STANDARD OPERATING PROCEDURE

Foundation Stone Module

Ministry of Road Transport and Highways

Standard Operating Procedure of "Foundation Stone Laying Module"

Table of Contents for "Foundation Stone Laying Module"

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

2) RO-MoRTH Login 5

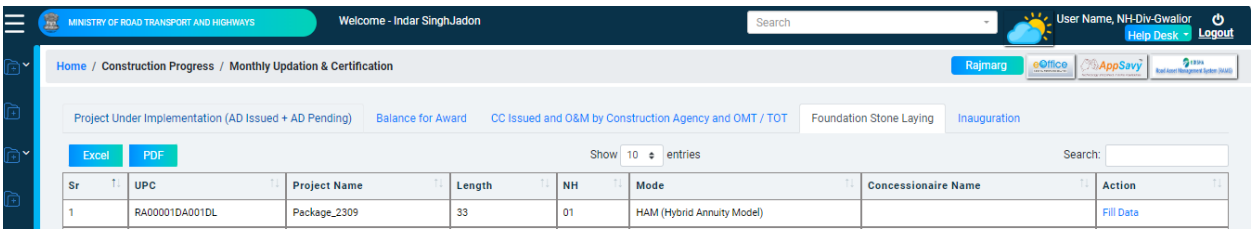
3) Zonal SE Login 6

