



# **STANDARD OPERATING PROCEDURE**

**Foundation Stone Module**

**Ministry of Road Transport and Highways**

# Standard Operating Procedure of “Foundation Stone Laying Module”

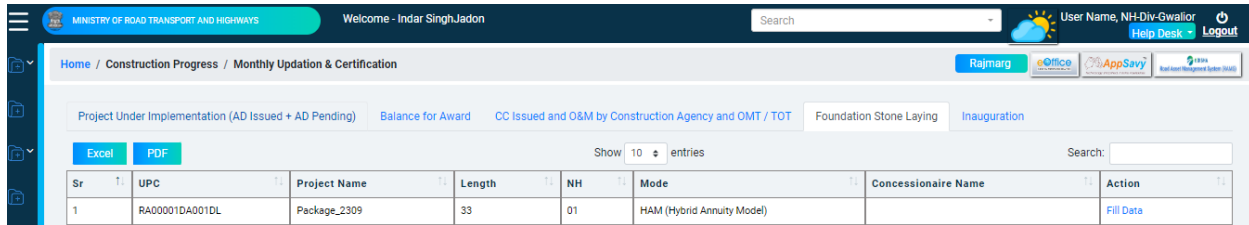
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## 1) NH DIV./RCC(BRO)/PIU-MORTH Login

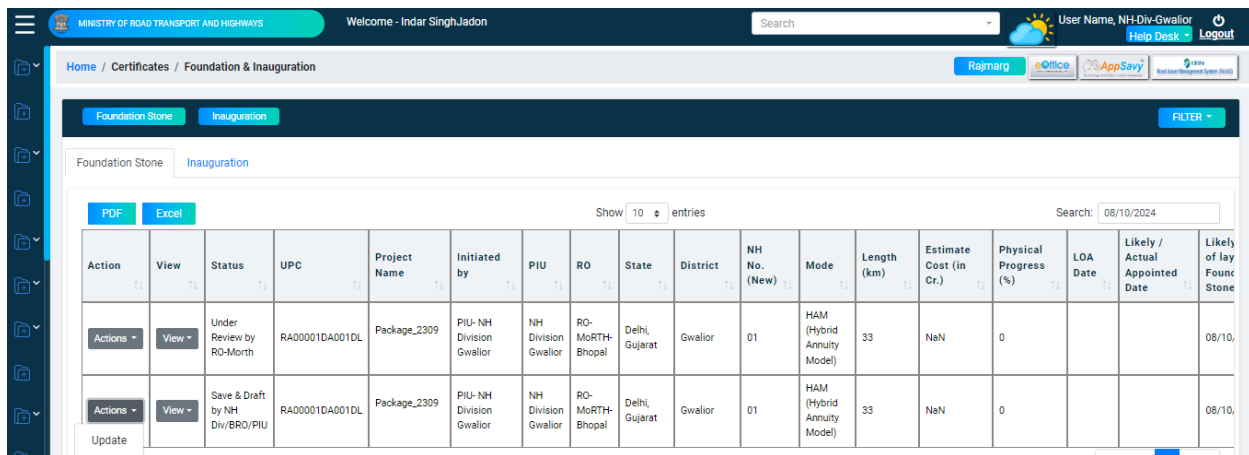
(i)- The below screen will be appeared in NH DIV./RCC(BRO)/PIU-MORTH and RO-MoRTH login where a user can update the details regarding Foundation Stone Laying of respective projects.



The screenshot shows the user interface of the NH DIV./RCC(BRO)/PIU-MORTH login system. The header includes the Ministry of Road Transport and Highways logo, a welcome message for Indar SinghJadon, a search bar, and user information (User Name, NH-Div-Gwalior) with links for Help Desk and Logout. The main navigation bar shows the path: Home / Construction Progress / Monthly Update & Certification. Below this, there are tabs for Project Under Implementation (AD Issued + AD Pending), Balance for Award, CC Issued and O&M by Construction Agency and OMT / TOT, Foundation Stone Laying (selected), and Inauguration. A table with columns Sr, UPC, Project Name, Length, NH, Mode, Concessionaire Name, and Action is displayed. The first row shows a project with UPC RA00001DA001DL, Project Name Package\_2309, Length 33, NH 01, and Mode HAM (Hybrid Annuity Model). The Action column has a 'Fill Data' link.

