

A dark blue vertical bar on the left side of the page, with a blue arrow pointing right from it.

STANDARD OPERATING **PROCEDURE**

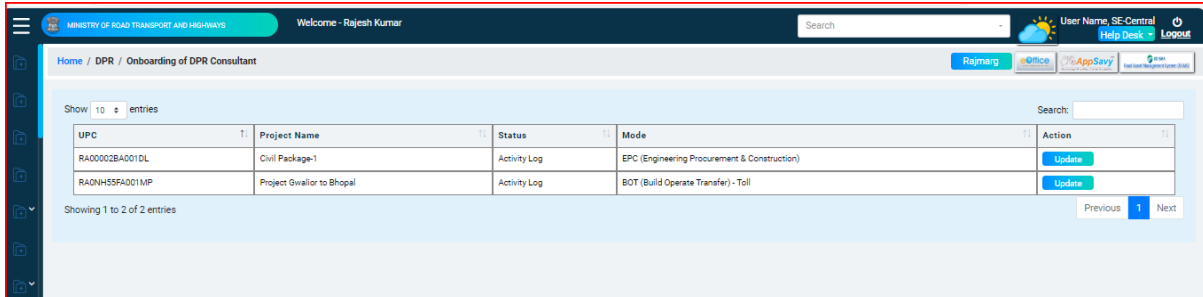
ONBOARDING OF DPR **CONSULTANT**

Several thin, curved lines in shades of blue and grey at the bottom left of the page.

Ministry of Road Transport & Highways

Onboarding of DPR

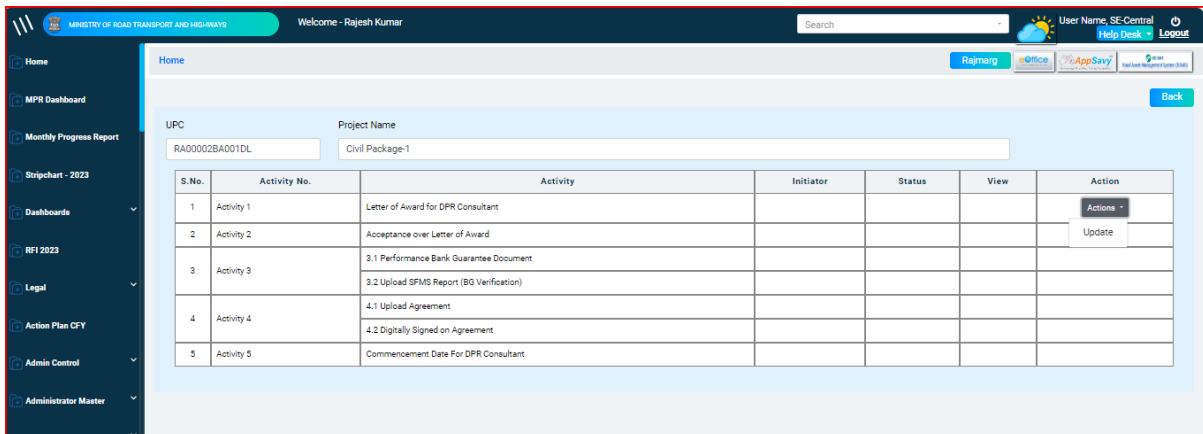
1. **RO-MoRTH/MoRTH Zonal SE/MoRTH Zonal CE** will update the project where you want to fill in the DPR award details



The screenshot shows the 'Onboarding of DPR Consultant' screen. It features a table with columns: UPC, Project Name, Status, Mode, and Action. There are two entries in the table, both with 'Update' buttons in the Action column.