4) Zonal CE 7

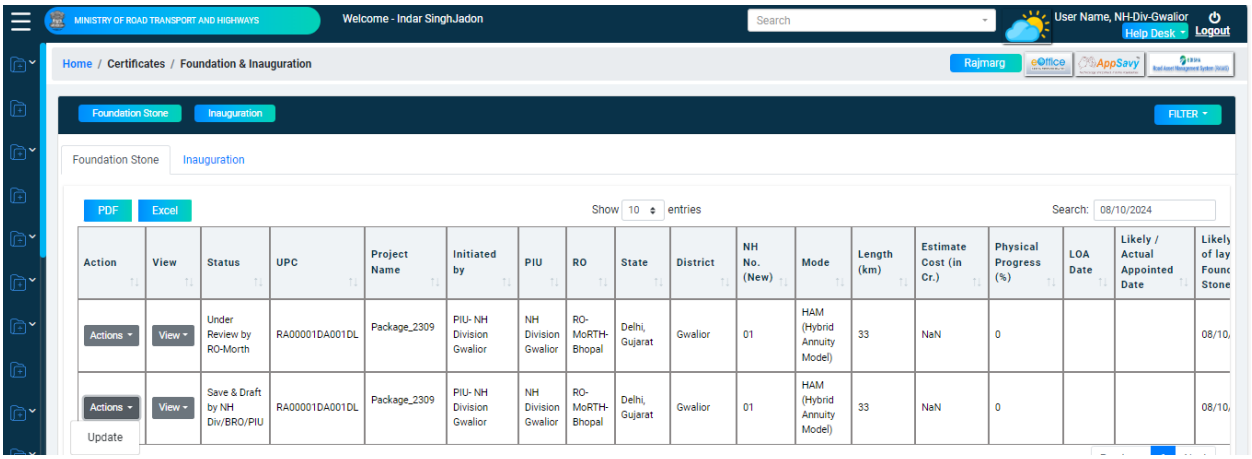
5) ADG Monitoring Login 7

1) NH DIV./RCC(BRO)/PIU-MORTH Login

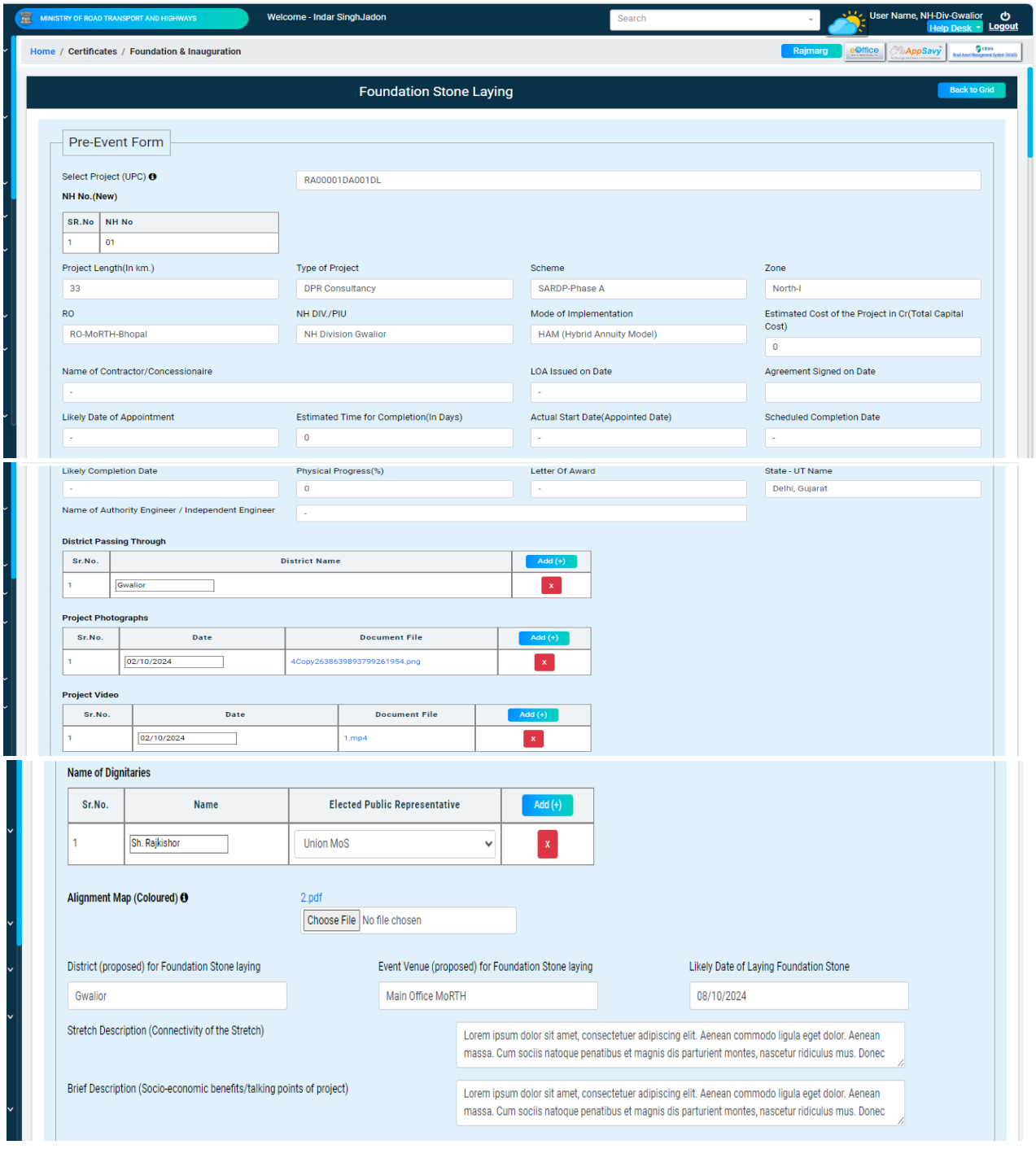
(i)- The below screen will be appeared in NH DIV./RCC(BRO)/PIU-MORTH and RO-MoRTH login where a user can update the details regarding Foundation Stone Laying of respective projects.

