STANDARD OPERATING PROCEDURE

DPR EOT Module

Ministry of Road Transport and Highways

Standard Operating Procedure of "DPR-EOT Module"

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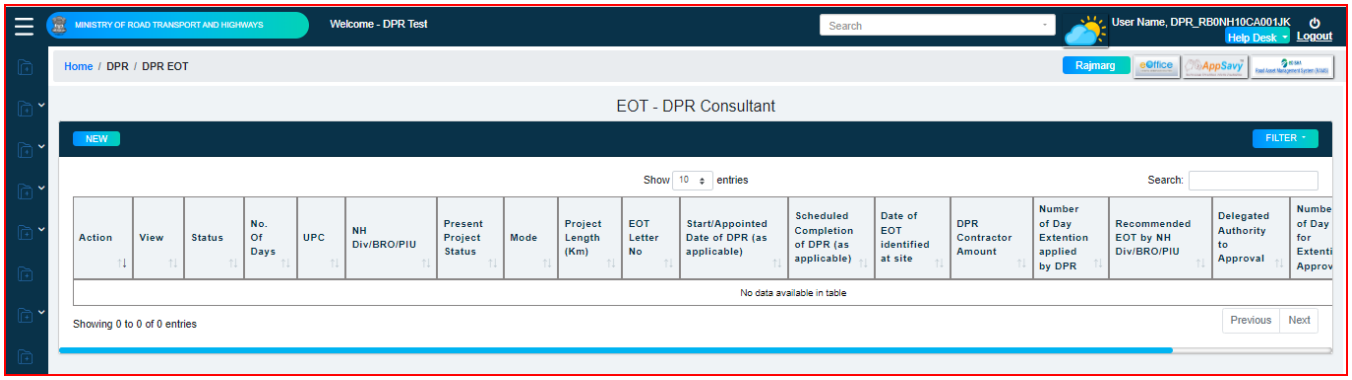
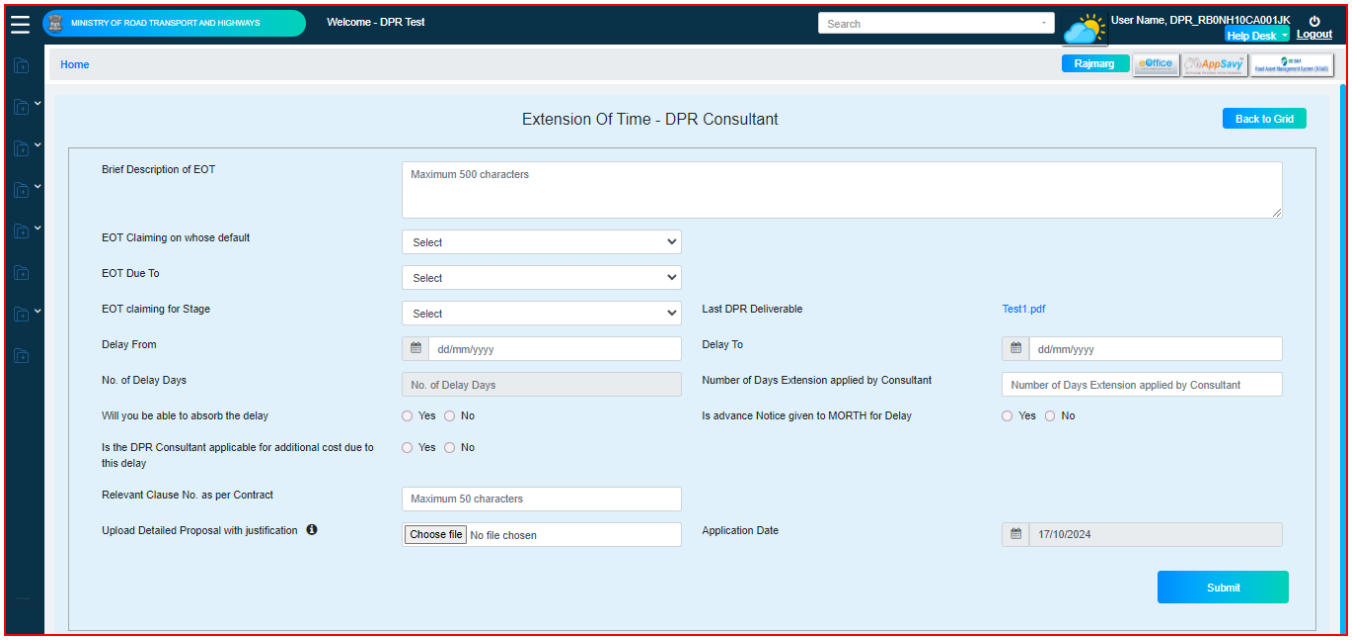
1) DPR Login

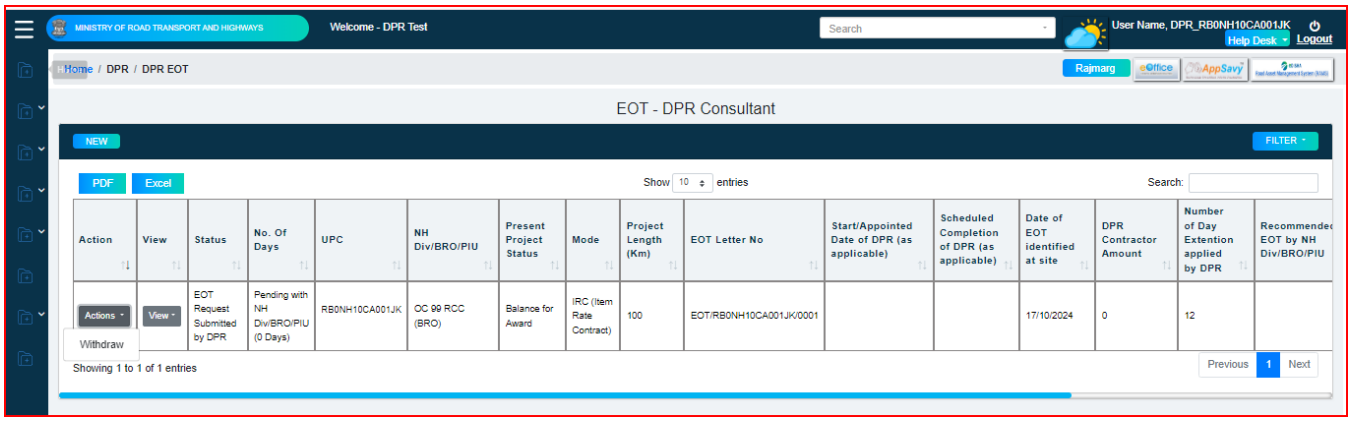
(i)- The below screen will be appear in DPR login where a user can update the details regarding DPR-EOT of respective projects.



(ii)- By clicking the "**New**" button the below form will be appear.



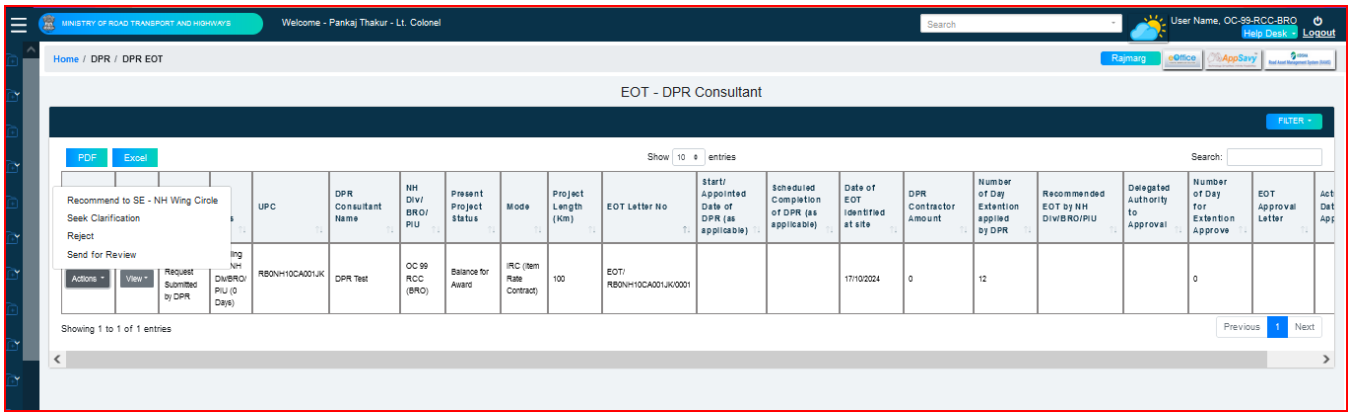
-After filling in all the required fields, submit the form by clicking the **"Submit"** button. Now, the noting function will appear, as **Annexure 1**. Add a note and attach DSC for final submission.



-DPR can withdraw the request, until further action taken by NH Div./RCC(BRO)/PIU-MoRTH.