UPC	Project Name	Status	Mode	Action
RA00002BA001DL	Civil Package-1	Activity Log	EPC (Engineering Procurement & Construction)	<button>Update</button>
RA00002BA001MP	Project Swallow to Bhopal	Activity Log	BOT (Build Operate Transfer) - Toll	<button>Update</button>

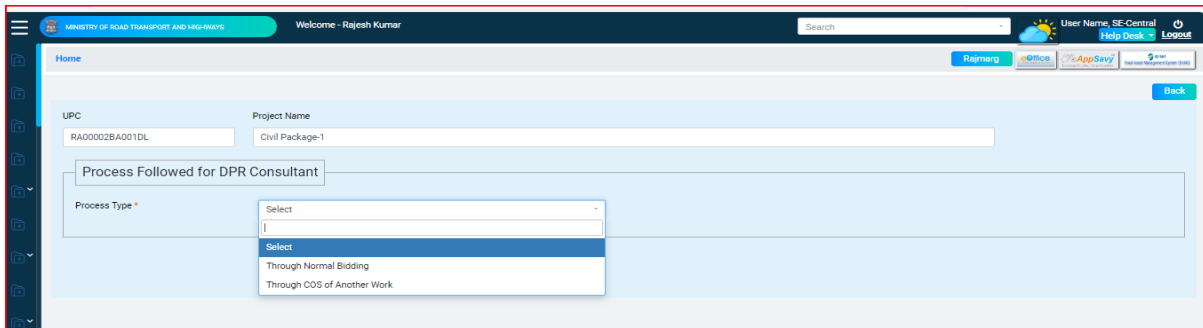
2. After clicking on update button this screen will appear, where you have to **“update”** the Activity 1 as Letter of Award.



The screenshot shows the 'Update' screen for Activity 1. It features a table with columns: S.No., Activity No., Activity, Initiator, Status, View, and Action. There are five entries in the table, with the first entry having an 'Update' button in the Action column.

S.No.	Activity No.	Activity	Initiator	Status	View	Action
1	Activity 1	Letter of Award for DPR Consultant				<button>Update</button>
2	Activity 2	Acceptance over Letter of Award				
3	Activity 3	3.1 Performance Bank Guarantee Document 3.2 Upload SFMS Report (BG Verification)				
4	Activity 4	4.1 Upload Agreement 4.2 Digitally Signed on Agreement				
5	Activity 5	Commencement Date For DPR Consultant				

3. After the selection of Activity 1 below screen will appear where user will select the process type as shown in below screen.



The screenshot shows the 'Process Followed for DPR Consultant' screen. It features a dropdown menu for 'Process Type' with options: Select, Through Normal Bidding, and Through COS of Another Work.

Process Type *
Select
Through Normal Bidding
Through COS of Another Work

4. After selecting the process type following screen will appear where RO-MoRTH/MoRTH Zonal SE/MoRTH Zonal CE (initiator) has to fill the given fields.

The screenshot shows a web application interface for the Ministry of Road Transport and Highways. The user is logged in as 'Rajesh Kumar'. The 'Process Type' is set to 'Through COS of Another Work'. The form is divided into two main sections: 'COS of Another Work' and 'Letter of Award to DPR Consultant'. The 'COS of Another Work' section contains fields for Agency Name, Address, Contact Person Name, Contact Number, Alternate Mobile Number, Email Id, Landline Number, and Contract Price. The 'Letter of Award to DPR Consultant' section contains a question 'Do you want to issue LOA?' with 'Yes' and 'No' radio buttons. A 'Submit' button is located at the bottom right.

5. In the Letter of Award section given in the last section, it'll ask you **Do you want to issue LOA?**
If you choose Yes, you have to fill the related field given in this page and

The screenshot shows the 'Letter of Award to DPR Consultant' section of the form. The 'Do you want to issue LOA?' question is answered 'Yes'. The form now includes additional fields: 'LOA Number', 'LOA Date', 'Performance Bank Guarantee' (with 'Percentage' and 'Fixed' radio buttons), 'Bank Guarantee (%)', 'Bank Guarantee Amount (in INR)', and 'No. of days Allowed to Submit Bank Guarantee'. There are also radio buttons for 'Generate Letter' and 'Upload Letter'. A 'Generate Letter' button is highlighted in blue. A 'Submit' button is located at the bottom right.

if you choose **NO**, you have to select the likely award date.