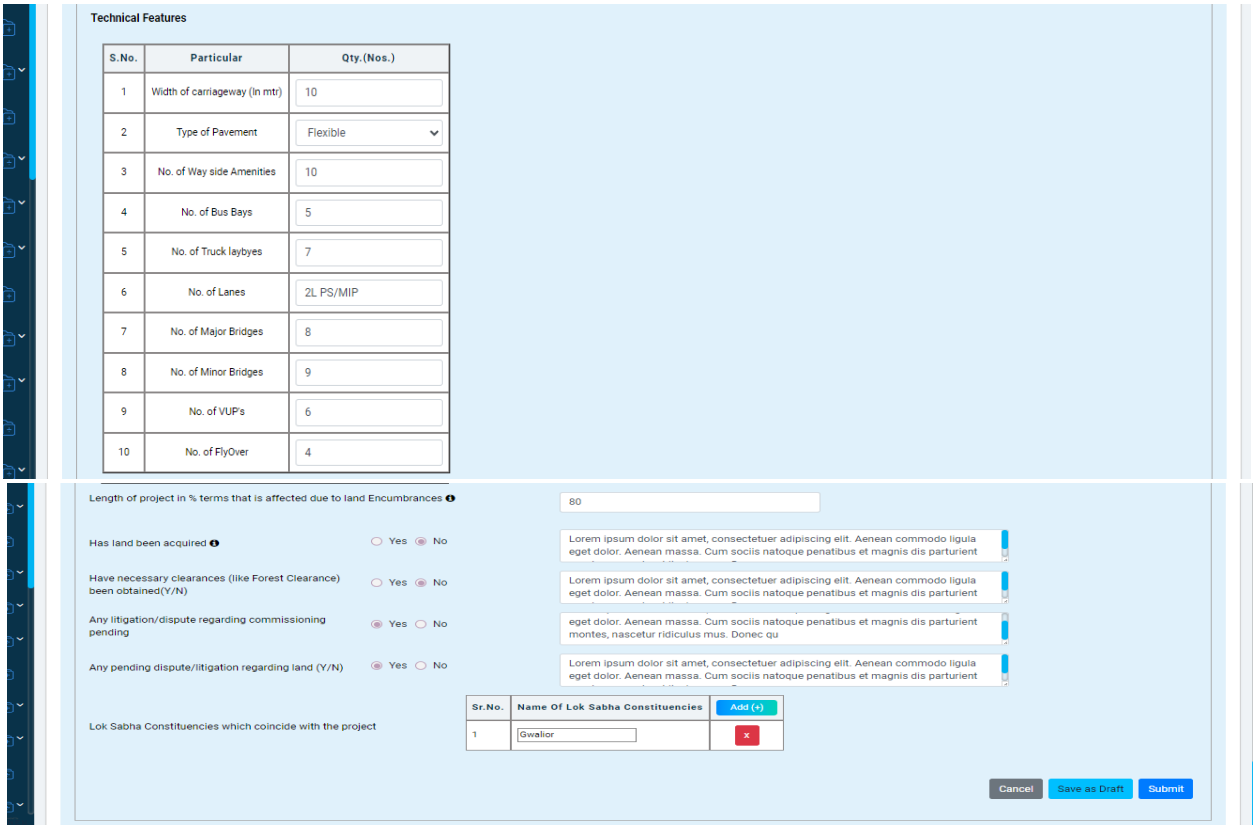


- By clicking the "**Fill Data**" the screen as shown in below screenshot.



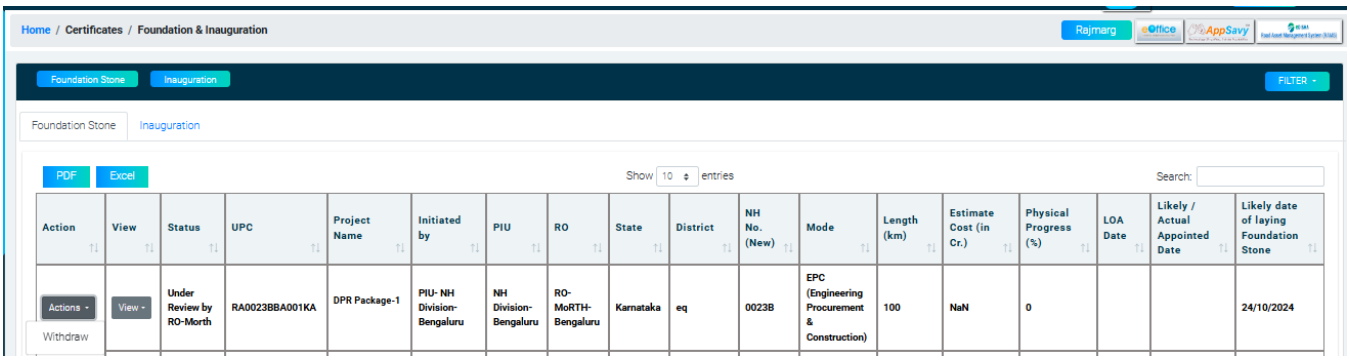
- By clicking the "**Foundation Stone Laying**" tab a form will appear on the screen as shown in below screenshot. After that, general information will be auto-populated in Both Form and user will not be able to edit that pre-filled information.


MINISTRY OF ROAD TRANSPORT AND HIGHWAYS
Welcome - Indar SinghJadon
Search
User Name, NH-Div-Gwalior
Help Desk
Logout
Home / Certificates / Foundation & Inauguration
Rajmarg
eOffice
AppSavy
Foundation Stone Laying
Back to Grid
Pre-Event Form
Select Project (UPC)
RA00001DA001DL
NH No.(New)
SR.No
NH No
1
01
Project Length(In km.)
33
Type of Project
DPR Consultancy
Scheme
SARDP-Phase A
Zone
North-I
RO
RO-MoRTH-Bhopal
NH DIV./PIU
NH Division Gwalior
Mode of Implementation
HAM (Hybrid Annuity Model)
Estimated Cost of the Project in Cr(Total Capital Cost)
0
Name of Contractor/Concessionaire
LOA Issued on Date
Agreement Signed on Date
Likely Date of Appointment
Estimated Time for Completion(In Days)
0
Actual Start Date(Appointed Date)
Scheduled Completion Date
Likely Completion Date
Physical Progress(%)
0
Letter Of Award
State - UT Name
Delhi, Gujarat
Name of Authority Engineer / Independent Engineer
District Passing Through
Sr.No.
District Name
Add (+)
1
Gwalior
Project Photographs
Sr.No.
Date
Document File
Add (+)
1
02/10/2024
4Copy26386398937992619 54.png
Project Video
Sr.No.
Date
Document File
Add (+)
1
02/10/2024
1.mp4
Name of Dignitaries
Sr.No.
Name
Elected Public Representative
Add (+)
1
Sh. Rajkishor
Union MoS
Alignment Map (Coloured)
2.pdf
Choose File
No file chosen
District (proposed) for Foundation Stone laying
Gwalior
Event Venue (proposed) for Foundation Stone laying
Main Office MoRTH
Likely Date of Laying Foundation Stone
08/10/2024
Stretch Description (Connectivity of the Stretch)
Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec
Brief Description (Socio-economic benefits/talking points of project)
Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec



