letter, and Actual Date of Approval. The table shows one entry with a 'View' button and a status of 'Approval Letter Issued by NH Div/BRO/PIU'.

Action	View	Status	UPC	COS/RIS No.	COS Type	Project Length (Km)	Revised Project Length (Km)	Mode	COS/RIS Amount (As per MoRTH Guideline) (in INR)	COS/RIS Amount (Proposed By DPR Consultant) (in INR)	Approved COS/RIS Amount (in INR)	Delegated Authority to Approval	Approval Letter	Actual Date of Approval
	View	Approval Letter Issued by NH Div/BRO/PIU	RA00007BD001JK	COS/DPR_RA00007BD001JK/0005	Reduction in Scope (-ve)	100	98	BOO (Build Own Operate)	0	15300	3000	RO		03/10/2024

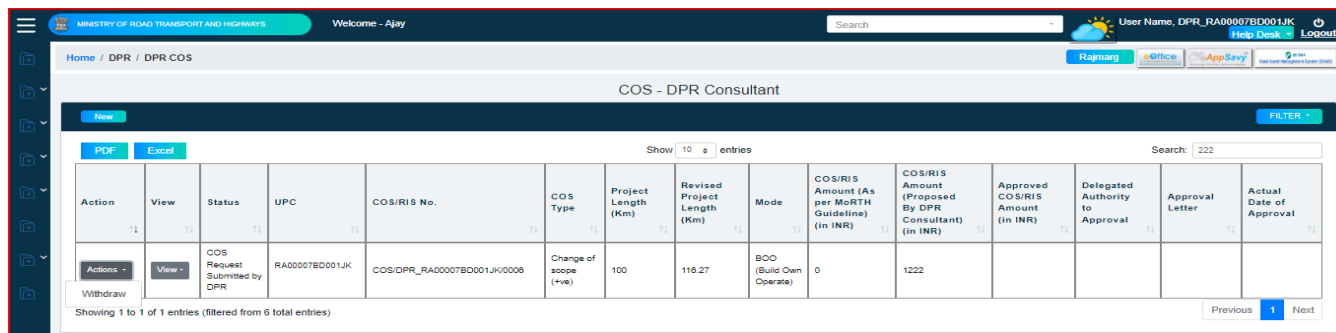
(ii) By clicking the “New” button below mentioned form will be appear, which will be filled by DPR-Consultant or NH DIV./RCC(BRO)/PIU-MoRTH.



The screenshot shows the 'Brief of COS/RIS' form. It includes fields for 'Field' (Green Field), 'cos RHS', 'Date Of COS/RIS Identified at site' (10/10/2024), 'Advance notice / Intimation Letter Date' (10/10/2024), and various checkboxes for 'Is COS/RIS required due to change in realignment & bypasses?', 'Is COS/RIS required due to change in configuration of Lane?', 'Is COS/RIS required due to change in Mode?', and 'Is COS/RIS required due to change in IRC/ Specifications?'. There are also input fields for 'COS/RIS Amount (in INR)(As per MoRTH Guideline)' (0) and 'COS/RIS Amount (in INR)(Proposed By DPR Consultant)'. A 'DPR Consultant Letter' field with a 'Choose file' button is present. A 'Detailed Proposal with Estimate of COS (with Costing Sheet)' field with a 'Choose file' button is also shown. A 'Submit' button is at the bottom right.

-After filling in all the required fields, submit the form by clicking the “Submit” button. Now, the noting function will appear, as **Annexure 1**. Add a note and attach DSC for final submission.

(iii) DPR can withdraw the request after submission until NH DIV./RCC(BRO)/PIU-MoRTH takes any action.



The screenshot shows the 'COS - DPR Consultant' dashboard. At the top, there's a header with the Ministry of Road Transport and Highways logo, a search bar, and user information (User Name: DPR_RA00007BD001JK). Below the header, there's a navigation bar with 'Home / DPR / DPR COS'. The main content area features a 'New' button and a 'FILTER' button. A table displays project entries with columns: Action, View, Status, UPC, COS/RIS No., COS Type, Project Length (Km), Revised Project Length (Km), Mode, COS/RIS Amount (As per MoRTH Guideline) (in INR), COS/RIS Amount (Proposed By DPR Consultant) (in INR), Approved COS/RIS Amount (in INR), Delegated Authority to Approval, Approval Letter, and Actual Date of Approval. The table shows one entry with a 'View' button and a status of 'COS Request Submitted by DPR'. Below the table, there's a 'Withdraw' button and a message 'Showing 1 to 1 of 1 entries (filtered from 6 total entries)'. A pagination bar at the bottom shows 'Previous', '1', and 'Next'.