The screenshot shows the 'Letter of Award to DPR Consultant' section of the form. The 'Do you want to issue LOA?' question is answered 'No'. The form now includes a 'Likely Award Date' field. A 'Submit' button is located at the bottom right.

6. After filling the required details, you have to **Generate LOA** and following screen will appear. Here you have to paste the complete LOA format.

The screenshot shows a web browser window with a tab titled 'WebHome - Baseline Kerner'. The main content area is titled 'Add Notes' and contains a rich text editor. The text 'LOA Issued For DPR Consultant by SE' is centered at the top, and 'Note No.1 Date: 15/10/2024' is on the right. Below this, the text 'generate loa' is pasted into the editor. At the bottom right, there are 'Close' and 'Sign & Save' buttons.

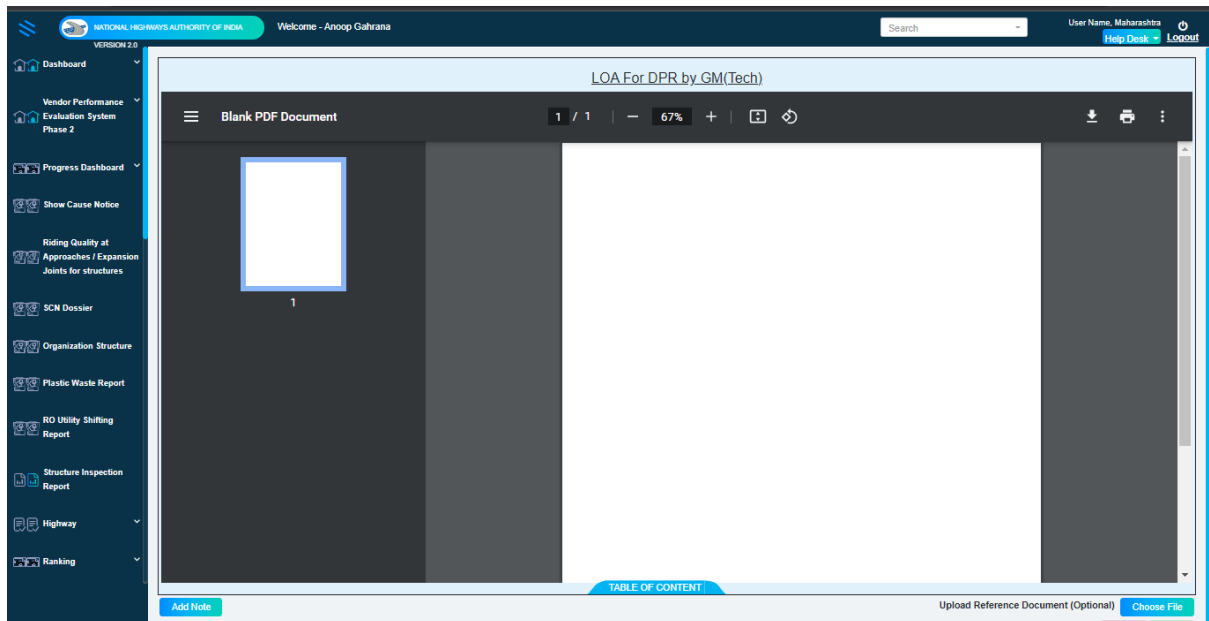
7. Select **sign & save** button and this popup screen will appear where you have to sign the document using your Digital Signature.

The screenshot shows the 'Add Notes' window with a 'Digital Signature' popup window open. The popup has fields for 'Tokens' (a dropdown menu with 'Select Device' and a 'Refresh' button), 'Certificates' (a dropdown menu with 'Select Certificate'), 'Password' (a text input field), and 'Pdf Signing' (a checkbox). A 'Sign' button is at the bottom right of the popup. The background window shows the same 'LOA Issued For DPR Consultant by SE' text and 'Sign & Save' button.