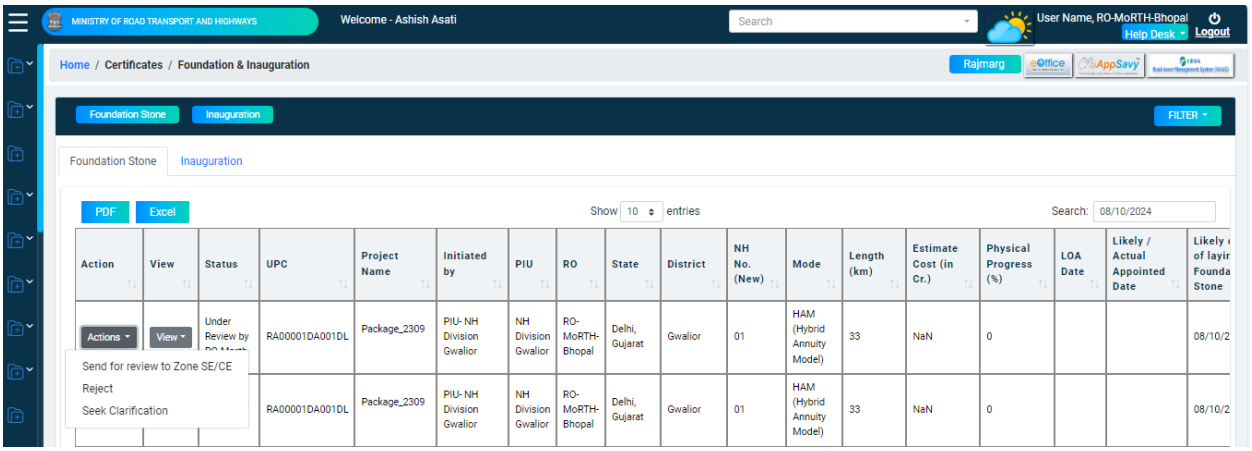
-After filling in all the required fields, submit the form by clicking the **"Submit"** button. Now, the noting function will appear, as **Annexure 1**. Add a note and attach DSC for final submission.

-The request can be withdrawn by NH Division/RCC (BRO)/PIU-MORTH and RO-MoRTH until any action is taken by the concerned senior authority.



2) RO-MoRTH Login

- 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.

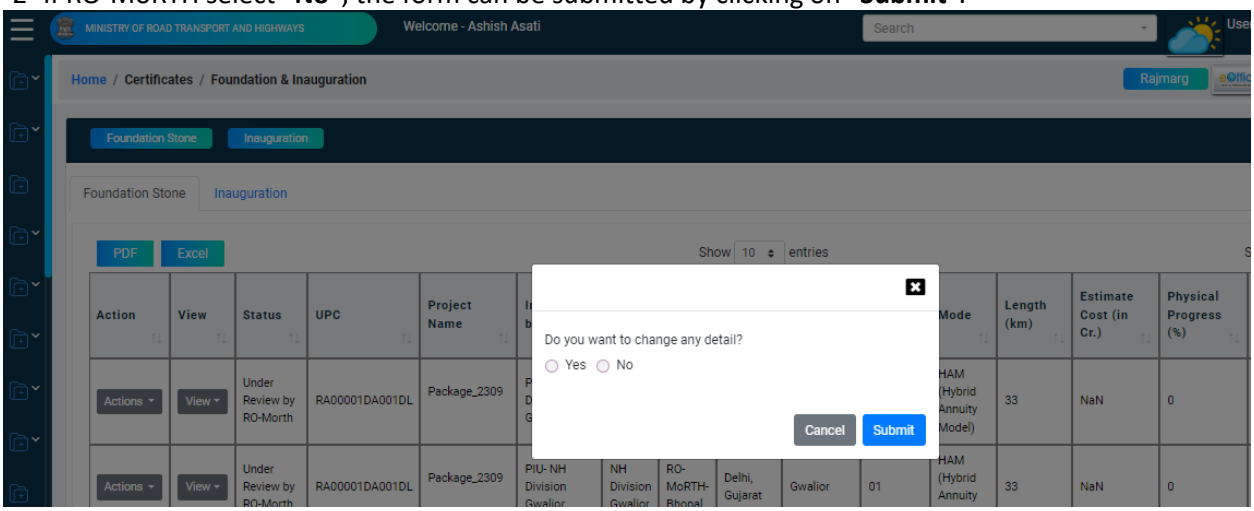


Now, by clicking on the **"Action"** button, RO-MoRTH can take **three** actions as shown below screen.

- 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 to Zone SE/CE"** option from the drop-down menu. After that, the page will appear as per Annexure 1.