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

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

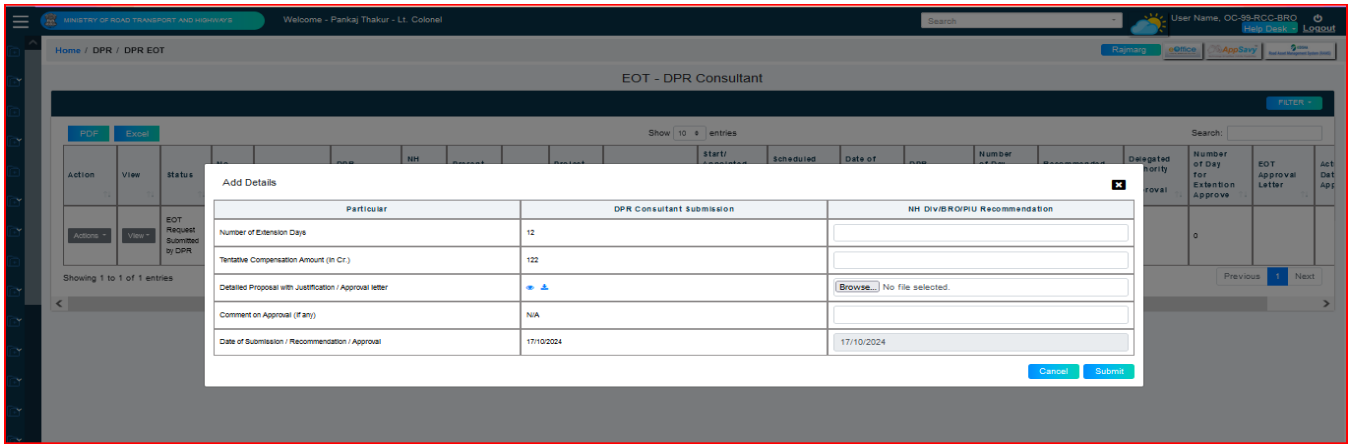


Now, by clicking on the **"Action"** button, NH Div./RCC(BRO)/PIU-MoRTH can take **four** actions as shown below.

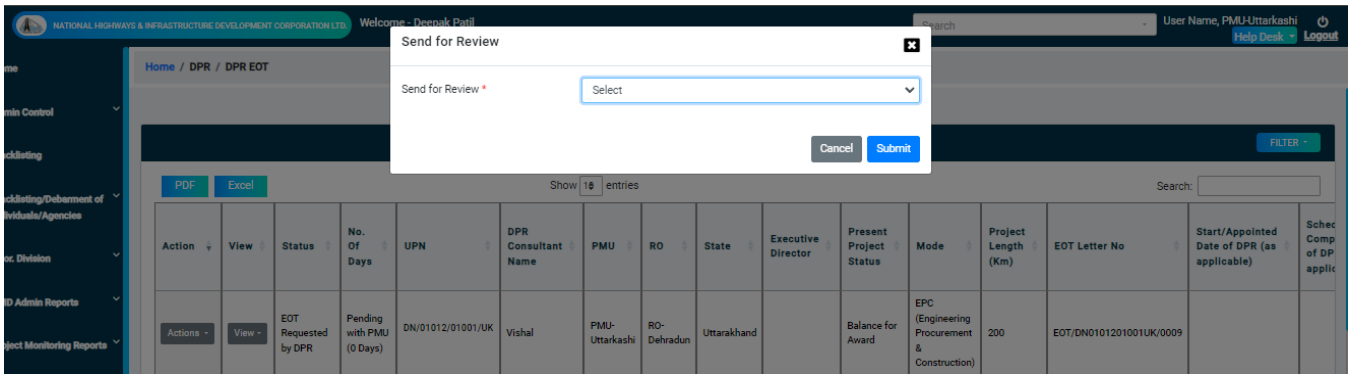
- In case of any Query/Clarification required by NH Div./RCC(BRO)/PIU-MoRTH, NH Div./RCC(BRO)/PIU-MoRTH can opt for the **"Seek Clarification"** option from the dropdown menu. After that, the page will appear as per Annexure 1.
- NH Div./RCC(BRO)/PIU-MoRTH can also select the **"Reject"** option from 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.

(iv)- 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.

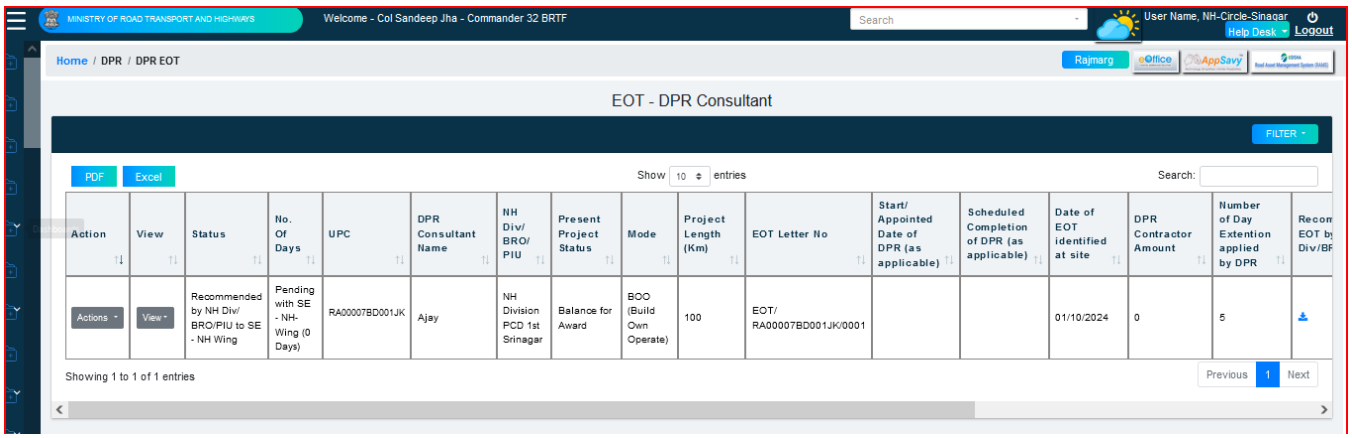


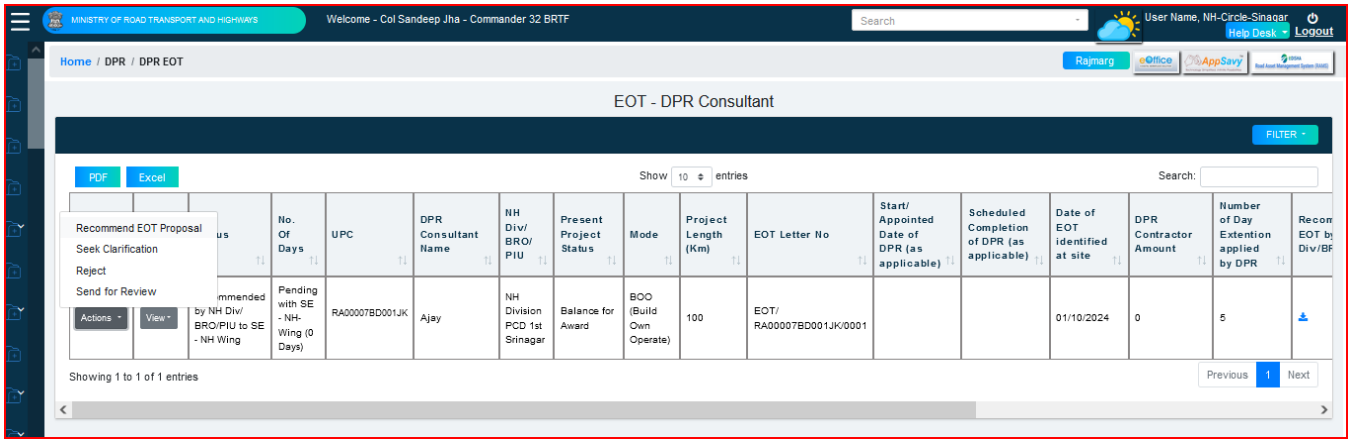
(v)- By clicking **"Send for Review"** option, a second level user is created by the MoRTH officers only from their login. After the creation of a second level user, the name of the authority reflected in the DDL. The concerned division will send the file to the second level user.