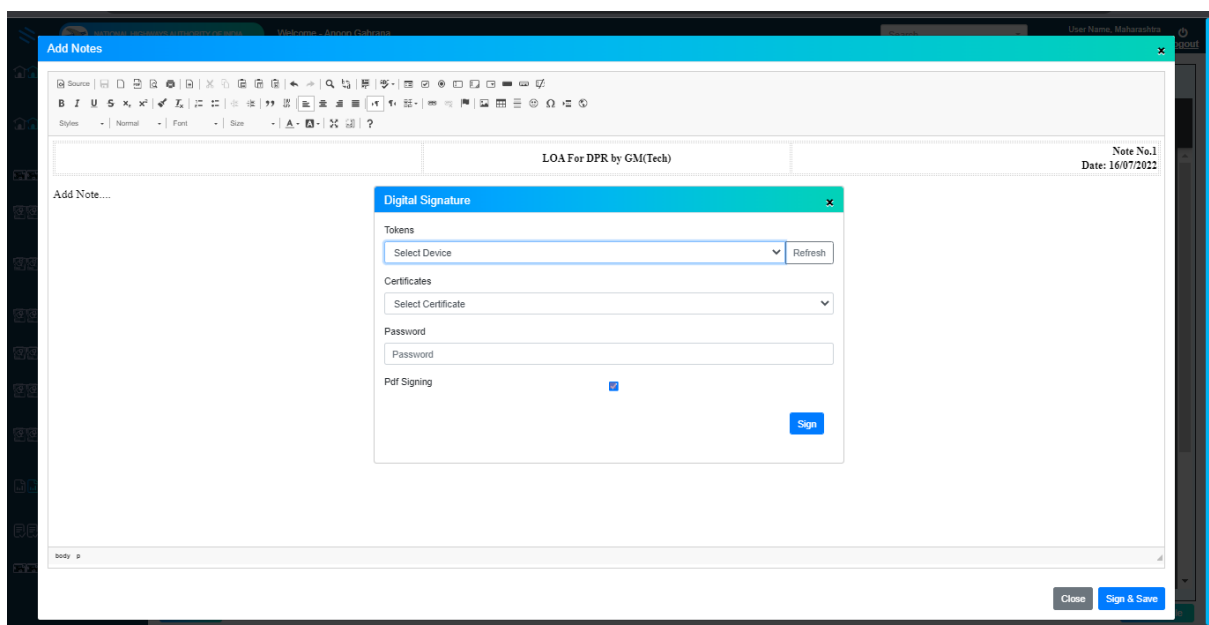
8. After signing the letter of award this screen will appear, here you can *preview, download & Remove* the Generated LOA and now you can finally submit the data.

The screenshot shows a web form titled 'Letter of Award to DPR Consultant'. It contains several input fields: 'Do you want to issue LOA?' (Yes/No radio buttons), 'LOA Number' (1234), 'LOA Date' (16/07/2022), 'Performance Bank Guarantee Percentage' (Fixed radio button), 'Bank Guarantee (%)' (10), 'Bank Guarantee Amount (in INR)' (1234.50), and 'No. of days Allowed to Submit Bank Guarantee' (30). At the bottom, there is a table with columns 'Letter of Award', 'Preview', 'Download', and 'Remove'. The first row shows 'DPRLOA_1607957230581.pdf' with corresponding icons. A 'Submit' button is at the bottom right.