Sr	UPC	Project Name	Length	NH	Mode	Concessionaire Name	Action
1	RA00001DA001DL	Package_2309	33	01	HAM (Hybrid Annuity Model)		<a href="#">Fill Data</a>

- By clicking the “Fill Data” the screen as shown in below screenshot.



The screenshot shows the 'Foundation Stone Laying' form in the NH DIV./RCC(BRO)/PIU-MORTH login system. The header is the same as the previous screenshot. The main navigation bar shows the path: Home / Certificates / Foundation & Inauguration. Below this, there are tabs for Foundation Stone (selected) and Inauguration. A table with columns Action, View, Status, UPC, Project Name, Initiated by, PIU, RO, State, District, NH No. (New), Mode, Length (km), Estimate Cost (in Cr.), Physical Progress (%), LOA Date, Likely / Actual Appointed Date, and Likely of lay Founc Stone is displayed. The first row shows a project with UPC RA00001DA001DL, Project Name Package\_2309, Initiated by PIU- NH Division Gwalior, PIU NH Division Gwalior, RO- MoRTH- Bhopal, State Delhi, District Gwalior, NH No. 01, Mode HAM (Hybrid Annuity Model), Length 33, Estimate Cost NaN, Physical Progress 0, LOA Date, Likely / Actual Appointed Date, and Likely of lay Founc Stone 08/10. The Action column has a 'View' link.

Action	View	Status	UPC	Project Name	Initiated by	PIU	RO	State	District	NH No. (New)	Mode	Length (km)	Estimate Cost (in Cr.)	Physical Progress (%)	LOA Date	Likely / Actual Appointed Date	Likely of lay Founc Stone
<a href="#">View</a>	<a href="#">View</a>	Under Review by RO-Morth	RA00001DA001DL	Package_2309	PIU- NH Division Gwalior	NH Division Gwalior	RO- MoRTH- Bhopal	Delhi, Gujarat	Gwalior	01	HAM (Hybrid Annuity Model)	33	NaN	0			08/10,
<a href="#">View</a>	<a href="#">View</a>	Save & Draft by NH Div/BRO/PIU	RA00001DA001DL	Package_2309	PIU- NH Division Gwalior	NH Division Gwalior	RO- MoRTH- Bhopal	Delhi, Gujarat	Gwalior	01	HAM (Hybrid Annuity Model)	33	NaN	0			08/10,

- 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.



Technical Features

S.No.	Particular	Qty.(Nos.)
1	Width of carriageway (In mtr)	10
2	Type of Pavement	Flexible
3	No. of Way side Amenities	10
4	No. of Bus Bays	5
5	No. of Truck laybys	7
6	No. of Lanes	2L PS/MIP
7	No. of Major Bridges	8
8	No. of Minor Bridges	9
9	No. of VUPs	6
10	No. of FlyOver	4

Length of project in % terms that is affected due to land Encumbrances

80

Has land been acquired

☐ Yes
☒ No

Have necessary clearances (like Forest Clearance) been obtained(Y/N)

☐ Yes
☒ No

Any litigation/dispute regarding commissioning pending

☒ Yes
☐ No

Any pending dispute/litigation regarding land (Y/N)

☒ Yes
☐ No

Lok Sabha Constituencies which coincide with the project

Sr.No.	Name Of Lok Sabha Constituencies	Add (+)
1	Gwalior	X

Cancel

Save as Draft

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.

-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.