3) SE- NH Wing Circle Login

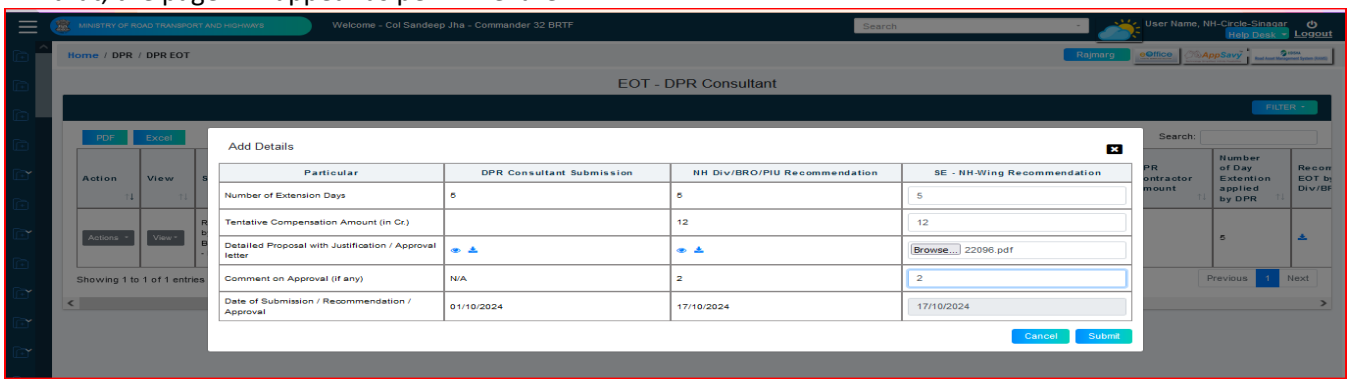
(vi)- The request submitted by the PIU, then the request will be displayed in the SE-NH-Wing Circle login Grid as shown below image





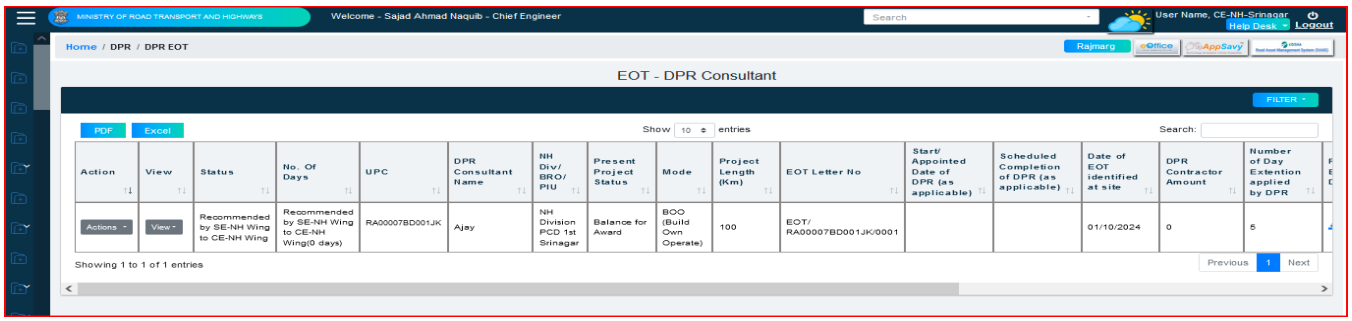
Now, by clicking on the **"Action"** button, **SE-NH-Wing Circle** can take **four** actions as shown below screen.

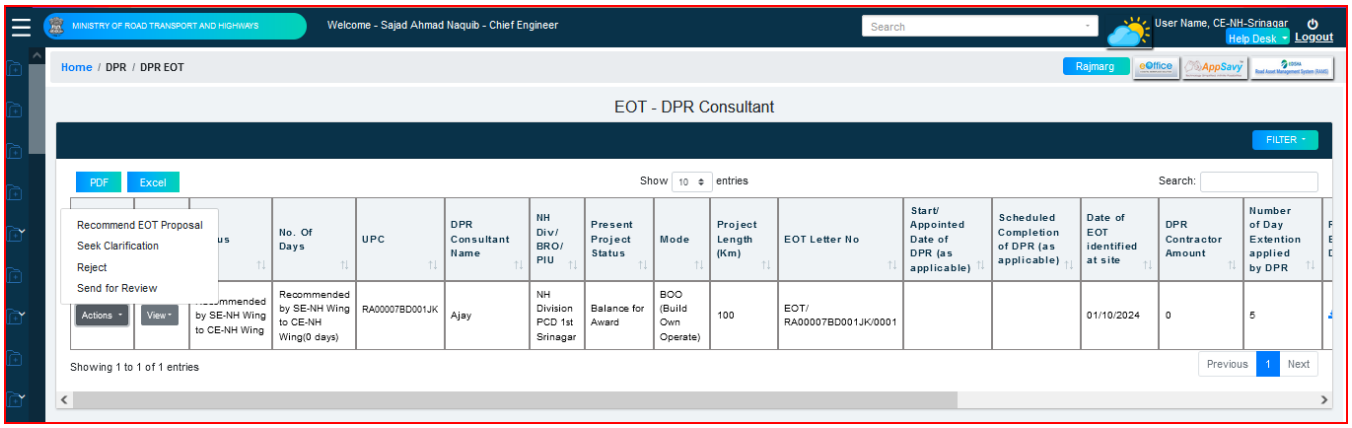
- In case of any Query/Clarification required by **SE-NH-Wing Circle**, **SE-NH-Wing Circle** can option for the **"Seek Clarification"** option from the dropdown menu. After that, the page will appear as per Annexure 1.
- **SE-NH-Wing Circle** can also select the **"Reject"** option from the drop-down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



4) NH-Div. CE –login

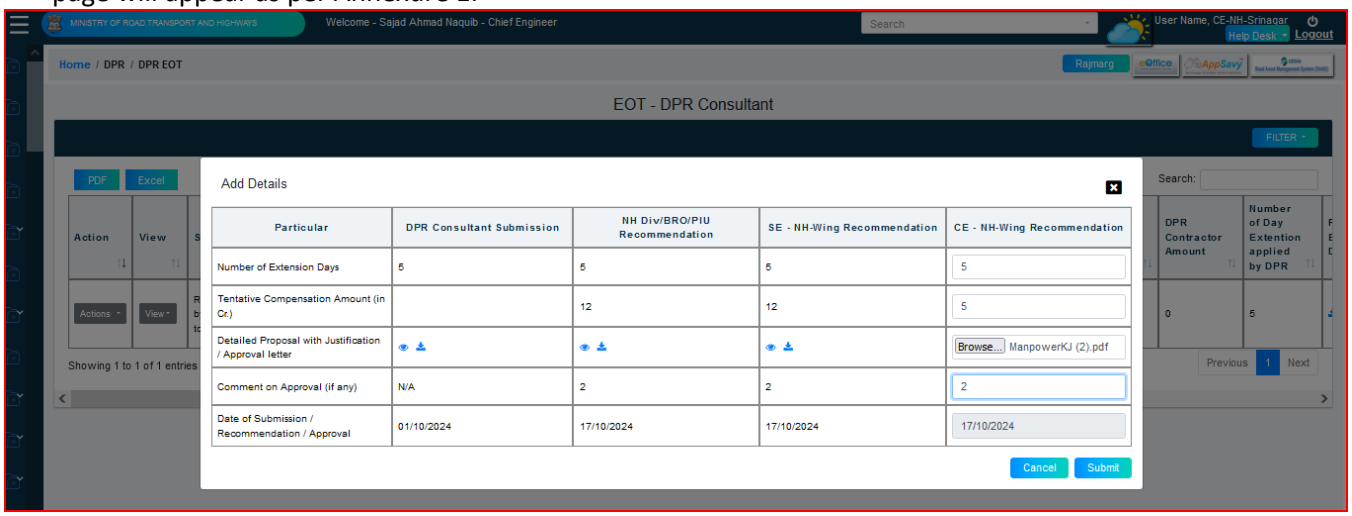
(vii)-The request submitted by the SE-NH-Wing Circle, then the request will be displayed in the NH-Div. CE login Grid as shown below image.





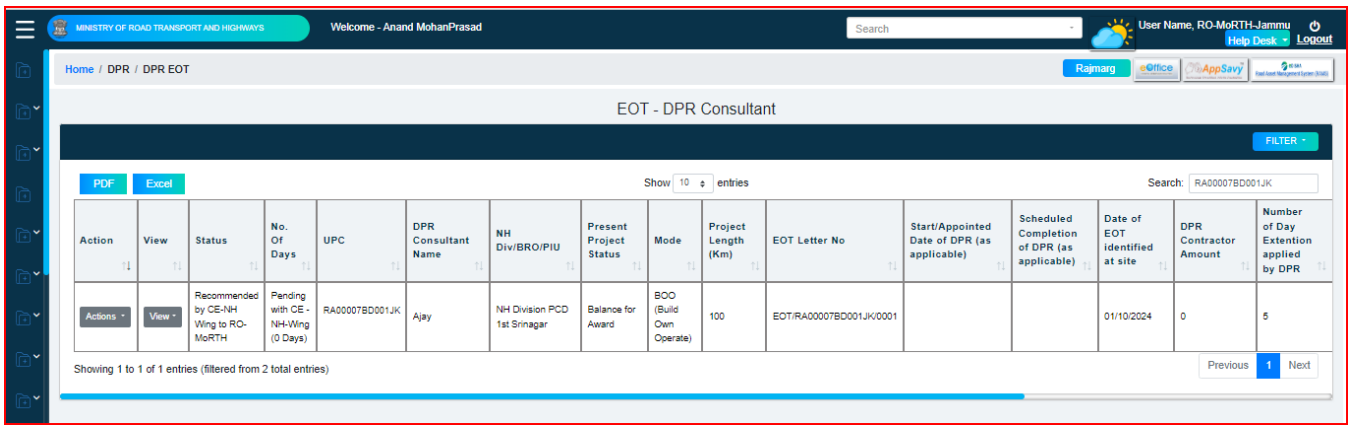
Now, by clicking on the **"Action"** button, **NH-Div. CE** can take **four** actions as shown below screen.

- 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 EOT Proposal"** option from the drop-down menu. After that, the page will appear as per Annexure 1.