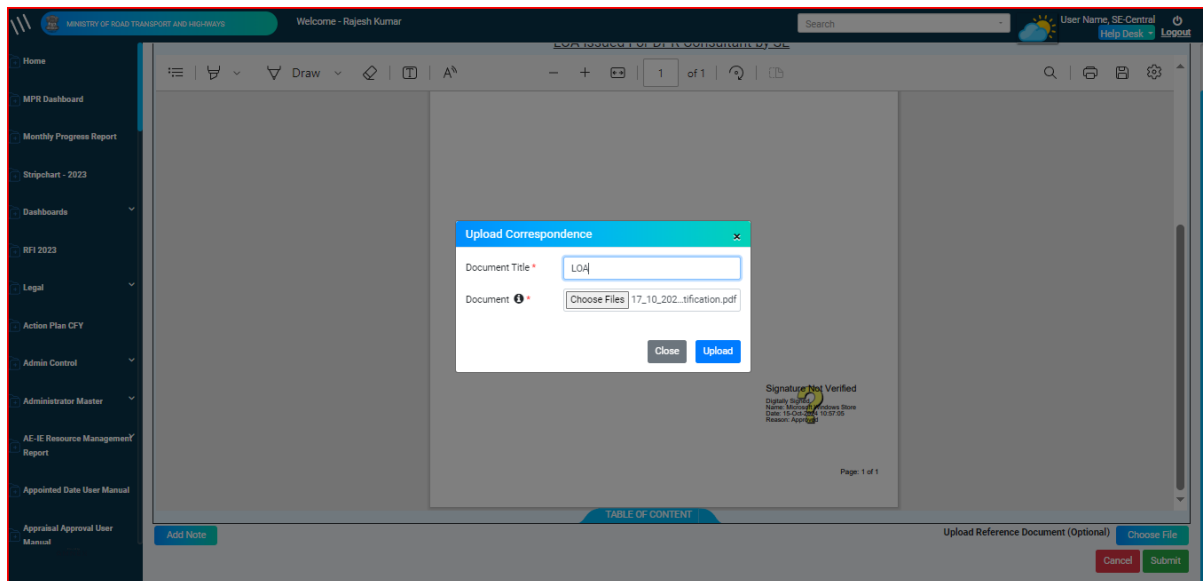
9. After submitting the data this page will appear where you have to add notes and can also upload reference documents.



10. After adding notes, you have to digitally sign the added notes using your Digital Signature.



11. After signing your added notes, you can upload the correspondence files using the **choose file** option given in the bottom right corner of the page and then select submit to complete the Activity 1.



12. After submitting activity 1, an email with the attached LOA letter and acceptance link will be sent to the consultant for submission of LOA acceptance letter.

Dear Sir/Madam,

Kindly find the attached Letter of Award (LOA) and submit your letter of acceptance in the below mentioned link.

Project Name - Six Laning of Jaipur-Kishangarh from km 273.500 to km 363.885

UPC - N/02001/04001/RJ

LOA Acceptance Link:

<https://datalakem.nhai.gov.in/MoRTH/OnBoardingConsultant/OnBoardingDPR?projectid=1811&upc=N/02001/04001/RJ>

Regards

MORTH

Using the attached link, you'll come to this page where you can submit the acceptance details.

13. After uploading LOA acceptance letter, consultant has to click on generate OTP which will be sent to his registered email ID. Using that OTP, consultant can successfully submit LOA Acceptance.

The screenshot shows a web application interface for LOA Acceptance. A modal titled "Generate OTP" is open, displaying the text "Enter OTP" and the value "A1F2B178". Below the input field are two buttons: "Submit LOA Acceptance" (in blue) and "Cancel". In the background, the "LOA Acceptance" form is visible, showing the "LOA Acceptance Date" as "16/07/2022" and a "Choose File" button next to the "LOA Acceptance letter" field. A green notification banner at the top right states "On Boarding DPR LOA Acceptance submitted successfully". At the bottom left, a status bar indicates "Waiting for datalakeg.nhai.gov.in..."

14. After submission of LOA acceptance by consultant through email link, RO-MoRTH/MoRTH Zonal SE/MoRTH Zonal CE (initiator) can approve the acceptance letter in the action button of activity 2.