Home / Certificates / Foundation & Inauguration

Rajmarg

Office

AppSavy

958M

Foundation Stone

Inauguration

FILTER

Foundation Stone

Inauguration

PDF

Excel

Show 10 entries

Search:

Action	View	Status	UPC	Project Name	Initiated by	PIU	RO	State	District	NH No. (New)	Mode	Length (km)	Estimate Cost (in Cr.)	Physical Progress (%)	LOA Date	Likely / Actual Appointed Date	Likely date of laying Foundation Stone
<div>Actions</div> <div>Withdraw</div>	View	Under Review by RO-Morth	RA0023BBA001KA	DPR Package-1	PIU- NH Division- Bengaluru	NH Division- Bengaluru	RO- MoRTH- Bengaluru	Karnataka	eq	0023B	EPC (Engineering Procurement & Construction)	100	NaN	0			24/10/2024

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## 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.

Action	View	Status	UPC	Project Name	Initiated by	PIU	RO	State	District	NH No. (New)	Mode	Length (km)	Estimate Cost (in Cr.)	Physical Progress (%)	LOA Date	Likely / Actual Appointed Date	Likely of layir Founda Stone
Actions	View	Under Review by RO-MoRTH	RA00001DA001DL	Package_2309	PIU- NH Division Gwalior	NH Division Gwalior	RO- MoRTH- Bhopal	Delhi, Gujarat	Gwalior	01	HAM (Hybrid Annuity Model)	33	NaN	0			08/10/2
Actions	View	Under Review by RO-MoRTH	RA00001DA001DL	Package_2309	PIU- NH Division Gwalior	NH Division Gwalior	RO- MoRTH- Bhopal	Delhi, Gujarat	Gwalior	01	HAM (Hybrid Annuity Model)	33	NaN	0			08/10/2

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”**.

Do you want to change any detail?

☐ Yes ☐ No

Cancel 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.

The screenshot shows the 'Foundation & Inauguration' section of the system. A table lists project entries. The 'Action' column has a dropdown menu open with options: 'Send for review to Zone SE/CE', 'Reject', and 'Seek Clarification'. The table has columns: UPN, Project Name, Initiated by, PMU, RO, State, District, NH No. (New), Mode, Length (km), Estimate Cost (in Cr.), Physical Progress (%), LOA Date, and Likely / Actual Appointed Date.

UPN	Project Name	Initiated by	PMU	RO	State	District	NH No. (New)	Mode	Length (km)	Estimate Cost (in Cr.)	Physical Progress (%)	LOA Date	Likely / Actual Appointed Date
RA00002BA001DL	Civil Package-1	PIU- NH Division Ahmedabad	NH Division Ahmedabad	RO-MoRTH- Gandhinagar	Delhi	Gwalior	2	EPC (Engineering Procurement & Construction)	100	NaN	0		

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.

The screenshot shows the 'Foundation & Inauguration' section of the system. A table lists project entries. A modal dialog box is open with the text: 'Do you want to change any detail?' with 'Yes' and 'No' radio buttons, and 'Cancel' and 'Submit' buttons. The table has columns: Action, View, Status, UPN, Project Name, Initiated by, PMU, RO, State, District, NH No., Mode, Length (km), Estimate Cost (in Cr.), Physical Progress (%), LOA Date, Likely Date of Commencement, and Likely date of laying Foundation Stone.

Action	View	Status	UPN	Project Name	Initiated by	PMU	RO	State	District	NH No.	Mode	Length (km)	Estimate Cost (in Cr.)	Physical Progress (%)	LOA Date	Likely Date of Commencement	Likely date of laying Foundation Stone
Actions	View	Under Review by HQ	DN/01004/01008/UK	Civil Package-1	PMU- Uttarkashi						Engineering Procurement & Construction	50	NaN	0			10/05/2024
Actions	View	Under Review by HQ	DN/01004/01007/UK	Delhi-Dehradun	PMU- Uttarkashi						Build, operate & transfer	15	NaN	0			28/04/2024