Action	View	Status	UPC	COS/RIS No.	COS Type	Project Length (Km)	Revised Project Length (Km)	Mode	COS/RIS Amount (As per MoRTH Guideline) (in INR)	COS/RIS Amount (Proposed By DPR Consultant) (in INR)	Approved COS/RIS Amount (in INR)	Delegated Authority to Approval	Approval Letter	Actual Date of Approval
Actions	View	COS Request Submitted by DPR	RA00007BD001JK	COS/DPR_RA00007BD001JK/0006	Change of scope (+ve)	100	118.27	BOO (Build Own Operate)	0	1222				

2) NH DIV./RCC(BRO)/PIU-MoRTH Login

(iv) After the request submitted by the DPR, then the request will be displayed in the **NH DIV./RCC(BRO)/PIU-MoRTH** Grid as shown below image.

COS/RIS No.	COS Type	Project Length (Km)	Revised Project Length (Km)	DPR Name	Mode	COS/RIS Amount (As per MoRTH Guideline) (in INR)	COS/RIS Amount (Proposed By DPR Consultant) (in INR)	Approved COS/RIS Amount (in INR)	Delegated Authority to Approval	Approval Letter	Actual Date of Approval
RA00007BD001JK	COS/DPR_RA00007BD001JK/0006	Change of scope (+ve)	100	116.27	Ajay	BOO (Build Own Operate)	0	1222			

Now, by clicking on the **“Action”** button, NH DIV./RCC(BRO)/PIU-MoRTH can take **four** actions as shown below screen.

- In case of any Query/Clarification required by NH DIV./RCC(BRO)/PIU-MoRTH, NH DIV./RCC(BRO)/PIU-MoRTH can opt for the **“Seek Clarification”** option from the dropdown menu. After that, the page will appear as per Annexure 1.
- NH DIV./RCC(BRO)/PIU-MoRTH can also select the **“Reject”** option from the drop-down menu. After that, the page will appear as per Annexure 1.
- NH DIV./RCC(BRO)/PIU-MoRTH can select the **“Send for Review”** option from the drop-down menu. After that, the page will appear as per Annexure 1.
- NH DIV./RCC(BRO)/PIU-MoRTH can select the **“Recommend to SE – NH Wing Circle”** option from the drop-down menu. After that, the page will appear as per Annexure 1.

(v) By clicking **“Recommend to SE – NH Wing Circle”** option, below form will be appear in NH DIV./RCC(BRO)/PIU-MoRTH login, where NH DIV./RCC(BRO)/PIU-MoRTH can fill the details.

Particular	DPR Consultant Submission	NH Div/BRO/PIU Recommendation
COS/RIS Amount (in INR) (As per MoRTH Guideline)	0	1222
COS/RIS Amount (in INR) (Proposed By DPR Consultant)	1222	
COS/RIS Request letter		Choose file N0100112004MH.pdf
Detailed Proposal with Estimate of COS (with Costing Sheet)	N/A	14
Date of Submission / Approval	20/10/2024	20/10/2024

-After filling in all the required fields, submit the form by clicking the **“Submit”** button. Now, the noting function will appear, as **Annexure 1**. Add a note and attach DSC for final submission.

(vi)- By clicking **“Send for Review”** option, a second level user is created by the MORTH officers only from their login. After the creation of a second level user, the name of the authority reflected in the DDL. The concerned division will send the file to the second level user.

3) NH-Div. SE-login

(vii) After the request submitted by the NH DIV./RCC(BRO), then the request will be displayed in the **SE-NH/RCC(BRO)- Circle Grid** as shown below image.

UPN	COS/RIS No.	COS Type	Project Length (Km)	Revised Project Length (Km)	DPR Name	NH Div/BRO/PIU	RO	Mode	COS/RIS Amount (As per MORTH Guideline) (in INR)	COS/RIS Amount (Proposed By DPR Consultant) (in INR)	Approved COS/RIS Amount (in INR)	Delegated Authority to Approval	Approval Letter
RA00007BD001JK	COS/DPR_RA00007BD001JK/0008	Change of scope (+ve)	100	116.27	Ajay	NH Division PCD 1st Srinagar	RO-MORTH-Jammu	BOO (Build Own Operate)	0	1222			

Now, by clicking on the **“Action”** button, **SE-NH-Wing Circle** can take **four** actions as shown below screen.