The screenshot shows the "Home" dashboard of a system. On the left is a sidebar menu with various options like "Dashboard", "Vendor Performance Evaluation System Phase 2", "Progress Dashboard", "Show Cause Notice", "Riding Quality at Approaches / Expansion Joints for structures", "SCN Dossier", "Organization Structure", "Plastic Waste Report", "RO Utility Shifting Report", "Structure Inspection Report", "Highway", and "Ranking". The main content area displays a table with the following data:

S.No.	Activity	View	Action
1	Letter of Award for DPR Consultant	View -	
2	LOA Acceptance		Actions -
3	Performance Bank Guarantee Document		Update
4	DPR Consultant Agreement		
5	Commencement Date For DPR Consultant		

15. In this page, RO-MoRTH/MoRTH Zonal SE/MoRTH Zonal CE (initiator) can download the uploaded acceptance letter and has options to **Approve** the acceptance letter.

The screenshot shows a web application interface for the Ministry of Road Transport and Highways. The user is logged in as 'SE-Central' and is on the 'Home' page. The page displays the 'LOA Acceptance' section with the following details:

- UPC: RA0NH55FA001MP
- Project Name: Project Gwalior to Bhopal
- LOA Acceptance Date: 10/10/2024
- LOA Acceptance letter: 17_10_2023_Black_mt_Rectification.pdf
- Actions: Approve

16. If consultant submitted the acceptance letter other than email link then RO-MoRTH/MoRTH Zonal SE/MoRTH Zonal CE (initiator) has an option to upload the acceptance from his own login ID and click on approve button to move ahead.

This screenshot is identical to the one above, showing the 'LOA Acceptance' section with the same details: UPC RA0NH55FA001MP, Project Name Project Gwalior to Bhopal, LOA Acceptance Date 10/10/2024, and LOA Acceptance letter 17_10_2023_Black_mt_Rectification.pdf. The 'Approve' button is visible.

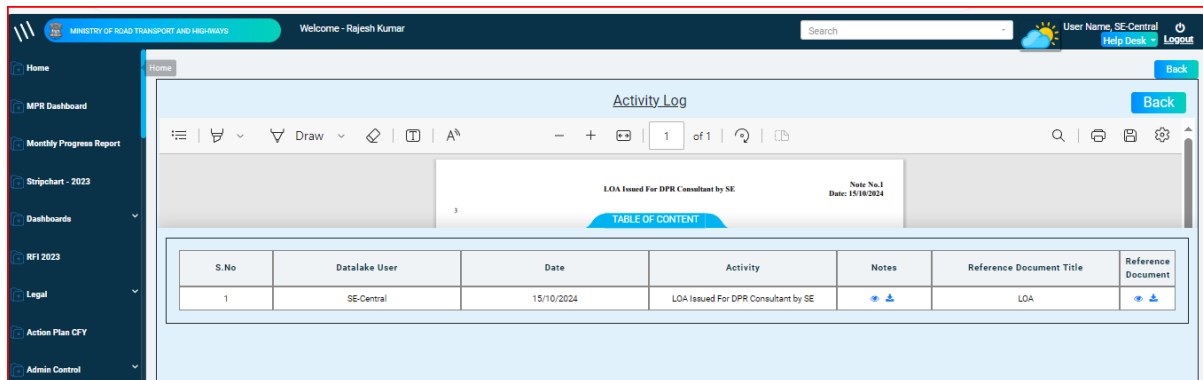
17. In the next page RO-MoRTH/MoRTH Zonal SE/MoRTH Zonal CE (initiator) can add digitally signed notes and upload corresponding documents related to approval of LOA acceptance. After that he can finally submit the approval of LOA acceptance letter.

The screenshot shows the 'Add Notes' page in the web application. The page has a rich text editor for adding notes. The note content is 'LOA Approved by SE'. The page also displays the 'Digital Signature' section with the following details:

- Token: Microsoft Windows Store
- Certificate: Test21
- Password: Password
- PDF Signing: [X]
- Sign: [Button]

The page also shows the 'Note No.1' and 'Date: 15/10/2024'.

18. In the table of content, you can check the uploaded documents and the added notes.



The Auto-generated mail will be sent to the DPR consultant, where the login credential is mentioned in the mail. Using this credential DPR consultant can further complete the remaining activities of onboarding.