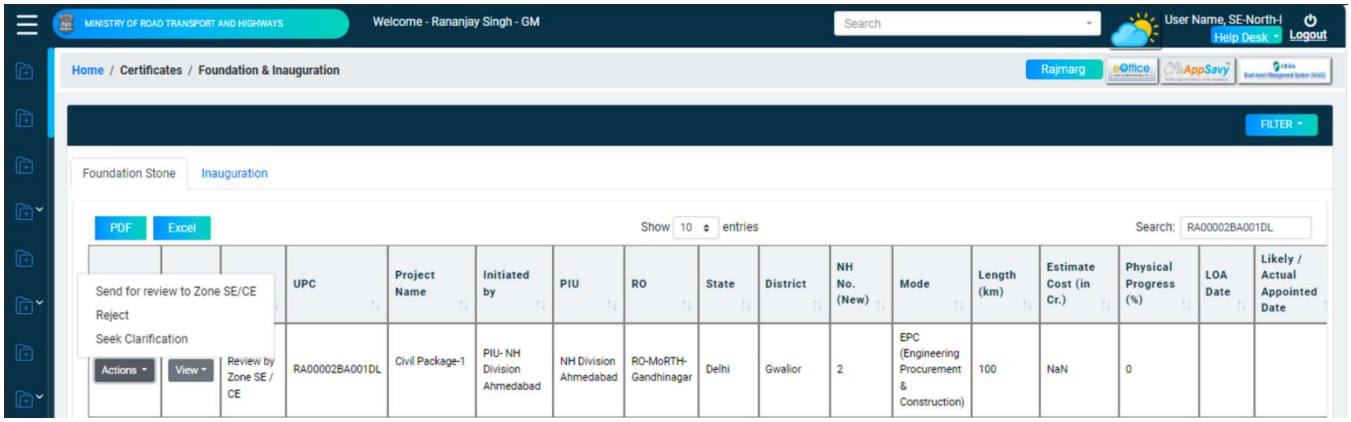
1- If RO-MoRTH select "**Yes**", the page will be redirected to the form filled by NH DIV./RCC(BRO)/PIU-MORTH earlier. The form will appear in editable mode and RO-MoRTH can make the necessary changes as per requirement.

2- If RO-MoRTH select "**No**", the form can be submitted by clicking on "**Submit**".



3) Zonal SE Login

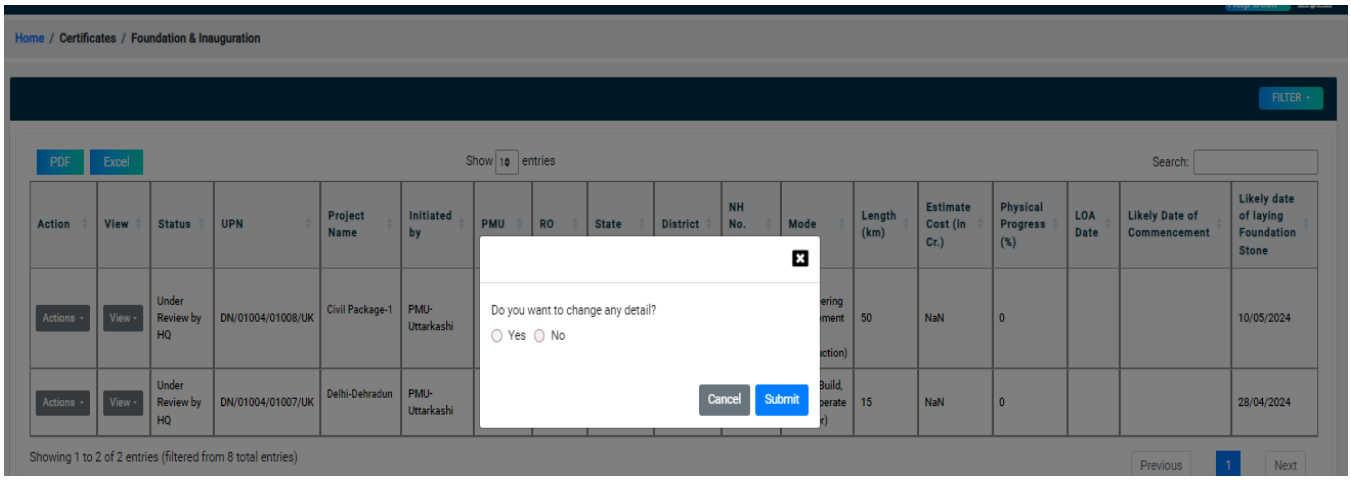
- After the request submitted by the RO-MoRTH, then the request will be displayed in the **Zonal SE Grid** as shown below image.



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

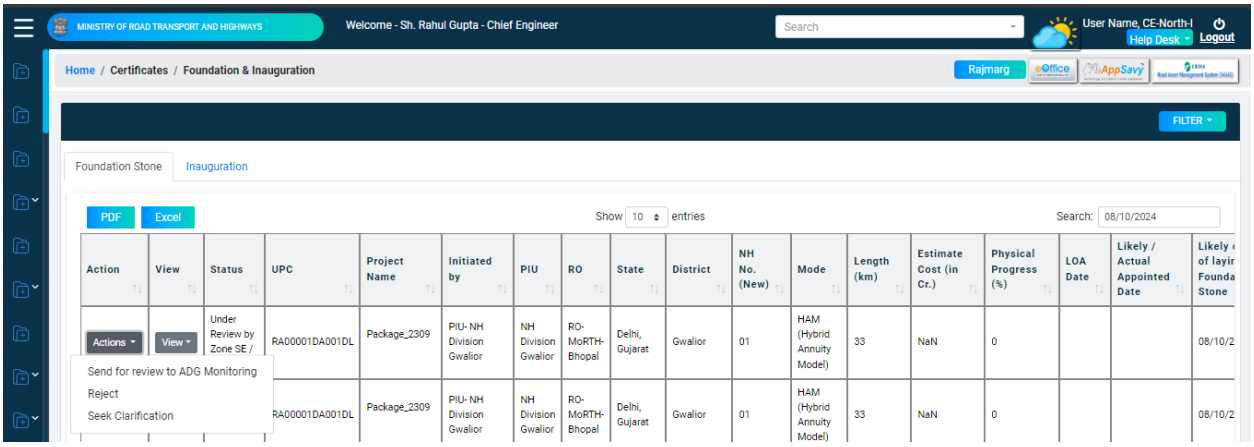
- In case of any Query/Clarification required by ZONAL SE, ZONAL SE can opt for the **"Seek Clarification"** option from the dropdown menu. After that, the page will appear as per Annexure 1.
- ZONAL SE can also select the **"Reject"** option from the drop-down menu. After that, the page will appear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