- In case of any Query/Clarification required by **SE-NH-Wing Circle**, **SE-NH-Wing Circle** can option for the **“Seek Clarification”** option from the dropdown menu. After that, the page will appear as per Annexure 1.
- **SE-NH-Wing Circle** can also select the **“Reject”** option from the drop-down menu. After that, the page will appear as per Annexure 1.
- **SE-NH-Wing Circle** can select the **“Send for review”** option from the drop-down menu. After that, the page will appear as per Annexure 1.
- **SE-NH-Wing Circle** can select the **“Recommended COS Proposal”** option from the drop-down menu. After that, the page will appear as per Annexure 1.

(viii) By clicking “**Recommended COS Proposal**” option, below form will be appear in SE-NH-Wing Circle login, where SE-NH-Wing Circle can fill the details.

Particular	DPR Consultant Submission	NH Div/BRO/PIU Recommendation	SE - NH-Wing Recommendation
COS/RIS Amount (in INR)(As per MoRTH Guideline)	0	1222	1222
COS/RIS Amount (in INR)(Proposed By DPR Consultant)	1222		
COS/RIS Request letter			Choose file N0100112004MH.pdf
Detailed Proposal with Estimate of COS(with Costing Sheet)	N/A	12	12
Date of Submission / Approval	20/10/2024	20/10/2024	20/10/2024

-After filling in all the required fields, submit the form by clicking the “**Submit**” button. Now, the noting function will appear, as **Annexure 1**. Add a note and attach DSC for final submission.

4) NH-Div. CE -login

(ix)- After the request submitted by the **SE-NH-Wing Circle**, then the request will be displayed in the **NH-Div. CE Grid** as shown below image.

UPC	COS/RIS No.	COS Type	Project Length (Km)	Revised Project Length (Km)	DPR Name	NH Div/BRO/PIU	RO	Mode	COS/RIS Amount (As per MoRTH Guideline) (in INR)	COS/RIS Amount (Proposed By DPR Consultant) (in INR)	Approved COS/RIS Amount (in INR)	Delegated Authority to Approval	Approval Letter
RA00007BD001JK	COS/DPR_RA00007BD001JK/0006	Change of scope (+ve)	100	116.27	Ajay	NH Division PCD 1st Srinagar	RO- MoRTH- Jammu	BOO (Build Own Operate)	0	1222			

Now, by clicking on the “**Action**” button, **NH-Div. CE** can take **four** actions as shown below screen.

- In case of any Query/Clarification required by **NH-Div. CE**, **NH-Div. CE** can option for the “**Seek Clarification**” option from the dropdown menu. After that, the page will appear as per Annexure 1.
- **NH-Div. CE** can also select the “**Reject**” option from the drop-down menu. After that, the page will appear as per Annexure 1.
- **NH-Div. CE** can select the “**Send for review**” option from the drop-down menu. After that, the page will appear as per Annexure 1.
- **NH-Div. CE** can select the “**Recommended COS Proposal**” option from the drop-down menu. After that, the page will appear as per Annexure 1.

(x) By clicking “**Recommended COS Proposal**” option, below form will be appear in NH-Div. CE login, where NH-Div. CE can fill the details.

Particular	DPR Consultant Submission	NH Div/BRO/PIU Recommendation	SE - NH-Wing Recommendation	CE - NH-Wing Recommendation
COS/RIS Amount (in INR)(As per MoRTH Guideline)	0	1222	1222	1222
COS/RIS Amount (in INR)(Proposed By DPR Consultant)	1222			
COS/RIS Request letter				Choose file N0100112004MH.pdf
Detailed Proposal with Estimate of COS(with Costing Sheet)	N/A	12	12	12
Date of Submission / Approval	20/10/2024	20/10/2024	20/10/2024	20/10/2024

-After filling in all the required fields, submit the form by clicking the “**Submit**” button. Now, the noting function will appear, as **Annexure 1**. Add a note and attach DSC for final submission.

5) RO-MoRTH Login

(xi)- After the request submitted by the NH DIV. (SE, CE)/RCC(BRO)-(SE, CE)/PIU-MORTH, then the request will be displayed in the **RO-MoRTH Grid** as shown below image.