## 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.

Action	View	Status	UPC	Project Name	Initiated by	PIU	RO	State	District	NH No. (New)	Mode	Length (km)	Estimate Cost (in Cr.)	Physical Progress (%)	LOA Date	Likely / Actual Appointed Date	Likely date of laying Foundation Stone
Actions - View - Send for review to ADG Monitoring Reject Seek Clarification		Under Review by Zone SE /	RA00001DA001DL	Package_2309	PIU- NH Division Gwalior	NH Division Gwalior	RO- MoRTH- Bhopal	Delhi, Gujarat	Gwalior	01	HAM (Hybrid Annuity Model)	33	NaN	0			08/10/2
			RA00001DA001DL	Package_2309	PIU- NH Division Gwalior	NH Division Gwalior	RO- MoRTH- Bhopal	Delhi, Gujarat	Gwalior	01	HAM (Hybrid Annuity Model)	33	NaN	0			08/10/2

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.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS

Welcome - ADG Monitoring

Search

User Name, ADG Monitoring

Help Desk

Logout

Home / Certificates / Foundation & Inauguration

Raymarg

Office

AppSavy

Filter

Foundation Stone

Inauguration

PDFExcel

Show 10 entries

Search: 15/10/2024

Approved

Reject

Seek Clarification

Status	UPC	Project Name	Initiated by	PIU	RO	State	District	NH No.(New)	Mode	Length (km)	Estimate Cost (in Cr.)	Physical Progress (%)	LOA Date	Likely / Actual Appointed Date	Likely date of laying Foundation Stone
Under Review by ADG Monitoring	RA00001DA001DL	Package_2309	PIU- NH Division Gwalior	NH Division Gwalior	RO- MoRTH- Bhopal	Delhi, Gujarat	Gwalior	01	HAM (Hybrid Annuity Model)	33	NaN	0			15/10/2024

Actions

View



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.

Home / Certificates / Foundation & Inauguration

Foundation Stone FILTER

PDF Excel Show 10 entries Search:

Action	View	Status	UPN	Project Name	Initiated by	PMU	RO	State	District	NH No. (New)	Mode	Length (km)	Estimate Cost (in Cr.)	Physical Progress (%)	LOA Date	Likely Date of Commencement	Likely date of laying Foundation Stone
Actions	View	Approved By ED(T)	DN/01004/01008/UK	Civil Package-1	PMU- Uttarkashi	PMU- Uttarkashi	RO- Dehradun	Uttarakhand	Uttarkashi	NH-2	EPC (Engineering Procurement & Construction)	50	NaN	0			10/05/2024
Change in Schedule																	

- 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.

Home / Certificates / Foundation & Inauguration

Foundation Stone FILTER

PDF Excel Show 10 entries Search:

Action	View	Status	UPN	Project Name	Initiated by	PMU	RO	State	District	NH No. (New)	Mode	Length (km)	Estimate Cost (in Cr.)	Physical Progress (%)	LOA Date	Likely Date of Commencement	Likely date of laying Foundation Stone
Actions	View	Approved By ED(T)	DN/01004/01008/UK	Civil Package-1	PMU- Uttarkashi	PMU- Uttarkashi	RO- Dehradun	Uttarakhand	Uttarkashi	NH-2	EPC (Engineering Procurement & Construction)	50	NaN	0			10/05/2024
Update Post event detail																	

- 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.

## Post-Event Form

Event Done Date

Details of Dignitary who chaired the Ceremony

Sr.No.	Name	Designation	<a href="#">Add (+)</a>
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Details of other Dignitaries who attended

Sr.No.	Name	Designation	<a href="#">Add (+)</a>
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Event Picture

Sr.No.	Date	Images	<a href="#">Add (+)</a>
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Event Videos

Sr.No.	Date	Videos	<a href="#">Add (+)</a>
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Media Coverage of the event - Print media/Social media/Digital Media(Youtube etc.)

Sr.No.	Date	Type	File	<a href="#">Add (+)</a>
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[Cancel](#)[Save as Draft](#)[Submit](#)

**Annexure 1**