- By clicking **"Send for review to Zonal CE"** option, ZONAL SE can change some editable fields in already filled form.



4) Zonal CE

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



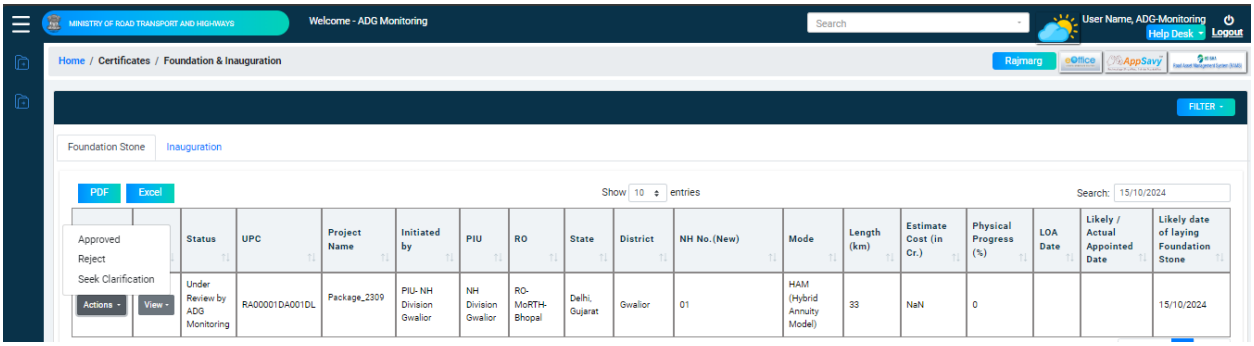
Now, by clicking on the **"Action"** button, ZONAL CE can take **three** actions as shown below screen.

- 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 select the **"Send for review to ADG Monitoring"** option from the drop-down menu. After that, the page will appear as per Annexure 1.

- By clicking **"Send for review to ADG Monitoring"** option, ZONAL CE can change some editable fields in already filled form.

5) ADG Monitoring Login

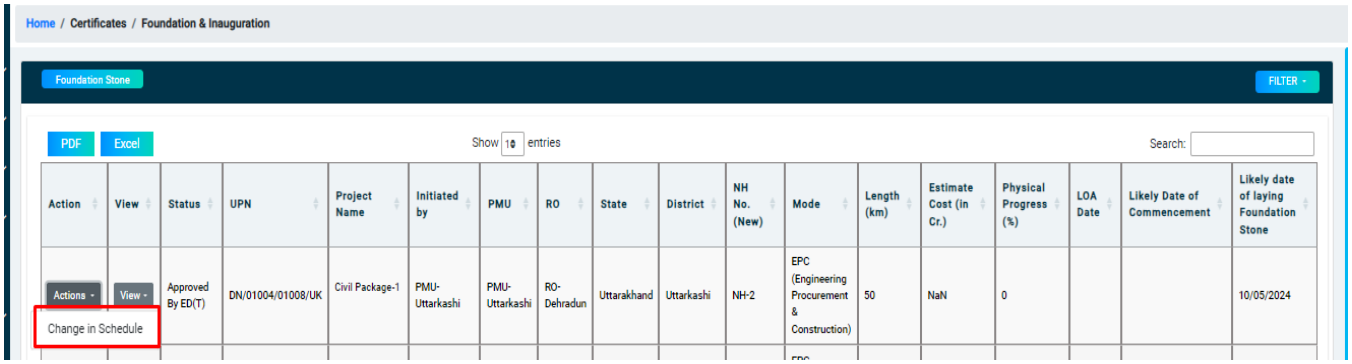
- After the request submitted by the ZONAL CE, then the request will be displayed in the **ADG Monitoring Grid** as shown below image.