UPC	COS/RIS No.	COS Type	Project Length (Km)	Revised Project Length (Km)	DPR Name	NH Div/BRO/PIU	Mode	COS/RIS Amount (As per MoRTH Guideline) (in INR)	COS/RIS Amount (Proposed By DPR Consultant) (in INR)	Approved COS/RIS Amount (in INR)	Delegated Authority to Approval	Approval Letter	Actual Date Approval
RA00007BD001JK	COS/DPR_RA00007BD001JK/0006	Change of scope (+ve)	100	116.27	Ajay	NH Division PCD 1st Srinagar	BOO (Build Own Operate)	0	1222				

Now, by clicking on the “**Action**” button, RO-MoRTH can take **four** actions as shown below screen.

- In case of any Query/Clarification required by RO-MoRTH, RO-MoRTH can opt for the “**Seek Clarification**” option from the dropdown menu. After that, the page will appear as per Annexure 1.
- RO-MoRTH can also select the “**Reject**” option from the drop-down menu. After that, the page will appear as per Annexure 1.
- RO-MoRTH can select the “**Send for review**” option from the drop-down menu. After that, the page will appear as per Annexure 1.
- RO-MoRTH can select the “**Recommended COS Proposal**” option from the drop-down menu. After that, the page will appear as per Annexure 1.

(xii)- By clicking “**Recommended COS Proposal**” option, DDL will appear as “**Are you Approval Authority?**” with “Yes” & “No” options –

-If RO will select Approval Authority as “Yes” then request will be approved by RO-MoRTH.

The screenshot shows the 'Are you Approval Authority *' dropdown menu. The menu is open, showing options: 'Select', 'Select', 'Yes', and 'No'. The 'Select' option is highlighted.

-If RO will select Approval Authority as “No” then request will be forwarded to ZONAL SE.

The screenshot shows the 'Are you Approval Authority *' form with 'Yes' selected. Below the dropdown is a table with the following data:

Particular	DPR Consultant Submission	NH Div/BRO/PIU Recommendation	SE - NH-Wing Recommendation	CE - NH-Wing Recommendation	RO-MoRTH Approved
COS/RIS Amount (in INR)(As per MoRTH Guideline)	0	1222	1222	1222	1222
COS/RIS Amount (in INR)(Proposed By DPR Consultant)	1222				
COS/RIS Request letter					Choose file No file chosen
Detailed Proposal with Estimate of COS(with Costing Sheet)	N/A	12	12	12	12
Date of Submission / Approval	20/10/2024	20/10/2024	20/10/2024	20/10/2024	20/10/2024

Buttons: Cancel, Submit

-After filling in all the required fields, submit the form by clicking the “**Submit**” button. Now, the noting function will appear, as **Annexure 1**. Add a note and attach DSC for final submission.

(xiii)- By clicking “**Send for Review**” option, a second level user is created by the MORTH officers only from their login. After the creation of a second level user, the name of the authority reflected in the DDL. The concerned division will send the file to the second level user.

The screenshot shows the 'Send for Review' dialog box with a dropdown menu. Below the dialog is the 'DPR / DPR COS' table with the following data:

Action	View	Status	UPC	COS/RIS No.	COS Type	Project Length (Km)	Revised Project Length (Km)	DPR Name	NH Div/BRO/PIU	Mode	COS/RIS Amount (As per MoRTH Guideline) (in INR)	COS/RIS Amount (Proposed By DPR Consultant) (in INR)	Approved COS/RIS Amount (in INR)	Delegated Authority to Approval	Approval Letter	Actual Date Appr
Actions	View	Recommended by CE/NH Wing to RO-MoRTH	RA00007BD001JK	COS/DPR_RA00007BD001JK/0008	Change of scope (+ve)	100	116.27	Ajay	NH Division PCD 1st Srinagar	BOO (Build Own Operate)	0	1222				

Showing 1 to 1 of 1 entries (filtered from 7 total entries)

6) ZONAL SE Login

(xiv)- After the request submitted by the RO-MoRTH, then the request will be displayed in the **ZONAL SE** Grid as shown below image.