Date: Tue, Oct 15, 2024, 1:11 PM
Subject: MORTH - Login Credentials
To: <ajaysingh@amnex.com>

Dear Sir/Madam,

Please find login credentials for your account

User Role - DPR Consultant
User Name - DPR_N0200104001RJ
Password - Morth@12345

Please make sure to keep this information confidential and do not share it with anyone.

If you have any questions or need further assistance, feel free to reach out to administrator.

Regards
MORTH

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19. After submission of Activity 2 by RO-MoRTH/MoRTH Zonal SE/MoRTH Zonal CE (initiator), this page will be visible in the login ID of **consultant** where **consultant** can upload the Performance Bank Guarantee Document using action button in activity 3.1.

UPC: RA0NH55FA001MP Project Name: Project Gwallor to Bhopal

S.No.	Activity No.	Activity	Initiator	Status	View	Action
1	Activity 1	Letter of Award for DPR Consultant	SE-MoRTH	LOA Issued For DPR Consultant by SE	View	
2	Activity 2	Acceptance over Letter of Award	SE-MoRTH	LOA Approved by SE	View	
3	Activity 3	3.1 Performance Bank Guarantee Document				Actions
		3.2 Upload SFMS Report (BG Verification)				Update
4	Activity 4	4.1 Upload Agreement				
		4.2 Digitally Signed on Agreement				
5	Activity 5	Commencement Date For DPR Consultant				

20. In this page, consultant can add the Performance Bank Guarantee details and submit in action button.

UPC: RA0NH55FA001MP Project Name: Project Gwallor to Bhopal

Performance Bank Guarantee

Submission of Performance Security (Actual Date): 10/10/2024

Performance Security (In Cr.): 0.71

Performance Security Validity: 10/10/2024

Performance Security Amount Paid (In Cr.): 0.71

Performance Security Bank Name: canera bank

Performance Security Reference No.:

Performance Bank Guarantee Security: Choose file No file chosen

Notice to Authority for Completing Authority's Condition Precedent: Choose file No file chosen

Remarks:

Submit

21. After submission, this page will appear where consultant can add the digitally signed notes and upload the corresponding documents.

Blank PDF Document

1 / 1 80% +

TABLE OF CONTENT

Add Note

Upload Reference Document (Optional) Choose File

Cancel Submit

22. After submission of Bank Guarantee by the consultant, action button will be visible in Activity 3.1 of RO-MoRTH/MoRTH Zonal SE/MoRTH Zonal CE (initiator) login ID, where he can take action on submitted bank guarantee.

The screenshot shows the MoRTH Zonal SE/MoRTH Zonal CE (initiator) login ID dashboard. The dashboard includes a sidebar with navigation options: Home, MPR Dashboard, Monthly Progress Report, Stripchart - 2023, Dashboards, RFI 2023, Legal, Action Plan CFY, Admin Control, and Administrator Master. The main content area displays the Performance Bank Guarantee section. It includes a table with the following data:

S.No.	Activity No.	Activity	Initiator	Status	View	Action
1	Activity 1	Letter of Award for DPR Consultant	SE-MoRTH	LOA Issued For DPR Consultant by SE	View	
2	Activity 2	Acceptance over Letter of Award	SE-MoRTH	LOA Approved by SE	View	
3	Activity 3	3.1 Performance Bank Guarantee Document		PBG Submitted by DPR Consultant	View	Actions -
		3.2 Upload SFMS Report (BG Verification)				Update
4	Activity 4	4.1 Upload Agreement				
		4.2 Digitally Signed on Agreement				
5	Activity 5	Commencement Date For DPR Consultant				

23. In this page, RO-MoRTH/MoRTH Zonal SE/MoRTH Zonal CE (initiator) can view the submitted details of PBG and can choose any option as given under action button i.e. **Approve, Seek Clarification and Reject & Resubmit**.