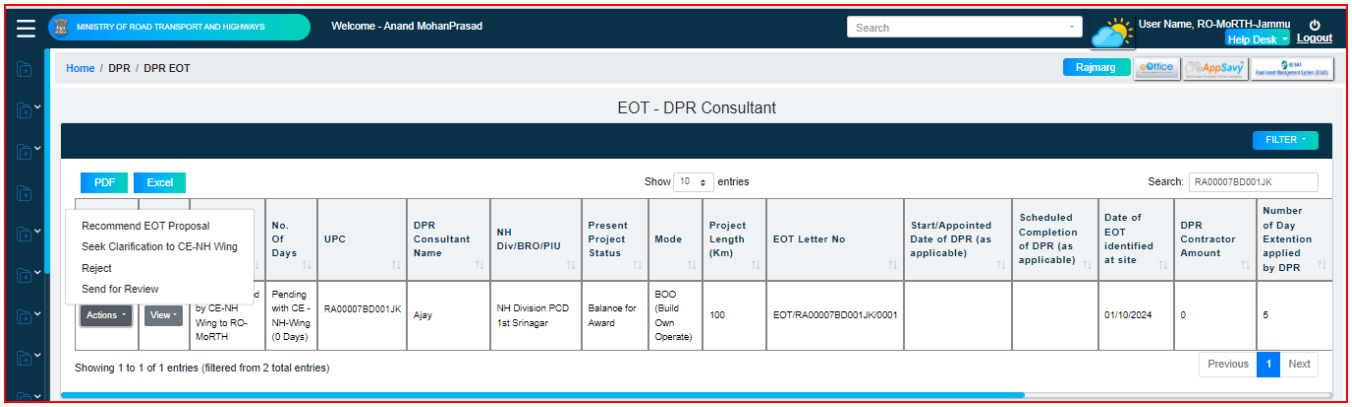


5) RO-MoRTH Login

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

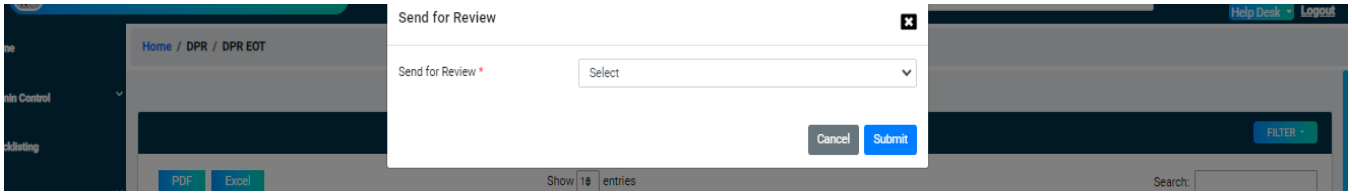


Now, by clicking on the **"Action"** button, RO-MoRTH can take **four** actions as shown below screen.



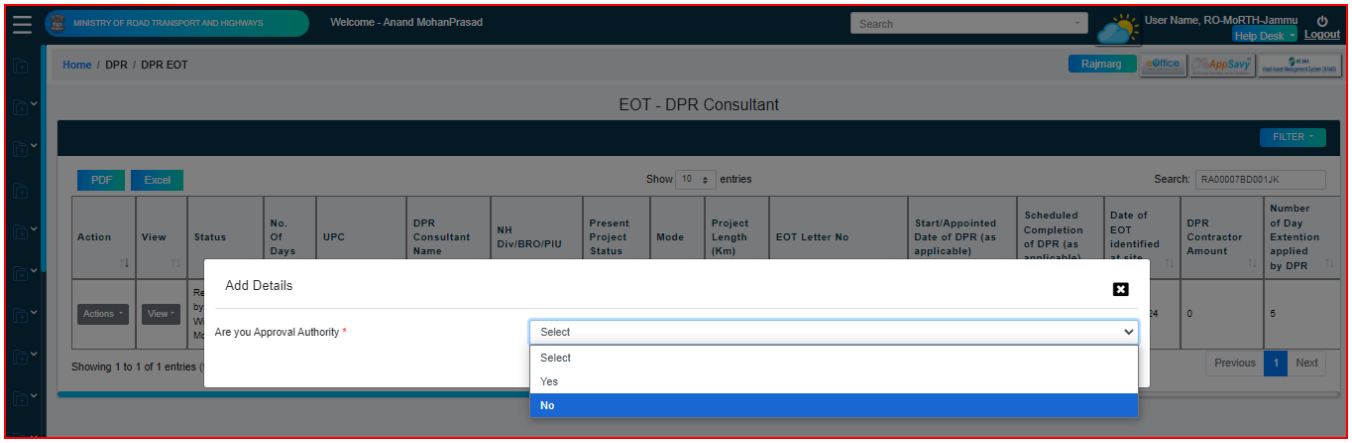
- In case of any Query/Clarification required by RO-MoRTH, RO-MoRTH can opt for the **"Seek Clarification to CE-NH Wing"** option from the dropdown menu. After that, the page will appear as per Annexure 1.
- RO-MoRTH can also select the **"Reject"** option from the drop-down menu. After that, the page 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 **"Recommend EOT Proposal"** option from the drop-down menu. After that, the page will appear as per Annexure 1.

(ix)-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.

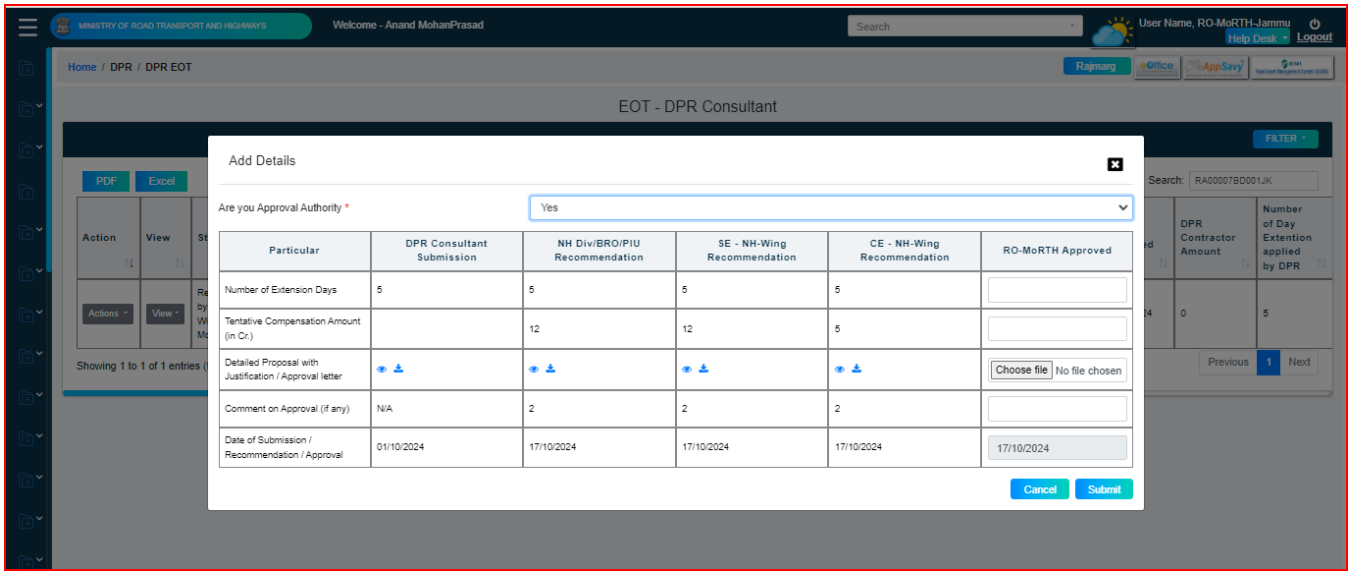


(x)-By clicking "**Recommend EOT Proposal"** option, DDL will appear as **"Are you Approval Authority?"** with "Yes" & "No" options –

-If RO-MoRTH will select Approval Authority as "Yes" then request will be approved by RO-MoRTH

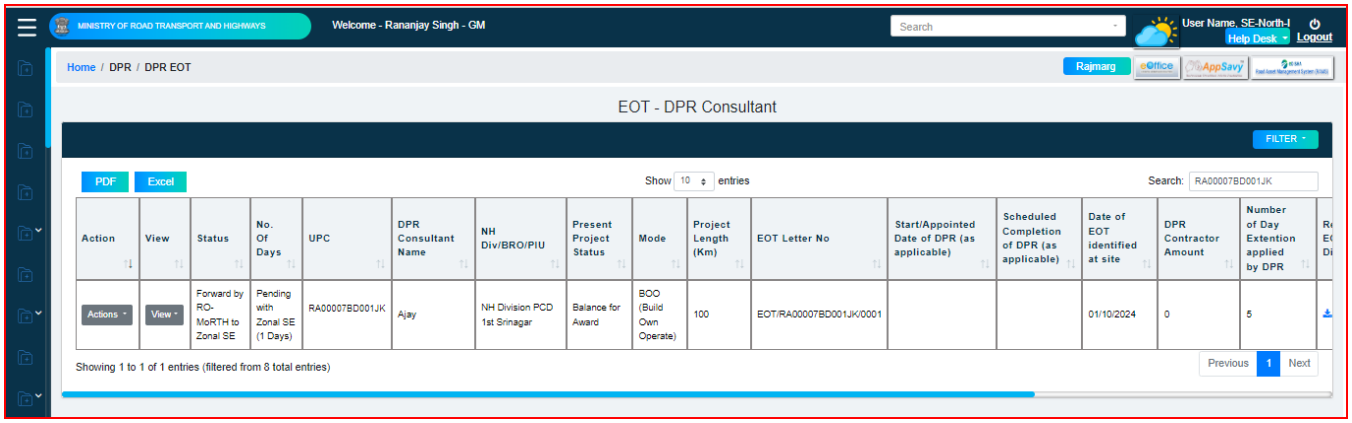


-If RO-MoRTH will select Approval Authority as "No" then request will be forwarded to Zonal SE.