Home / DPR / DPR COS

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS Welcome - Rananjay Singh - GM

Search

User Name: SE-North-1 Help Desk Logout

Rajmang Office AppSavy

COS - DPR Consultant

PDF Excel

Show 10 entries Search: 1222

UPN	COS/RIS No.	COS Type	Project Length (Km)	Revised Project Length (Km)	DPR Name	PIU	RO	Mode	COS/RIS Amount (As per MoRTH Guideline) (in INR)	COS/RIS Amount (Proposed By DPR Consultant) (in INR)	Approved COS/RIS Amount (in INR)	Delegated Authority to Approval	Approval Letter
RA00007BD001JK	COS/DPR_RA00007BD001JK/0006	Change of scope (+ve)	100	116.27	Ajay	NH Division PCD 1st Srinagar	RO- MoRTH- Jammu	BOO (Build Own Operate)	0	1222	1222	RO	

Showing 1 to 1 of 1 entries (filtered from 10 total entries)

Previous 1 Next

Now, by clicking on the **“Action”** button, ZONAL SE can take **Five** actions as shown below screen.

- In case of any Query/Clarification required by ZONAL SE, ZONAL SE can opt for the **“Seek Clarification”** option from the dropdown menu. After that, the page will appear as per Annexure 1.
- ZONAL SE can also select the **“Reject”** option from the drop-down menu. After that, the page will appear as per Annexure 1.
- ZONAL SE can select the **“Send for review”** option from the drop-down menu. After that, the page will appear as per Annexure 1.
- ZONAL SE can select the **“Recommended COS Proposal”** option from the drop-down menu. After that, the page will appear as per Annexure 1.
- ZONAL SE can select the **“Forward to IFD”** option from the drop-down menu. After that, the page will appear as per Annexure 1.

(xv)- By clicking **“Recommended COS Proposal”** option, DDL will appear as **“Are you Approval Authority?”** with **“Yes”** & **“No”** options –

-If ZONAL SE will select Approval Authority as **“Yes”** then request will be approved by ZONAL SE.

Home / DPR / DPR COS

Add Details

Are you Approval Authority * Select

Cancel Submit

PDF Excel

Show 16 entries Search:

Action	View	Status	UPN	COS/RIS No.	COS Type	Initiated By	Project Length (Km)	Revised Project Length (Km)	DPR Name	PIU	RO	Mode	COS/RIS Amount (As per MoRTH Guideline) (in INR)	COS/RIS Amount (Proposed By DPR Consultant) (in INR)	Approved COS/RIS Amount (in INR)	Delegated Authority to Approval	Approval Letter
Actions	View	Reply to HQ by Second Level	DN/01012/01001/UK	COS/DPR_DN010120101UK/0004	Change of scope (+ve)	DPR Consultant	200	290	Vishal	PMU- Uttarakshi	RO- Dehradun	EPC (Engineering Procurement & Construction)	57500000	500000000			

-If ZONAL SE will select Approval Authority as “No” then request will be forwarded to ZONAL CE.

Are you Approval Authority * Yes

Particular	DPR Consultant Submission	NH Div/BRO/PIU Recommendation	SE - NH-Wing Recommendation	CE - NH-Wing Recommendation	RO-MoRTH Approved	Zonal SE Approved
COS/RIS Amount (in INR)(As per MoRTH Guideline)	0	1222	1222	1222	1222	
COS/RIS Amount (in INR)(Proposed By DPR Consultant)	1222					
COS/RIS Request letter						Choose file No file chosen
Detailed Proposal with Estimate of COS(with Costing Sheet)	N/A	12	12	12	12	
Date of Submission / Approval	20/10/2024	20/10/2024	20/10/2024	20/10/2024	20/10/2024	20/10/2024

Cancel Submit

-After filling in all the required fields, submit the form by clicking the “**Submit**” button. Now, the noting function will appear, as **Annexure 1**. Add a note and attach DSC for final submission.

(xvi)-By clicking “**Send for Review**” option, a second level user is created by the MORTH officers only from their login. After the creation of a second level user, the name of the authority reflected in the DDL. The concerned division will send the file to the second level user.