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

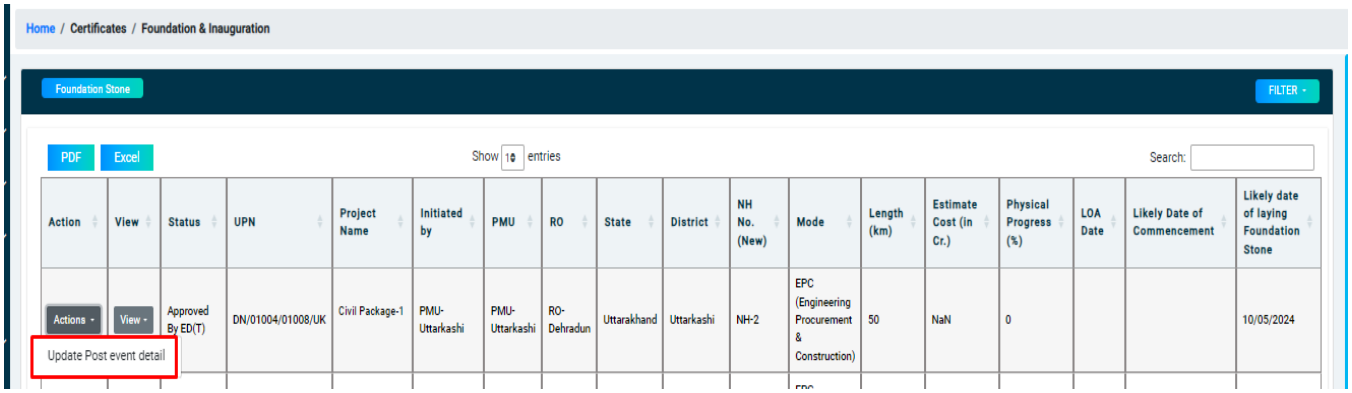
- In case of any Query/Clarification required by ADG MONITORING, ADG MONITORING can opt for the **“Seek Clarification”** option from the dropdown menu. After that, the page will appear as per Annexure 1.
- ADG MONITORING can also select the **“Reject”** option from the drop-down menu. After that, the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

- Once Approval given by ADG MONITORING, Initiator will get Action Button as “**Change in Schedule”** as shown in below image**.**

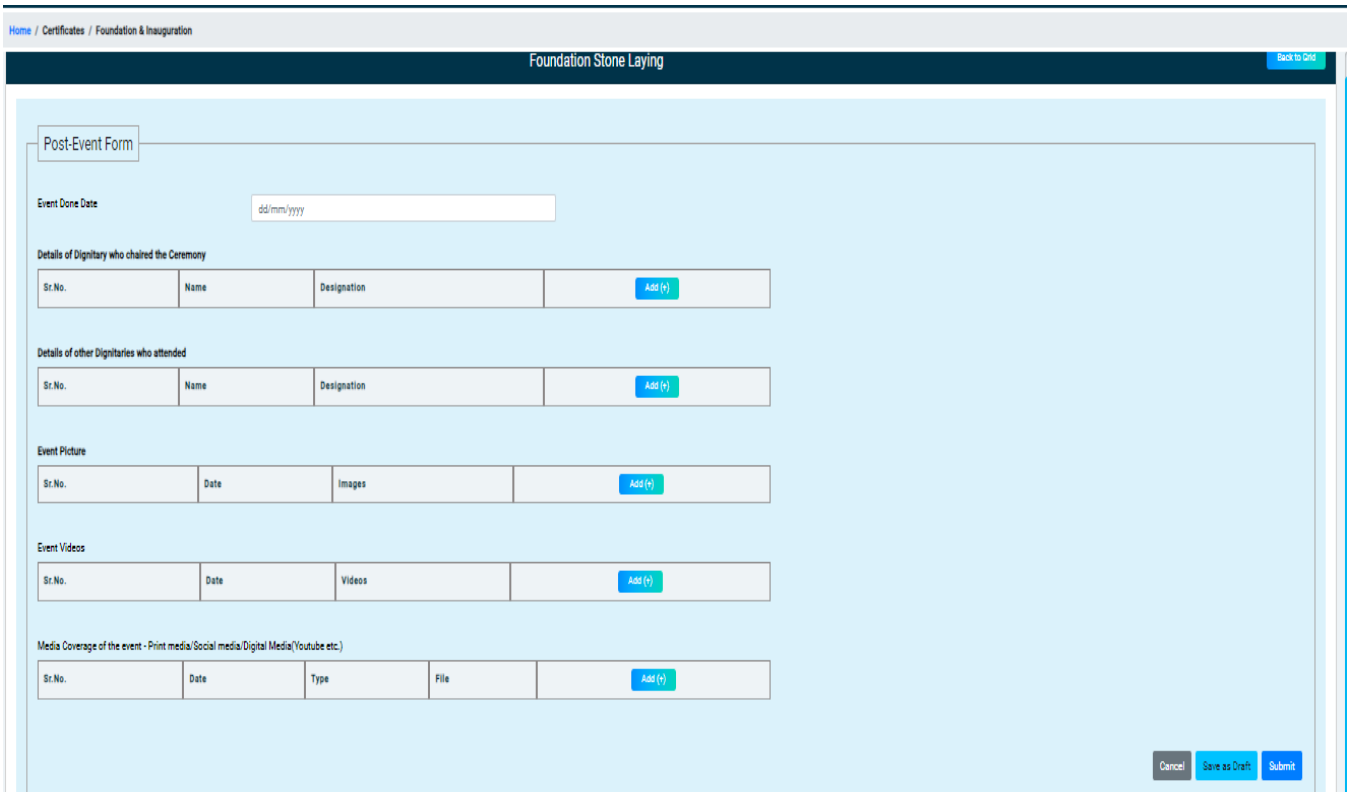


- On selecting the option as **“Prepone of Event”** or **“Postpone of Event”** submitted form will appear, where initiator can change the **“Likely Date of Laying Foundation Stone”**.