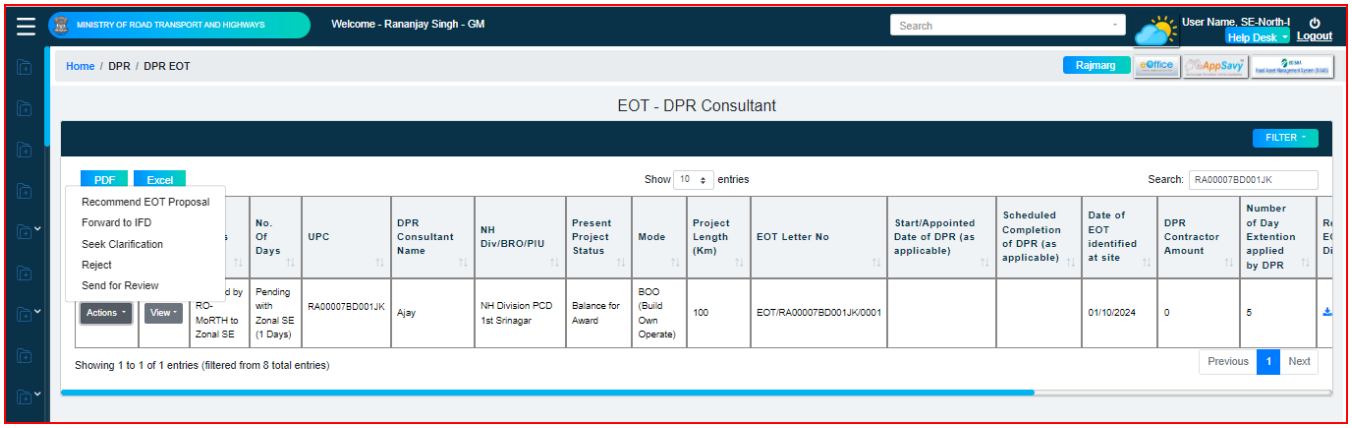


6) Zonal SE Login

(xi)- After the request "**Recommend EOT Proposal"**, then the request will be displayed in the **Zonal SE Grid** as shown below image.



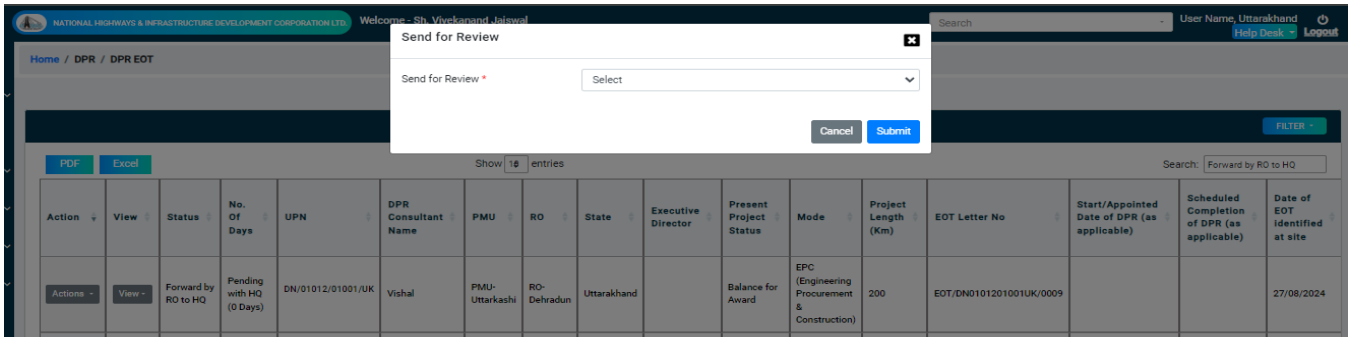
Now, by clicking on the **"Action"** button, **Zonal SE** can take **Five** actions as shown below screen.



- 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 **"Recommend EOT Proposal"** 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 **"Forward to IFD"** option from the drop-down menu. After that, the page will appear as per Annexure 1.

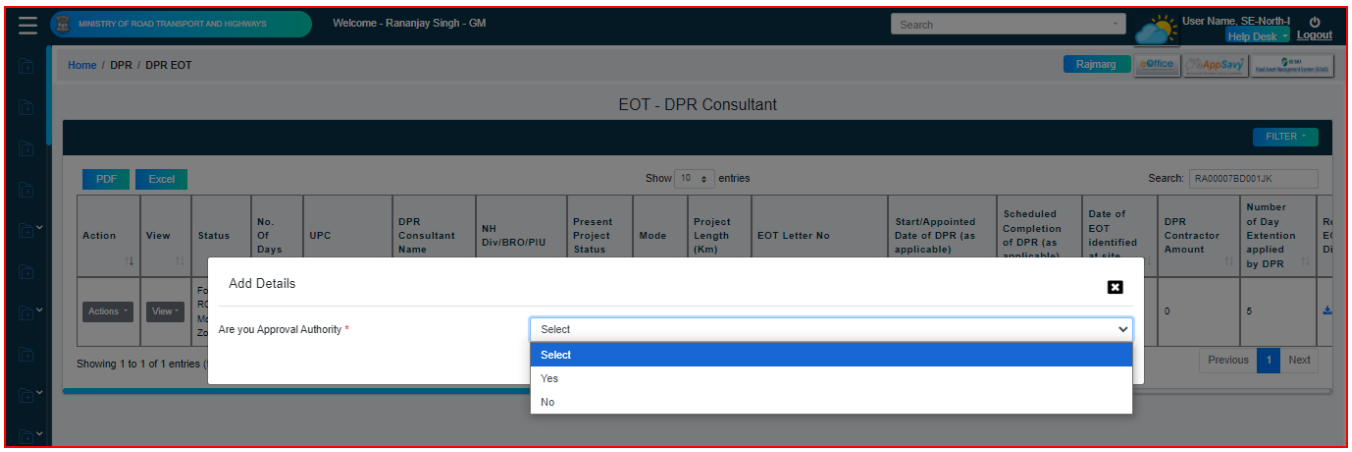
(xii)- By clicking **"Send for Review"** option, a second level user is created by the MORTH officers only from their login. After the creation of a second level user, the name of the authority reflected in the DDL. The concerned

division will send the file to the second level user.

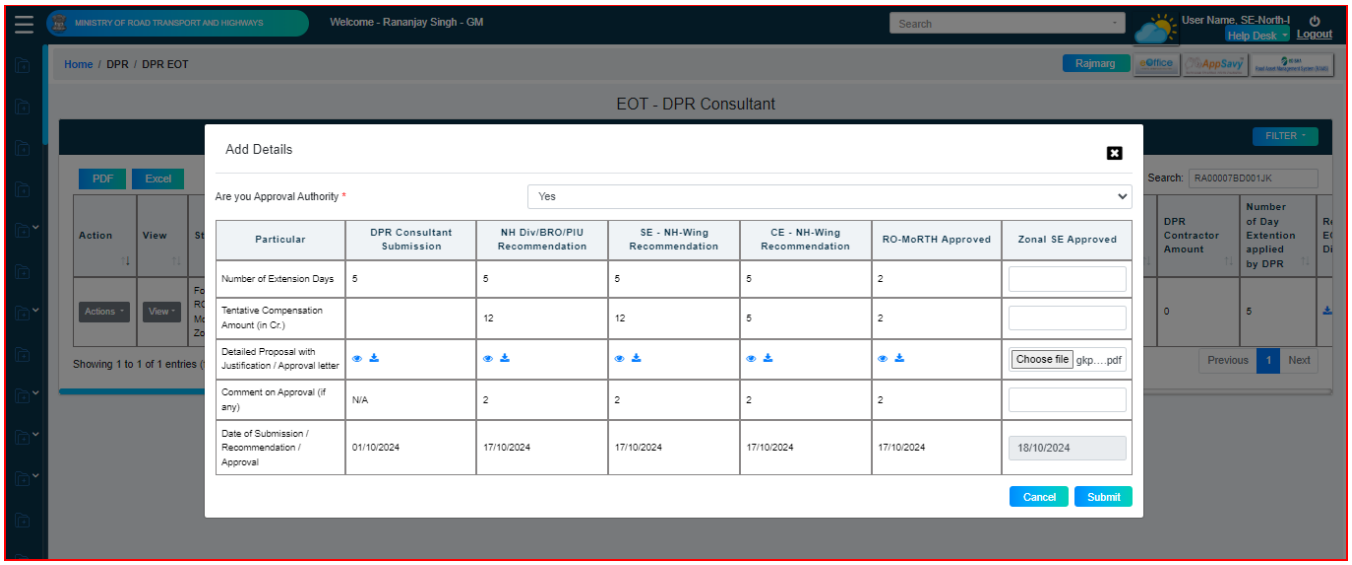


(xiii)- By clicking "**Recommend EOT Proposal"** option, DDL will appear as **"Are you Approval Authority?"** with "Yes" & "No" options –

-If Zonal SE will select Approval Authority as "Yes" then request will be approved by Zonal SE.