Send for Review

Send for Review * Select

Cancel Submit

Action	View	Status	UPC	COS/RIS No.	COS Type	Project Length (Km)	Revised Project Length (Km)	DPR Name	NH Div/BRO/PIU	Mode	COS/RIS Amount (As per MoRTH Guideline) (in INR)	COS/RIS Amount (Proposed By DPR Consultant) (in INR)	Approved COS/RIS Amount (in INR)	Delegated Authority to Approval	Approval Letter	Actual Date Appr
Actions	View	Recommended by CE-NH Wing to RO-MoRTH	RA00007BD001JK	COS/DPR_RA00007BD001JK/0008	Change of scope (+ve)	100	110.27	Ajay	NH Division PCD 1st Srinagar	BOO (Build Own Operate)	0	1222				

Showing 1 to 1 of 1 entries (filtered from 7 total entries)

Previous 1 Next

7) Zonal CE Login

(xvii)- After the request submitted by the ZONAL SE, then the request will be displayed in the **Zonal CE Grid** as shown below image.

UPC	COS/IRIS No.	COS Type	Project Length (Km)	Revised Project Length (Km)	DPR Name	NH Div/BRO/PIU	RO	Mode	COS/IRIS Amount (As per MoRTH Guideline) (in INR)	COS/IRIS Amount (Proposed By DPR Consultant) (in INR)	Approved COS/IRIS Amount (in INR)	Delegated Authority to Approval	Approval Letter
RA00007BD001JK	COS/DPR_RA00007BD001JK/0008	Change of scope (+ve)	100	116.27	Ajay	NH Division PCD 1st Srinagar	RO-MORTH-Jammu	BOO (Build Own Operate)	0	1222	1222	RO	

-Now, by clicking on the **“Action”** button, **Zonal CE** can take **Five** actions as shown below screen.

- In case of any Query/Clarification required by Zonal CE, Zonal CE can opt for the **“Seek Clarification”** option from the dropdown menu. After that, the page will appear as per Annexure 1.
- Zonal CE can also select the **“Reject”** option from the drop-down menu. After that, the page will appear as per Annexure 1.
- Zonal CE can also select the **“Send for Review”** option from the drop-down menu. After that, the page will appear as per Annexure 1.
- Zonal CE can also select the **“Recommended COS Proposal”** option from the drop-down menu. After that, the page will appear as per Annexure 1.
- ZONAL CE can select the **“Forward to IFD”** option from the drop-down menu. After that, the page will appear as per Annexure 1.

(xviii)- By clicking **“Recommended COS Proposal”** option, DDL will appear as **“Are you Approval Authority?”** with **“Yes”** & **“No”** options –

-If Zonal CE will select Approval Authority as **“Yes”** then request will be approved by Zonal CE.

Are you Approval Authority *

Select

Select

Yes

No

-If Zonal CE will select Approval Authority as “No” then request will be forwarded to ADG.

Particular	DPR Consultant Submission	NH Div/BRO/PIU Recommendation	SE - NH-Wing Recommendation	CE - NH-Wing Recommendation	RO-MoRTH Approved	Zonal SE Approved	Zonal CE Approved
COS/RIS Amount (in INR)(As per MoRTH Guideline)	0	1222	1222	1222	1222	1222	
COS/RIS Amount (in INR)(Proposed By DPR Consultant)	1222						
COS/RIS Request letter							<input type="button" value="Choose file"/> No file chosen
Detailed Proposal with Estimate of COS(with Costing Sheet)	N/A	12	12	12	12	12	
Date of Submission / Approval	20/10/2024	20/10/2024	20/10/2024	20/10/2024	20/10/2024	20/10/2024	20/10/2024

-After filling in all the required fields, submit the form by clicking the “**Submit**” button. Now, the noting function will appear, as **Annexure 1**. Add a note and attach DSC for final submission.

(xix)-By clicking “**Send for Review**” option, a second level user is created by the MORTH officers only from their login. After the creation of a second level user, the name of the authority reflected in the DDL. The concerned division will send the file to the second level user.

Action	View	Status	UPC	COS/RIS No.	COS Type	Project Length (Km)	Revised Project Length (Km)	DPR Name	NH Div/BRO/PIU	Mode	COS/RIS Amount (As per MoRTH Guideline) (in INR)	COS/RIS Amount (Proposed By DPR Consultant) (in INR)	Approved COS/RIS Amount (in INR)	Delegated Authority to Approval	Approval Letter	Action Date
Recommended by CE-NH Wing to RO-MoRTH			RA00007BD001JK	COS/DPR_RA00007BD001JK/0008	Change of scope (+ve)	100	116.27	Ajay	NH Division PCD 1st Srinagar	BOO (Build Own Operate)	0	1222				