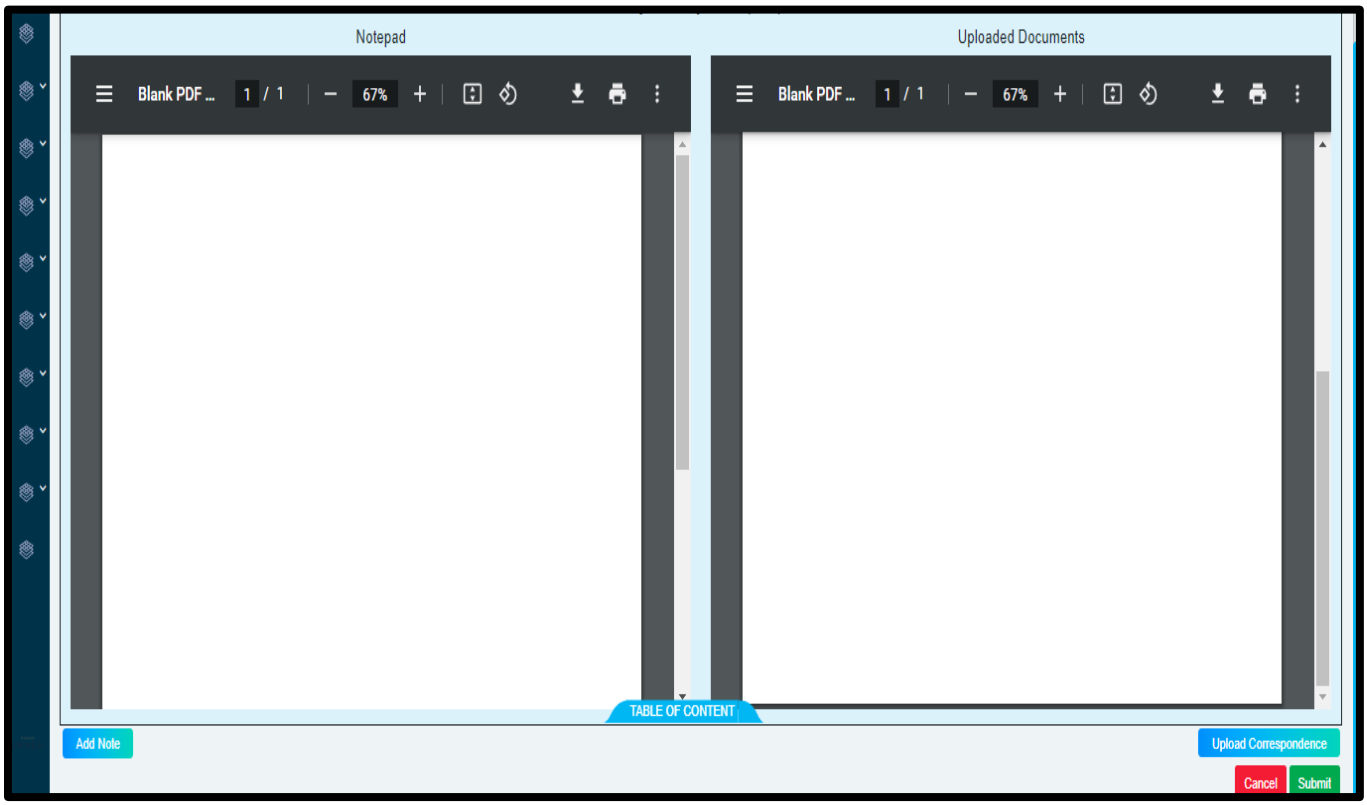
- Simultaneously after ADG MONITORING, “**Action”** button will appear in RO-MoRTH grid where RO-MoRTH can “**Update Post event detail”** after selecting the option.



- By clicking “**Update Post event detail”** below mentioned form will be appear, after submission the noting function will appear, as **Annexure 1**. Add note and attach DSC for final submission.


Home / Certificates / Foundation & Inauguration
Foundation Stone Laying
Back to Grid
Post-Event Form
Event Done Date
dd/mm/yyyy
Details of Dignitary who chaired the Ceremony
Sr.No.
Name
Designation
Add (+)
Details of other Dignitaries who attended
Sr.No.
Name
Designation
Add (+)
Event Picture
Sr.No.
Date
Images
Add (+)
Event Videos
Sr.No.
Date
Videos
Add (+)
Media Coverage of the event - Print media/Social media/Digital Media(Youtube etc.)
Sr.No.
Date
Type
File
Add (+)
Cancel
Save as Draft
Submit

Annexure 1


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