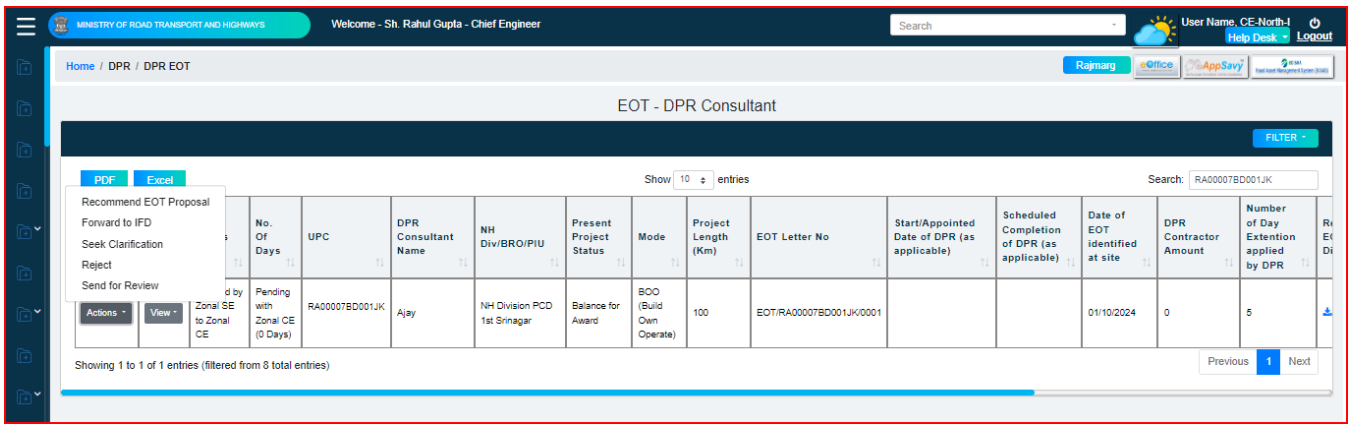


-If Zonal SE will select Approval Authority as "No" then request will be forwarded to Zonal CE.



7) ZONAL CE Login

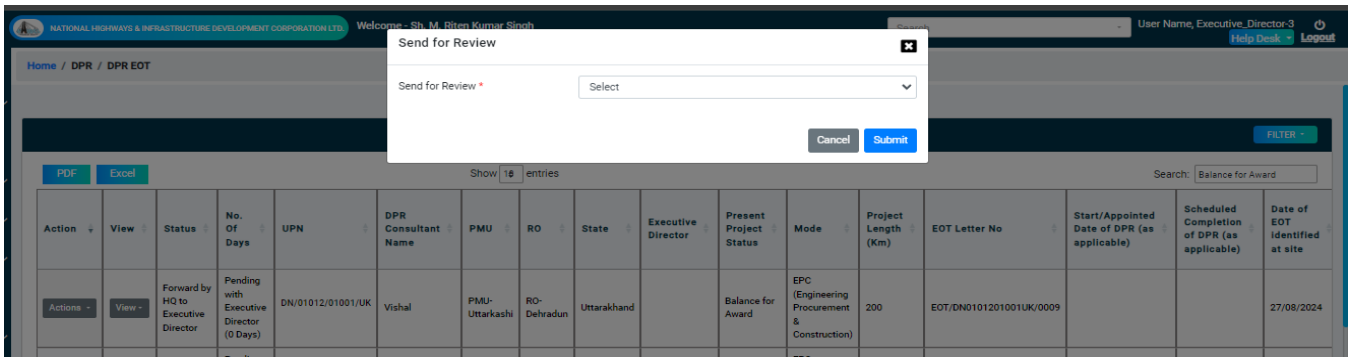
(xiv)-After the request submitted by the ZONAL SE, then the request will be displayed in the **ZONAL CE Grid** as shown below image:



- Now, by clicking on the **"Action"** button, **ZONAL CE** can take **Five** actions as shown below.

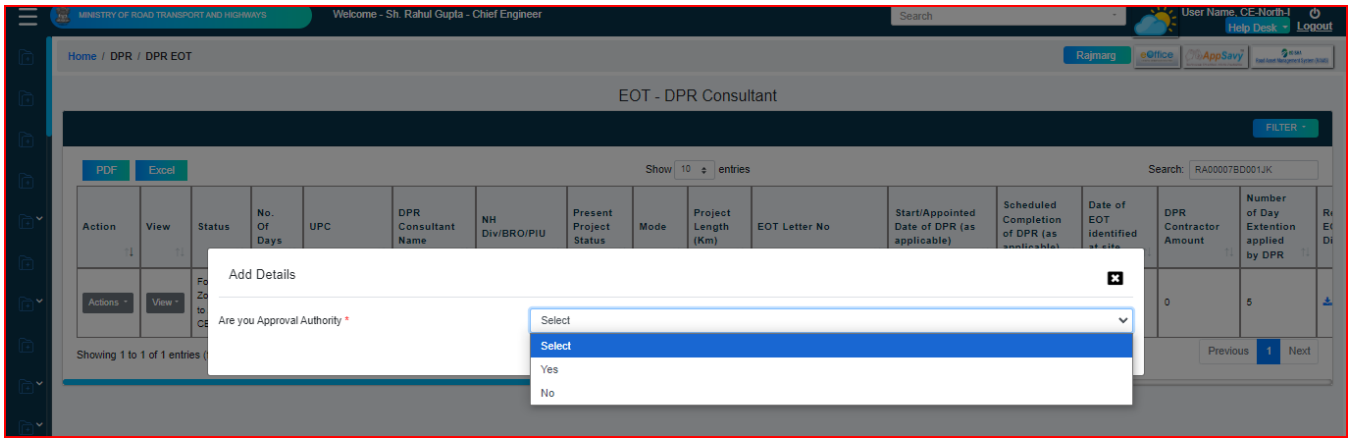
- In case of any Query/Clarification required by ZONAL CE, ZONAL CE can opt for the **"Seek Clarification"** option from the dropdown menu. After that, the page will appear as per Annexure 1.
- ZONAL CE can also select the **"Reject"** option from the drop-down menu. After that, the page will appear as per Annexure 1.
- ZONAL CE can 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 **"Recommend EOT 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.

(xv)-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.

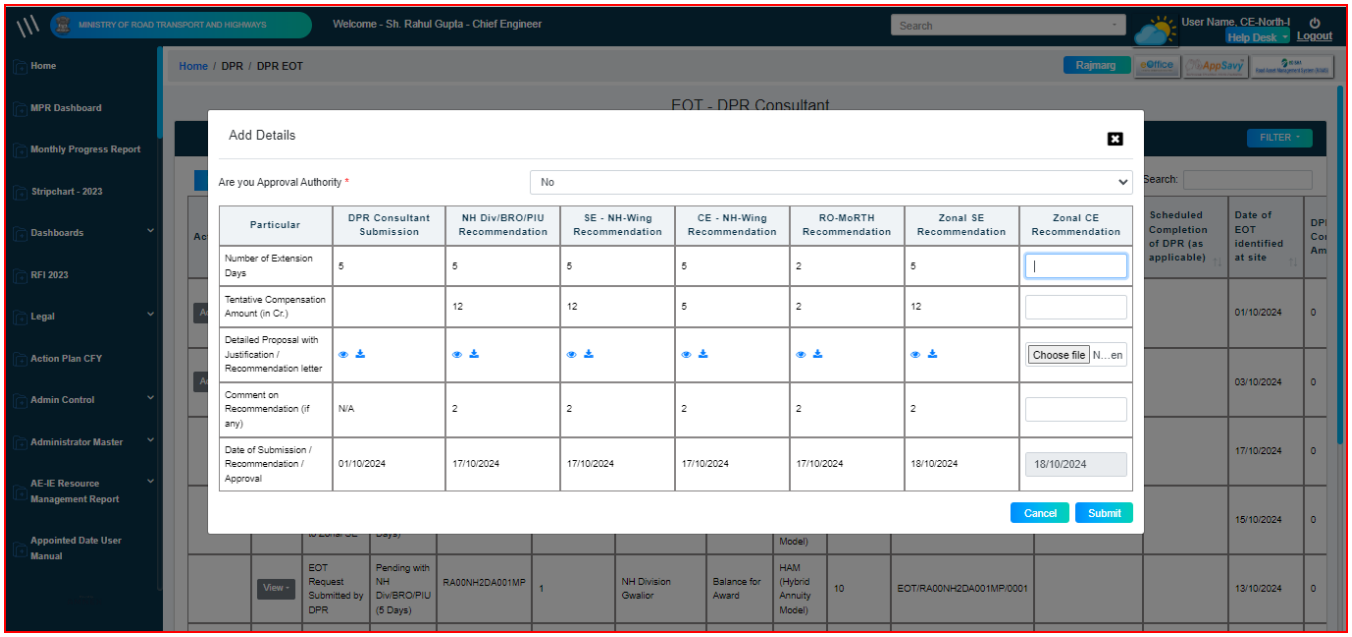


(xvi)- By clicking “**Recommend EOT Proposal”** option, DDL will appear as **“Are you Approval Authority?”** with “Yes” & “No” options –