8) ADG Login

(xx)- After the request submitted by the Zonal CE, then the request will be displayed in the **ADG** Grid as shown below image.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS | Welcome - Shri Sudip Chaudhury - ADG | Search | User Name: ADG-North | Help Desk | Logout

Home / DPR / DPR COS | Rajmang | Office | AppSavy | Help Desk | Logout

COS - DPR Consultant

PDF | Excel | Show 10 entries | Search: 1222

Approved	Status	UPC	COS/IRIS No.	COS Type	Project Length (Km)	Revised Project Length (Km)	DPR Name	NH Div/BRO/PIU	RO	Mode	COS/IRIS Amount (As per MoRTH Guideline) (in INR)	COS/IRIS Amount (Proposed By DPR Consultant) (in INR)	Approved COS/IRIS Amount (in INR)	Delegated Authority to Approval	Approval Letter
Approved	Forward by Zonal CE to Zonal ADG	RA00007BD001JK	COS/DPR_RA00007BD001JK/0006	Change of scope (+ve)	100	116.27	Ajay	NH Division PCD 1st Srinagar	RO-MoRTH-Jammu	BOO (Build Own Operate)	0	1222	1222	RO	

Showing 1 to 1 of 1 entries (filtered from 10 total entries) | Previous | 1 | Next

Now, by clicking on the **“Action”** button, ADG can take **Five** actions as shown below screen.

- In case of any Query/Clarification required by ADG, ADG can opt for the **“Seek Clarification”** option from the dropdown menu. After that, the page will appear as per Annexure 1.
- ADG can also select the **“Reject”** option from the drop-down menu. After that, the page will appear as per Annexure 1.
- ADG can select the **“Send for Review”** option from the drop-down menu. After that, the page will appear as per Annexure 1.
- ADG can select the **“Approved”** option from the drop-down menu. After that, the page will appear as per Annexure 1.
- ADG can select the **“Forward to IFD”** option from the drop-down menu. After that, the page will appear as per Annexure 1.

(xxi)- By clicking **“Approved”** option, below form will be appear in ADG login, where ADG can fill the details.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS | Welcome - Shri Sudip Chaudhury - ADG | Search | User Name: ADG-North | Help Desk | Logout

Home / DPR / DPR COS | Rajmang | Office | AppSavy | Help Desk | Logout

Particular	DPR Consultant Submission	NH Div/BRO/PIU Recommendation	SE - NH-Wing Recommendation	CE - NH-Wing Recommendation	RO-MoRTH Approved	Zonal SE Approved	Zonal CE Approved	Zonal ADG Approved
COS/IRIS Amount (in INR)(As per MoRTH Guideline)	0	1222	1222	1222	1222	1222	1222	
COS/IRIS Amount (in INR)(Proposed By DPR Consultant)	1222							
COS/IRIS Request letter								Choose file No file chosen
Detailed Proposal with Estimate of COS(with Costing Sheet)	N/A	12	12	12	12	12	12	
Date of Submission / Approval	20/10/2024	20/10/2024	20/10/2024	20/10/2024	20/10/2024	20/10/2024	20/10/2024	20/10/2024

Cancel | Submit

After filling in all the required fields, submit the form by clicking the **“Submit”** button. Now, the noting function will appear, as **Annexure 1**. Add a note and attach DSC for final submission.

- After Approved by ADG, ADG Grid as shown below.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS | Welcome - Shri Sudip Chaudhury - ADG | Search | User Name: ADG-North | Help Desk | Logout

Home / DPR / DPR COS | Rajmang | eOffice | AppSavy

COS - DPR Consultant | FILTER

Show 10 entries | Search: 1222

Action	View	Status	UPC	COS/RIIS No.	COS Type	Project Length (Km)	Revised Project Length (Km)	DPR Name	NH Div/BRO/PIU	RO	Mode	COS/RIIS Amount (As per MoRTH Guideline) (in INR)	COS/RIIS Amount (Proposed By DPR Consultant) (in INR)	Approved COS/RIIS Amount (in INR)	Delegated Authority to Approval	Approval Letter
	View	Approve by Zonal ADG	RA00007BD001JK	COS/DPR_RA00007BD001JK/0006	Change of scope (+ve)	100	116.27	Ajay	NH Division PCD 1st Srinagar	RO-MoRTH-Jammu	BOO (Build Own Operate)	0	1222	1222	RO	Download

Showing 1 to 1 of 1 entries (filtered from 10 total entries) | Previous | 1 | Next