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

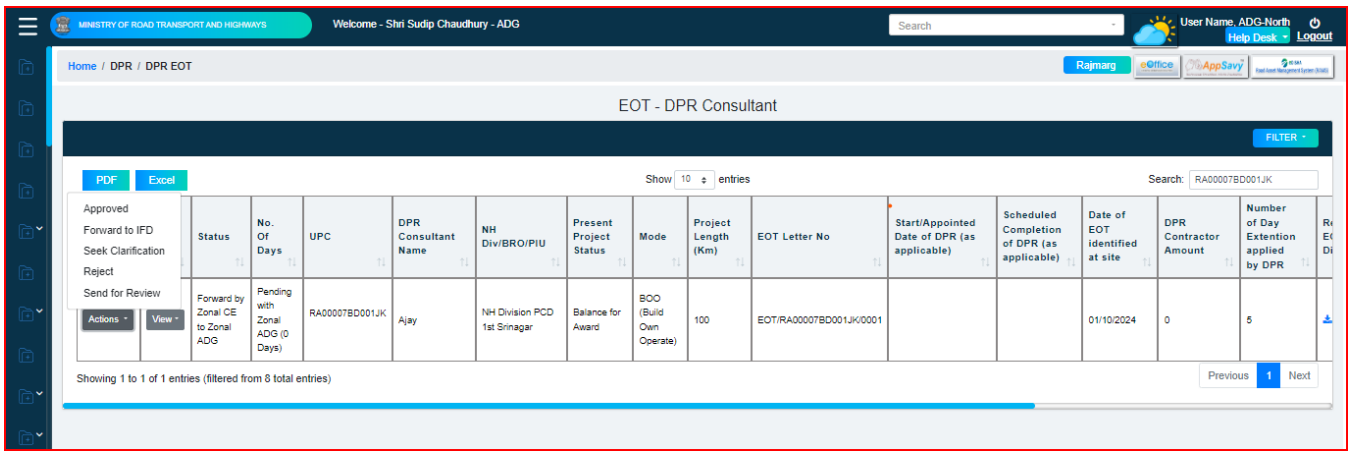


-If ZONAL CE will select Approval Authority as “No” then request will be forwarded to ADG.



8) ADG Login

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

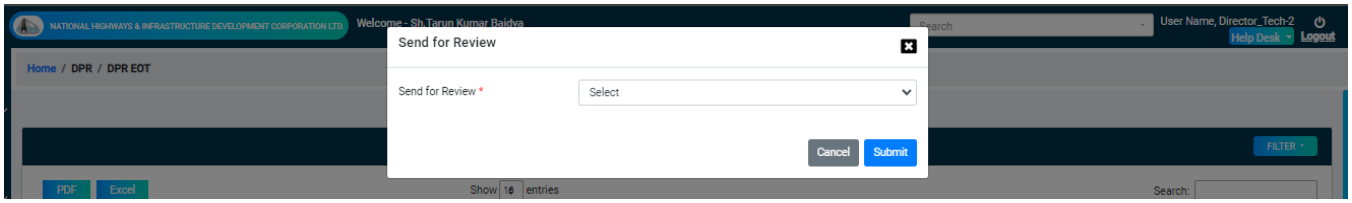


Now, by clicking on the **"Action"** button, **ADG** can take **Five** actions as shown below.

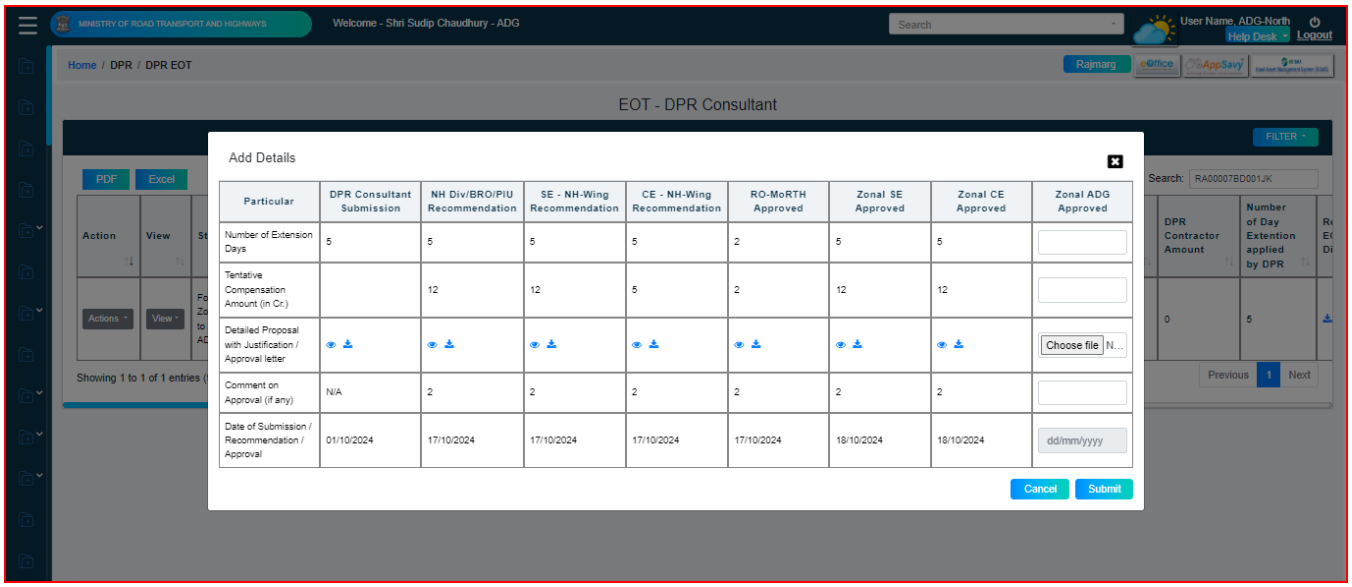
- In case of any Query/Clarification required by ADG, ADG can opt for the **"Seek Clarification"** option from the dropdown menu. After that, the page will appear as per Annexure 1.
- ADG can also select the **"Reject"** option from the drop-down menu. After that, the page will appear as per Annexure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

(xviii)- 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.

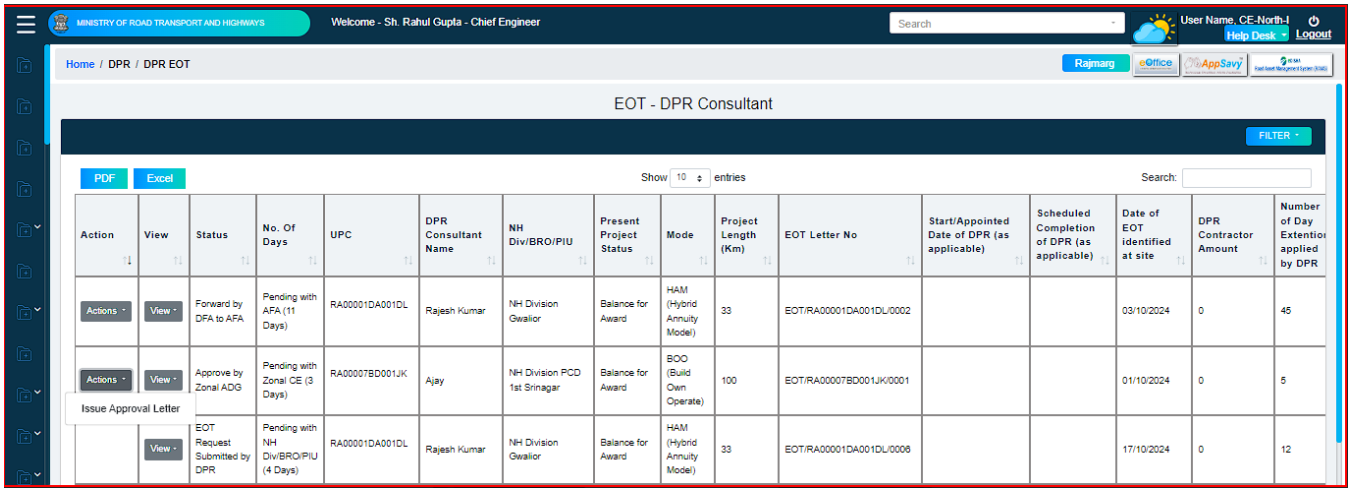


(xix)- By clicking "**Approve"** option, below form will be appear in ADG login, where ADG can fill the details –

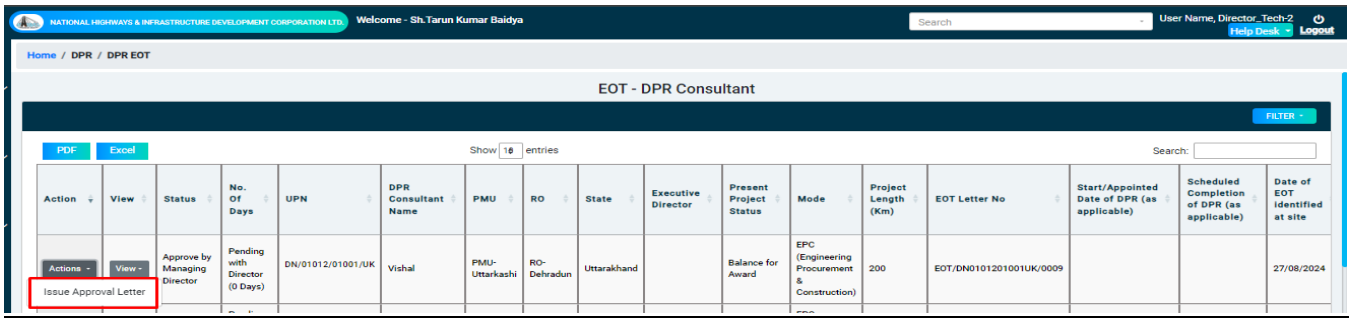


9) Zonal CE Login

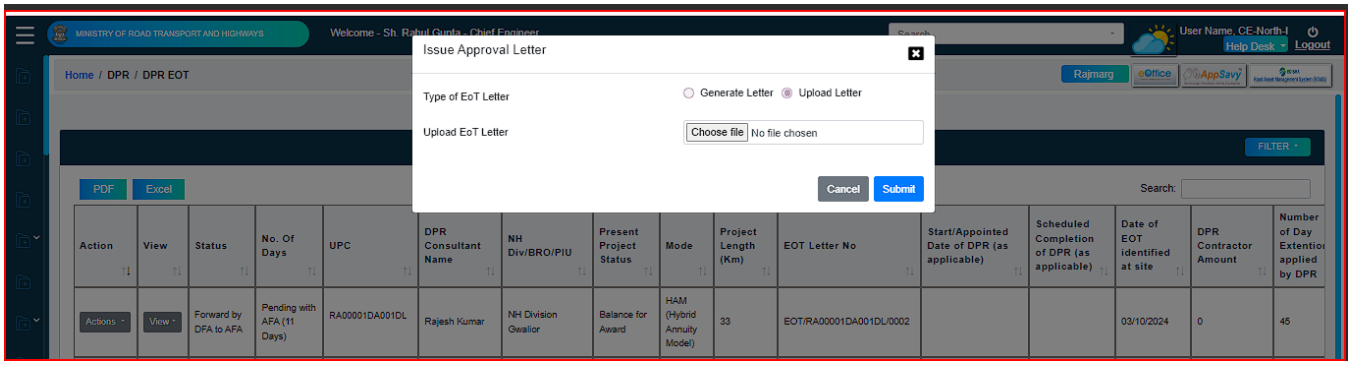
(xx)- After the request Approval by the ADG, then the request will be displayed in the **Zonal CE** as shown below image:

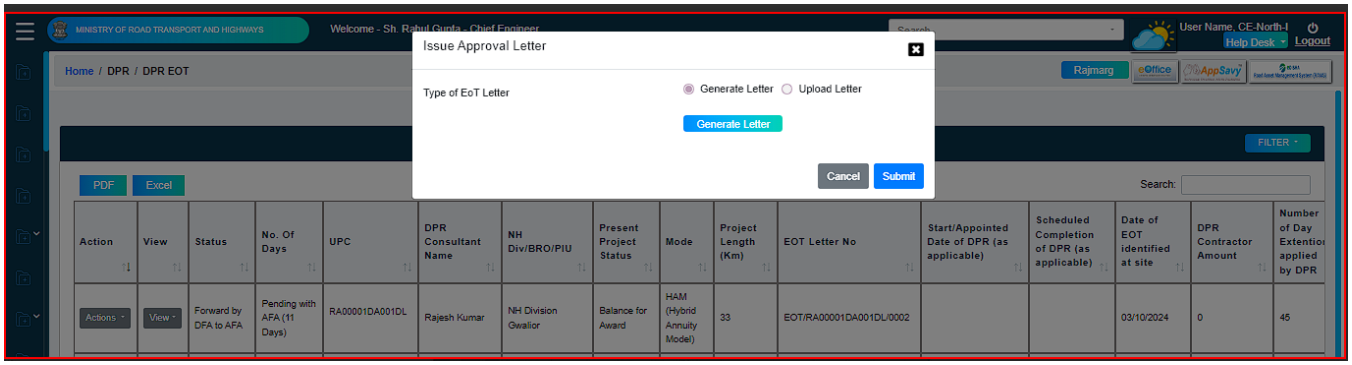


(xxi)-After Approval of ADG, **"Issue Approval Letter"** button will be appear in **Zonal CE Grid** as shown below. After that, the page will appear as per Annexure 1.



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



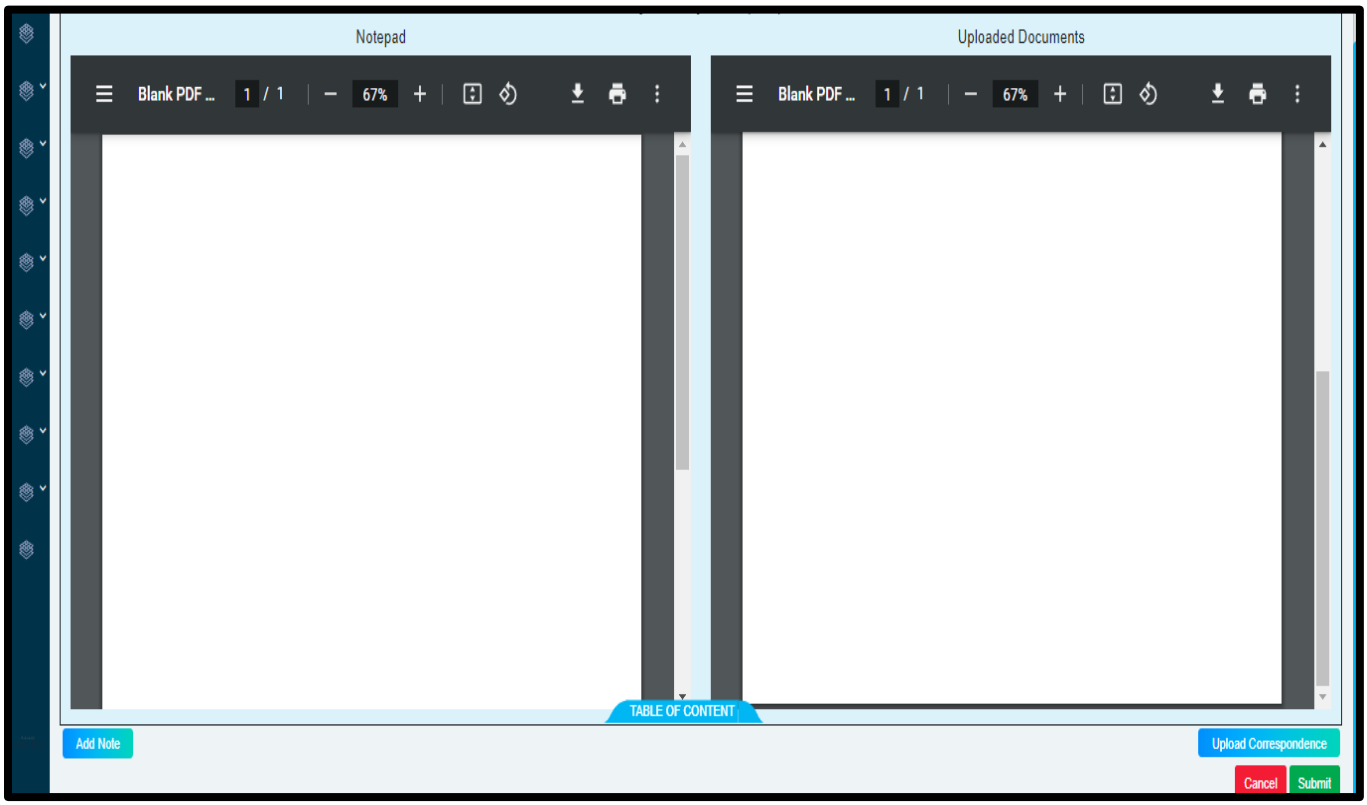


(xxiii)- After **Issued Approval Letter** by Zonal CE, **"Issue Approval Letter"** button will be appear in Zonal SE **Grid**. After that, the page will appear as per Annexure 1.

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

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

Annexure- 1


Notepad
Blank PDF ... 1 / 1 67%
Uploaded Documents
Blank PDF ... 1 / 1 67%
TABLE OF CONTENT
Add Note
Upload Correspondence
Cancel
Submit