(xxii)- By clicking “**Send for Review**” option, a second level user is created by the MORTH officers only from their login. After the creation of a second level user, the name of the authority reflected in the DDL. The concerned division will send the file to the second level user.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS | Welcome - Shri Sudip Chaudhury - ADG | Search | User Name: ADG-North | Help Desk | Logout

Home / DPR / DPR COS | Rajmang | eOffice | AppSavy

COS - DPR Consultant | FILTER

Show 10 entries | Search: 1222

Send for Review

Send for Review *

Select

Cancel Submit

Action	View	Status	UPC	COS/RIIS No.	COS Type	Project Length (Km)	Revised Project Length (Km)	DPR Name	NH Div/BRO/PIU	RO	Mode	COS/RIIS Amount (As per MoRTH Guideline) (in INR)	COS/RIIS Amount (Proposed By DPR Consultant) (in INR)	Approved COS/RIIS Amount (in INR)	Delegated Authority to Approval	Approval Letter
Actions	View	Forward by Zonal CE to Zonal ADG	RA00007BD001JK	COS/DPR_RA00007BD001JK/0006	Change of scope (+ve)	100	116.27	Ajay	NH Division PCD 1st Srinagar	RO-MoRTH-Jammu	BOO (Build Own Operate)	0	1222	1222	RO	Download

Showing 1 to 1 of 1 entries (filtered from 10 total entries) | Previous | 1 | Next

9) Zonal CE Login

(xxiii)- After the request Approval by the ADG, then the request will be displayed in the **Zonal CE** as shown below image

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS | Welcome - Sh. Rahul Gupta - Chief Engineer | Search | User Name: CE-North-I | Help Desk | Logout

Home / DPR / DPR COS | Rajmang | eOffice | AppSavy

COS - DPR Consultant | FILTER

Show 10 entries | Search:

Action	View	Status	UPC	COS/RIIS No.	COS Type	Project Length (Km)	Revised Project Length (Km)	DPR Name	NH Div/BRO/PIU	RO	Mode	COS/RIIS Amount (As per MoRTH Guideline) (in INR)	COS/RIIS Amount (Proposed By DPR Consultant) (in INR)	Approved COS/RIIS Amount (in INR)	Delegated Authority to Approval	Approval Letter
Actions	View	Approve by Zonal ADG	RA00007BD001JK	COS/DPR_RA00007BD001JK/0006	Change of scope (+ve)	100	116.27	Ajay	NH Division PCD 1st Srinagar	RO-MoRTH-Jammu	BOO (Build Own Operate)	0	1222	1222	RO	Download
Issue Approval Letter																

After Approval of ADG, “Issue Approval Letter” button will be appear in **Zonal CE Grid** as shown below.

(xxiii)- After clicking on “Issue Approval Letter”, option will be appear for **Generate Letter** or **Upload Letter**.

The screenshot shows a web application interface for the Ministry of Road Transport and Highways. A modal dialog titled "Issue Approval Letter" is open. It contains two radio buttons: "Generate Letter" (unselected) and "Upload Letter" (selected). Below the radio buttons is a text input field labeled "Upload COS Letter" with a "Choose file" button and the text "No file chosen". At the bottom of the dialog are "Cancel" and "Submit" buttons. The background shows a table with columns: Action, View, Status, UPC, COS/RS No., COS Type, Project Length (Km), Revised Project Length (Km), DPR Name, NH Div/BRO/PIU, RO, Mode, COS/RS Amount (As per MoRTH Guideline), COS/RS Amount (Proposed By DPR Consultant), Approved COS/RS Amount (in INR), Delegated Authority to Approval, and Approva Letter.

The screenshot shows the same web application interface. The modal dialog "Issue Approval Letter" is open, but now the "Generate Letter" radio button is selected. A "Generate Letter" button has appeared below the radio buttons. The "Upload COS Letter" field and "Choose file" button are still present but inactive. The background table is the same as in the previous screenshot.

(xxiv)- After **Issued Approval Letter** by Zonal CE, “Issue Approval Letter” button will be appear in Zonal SE Grid. After that, the page will appear as per Annexure 1.

- Same downline flow goes till NH Div./RCC(BRO)/PIU-MoRTH followed by Annexure 1.

(xxv)- Finally, NH DIV./RCC(BRO)/PIU-MORTH will be issued Approval letter to DPR.

Annexure 1