The screenshot shows the MoRTH Zonal SE/MoRTH Zonal CE (initiator) login ID dashboard. The dashboard includes a sidebar with navigation options: Home, MPR Dashboard, Monthly Progress Report, Stripchart - 2023, Dashboards, RFI 2023, Legal, Action Plan CFY, Admin Control, and Administrator Master. The main content area displays the Performance Bank Guarantee details. It includes a table with the following data:

S.No.	PBG Submission Date	Date of Rejection	Acceptance Letter
1	10/10/2024		

The dashboard also includes a section for Performance Bank Guarantee details, which includes the following information:

- Submission of Performance Security (Actual Date): 10/10/2024
- Performance Security (In Cr): 0.71
- Performance Security Validity: 10/10/2024
- Performance Security Amount Paid (In Cr): 0.71
- Performance Security Bank Name: canera bank
- Performance Security Reference No.: 1234
- Performance Bank Guarantee Security: [Icon]
- Notice to Authority for Completing Authority's Condition Precedent: [Icon]
- Remarks: test

The dashboard also includes a section for Performance Bank Guarantee details, which includes the following information:

- Approve
- Seek Clarification
- Reject & Resubmit

24. In this page, RO-MoRTH/MoRTH Zonal SE/MoRTH Zonal CE (initiator) has to add digitally signed notes and can upload corresponding documents after that he can finally submit it.

The screenshot shows the MoRTH Zonal SE/MoRTH Zonal CE (initiator) login ID dashboard. The dashboard includes a sidebar with navigation options: Home, MPR Dashboard, Monthly Progress Report, Stripchart - 2023, Dashboards, RFI 2023, Legal, Action Plan CFY, Admin Control, and Administrator Master. The main content area displays the Digital Signature section. It includes a table with the following data:

S.No.	PBG Submission Date	Date of Rejection	Acceptance Letter
1	10/10/2024		

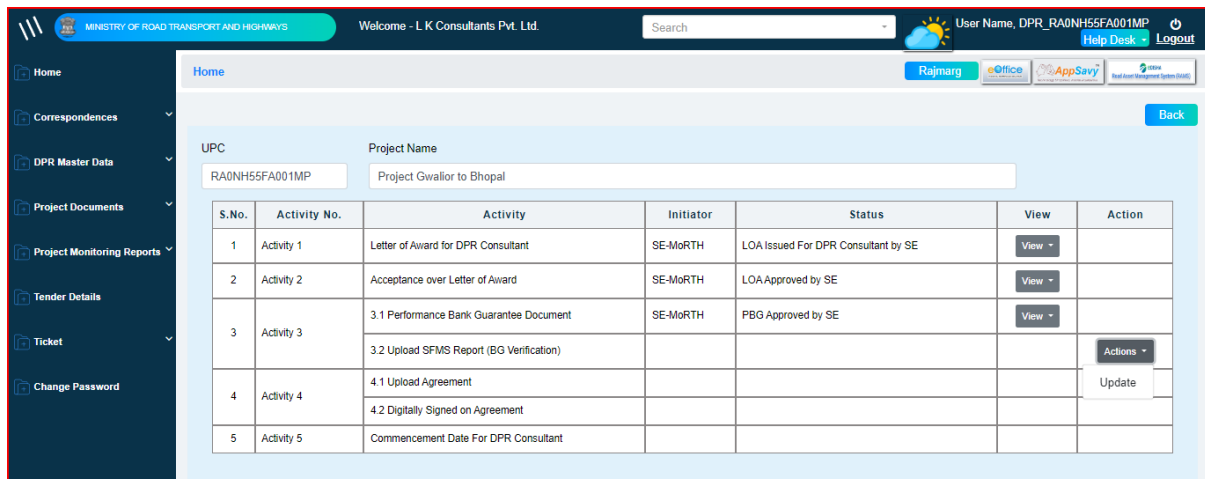
The dashboard also includes a section for Digital Signature details, which includes the following information:

- Tokens: [Select Device] [Refresh]
- Certificates: [Select Certificate]
- Password: [Password]
- PDF Signing: [Sign]

The dashboard also includes a section for Digital Signature details, which includes the following information:

- Approve
- Seek Clarification
- Reject & Resubmit

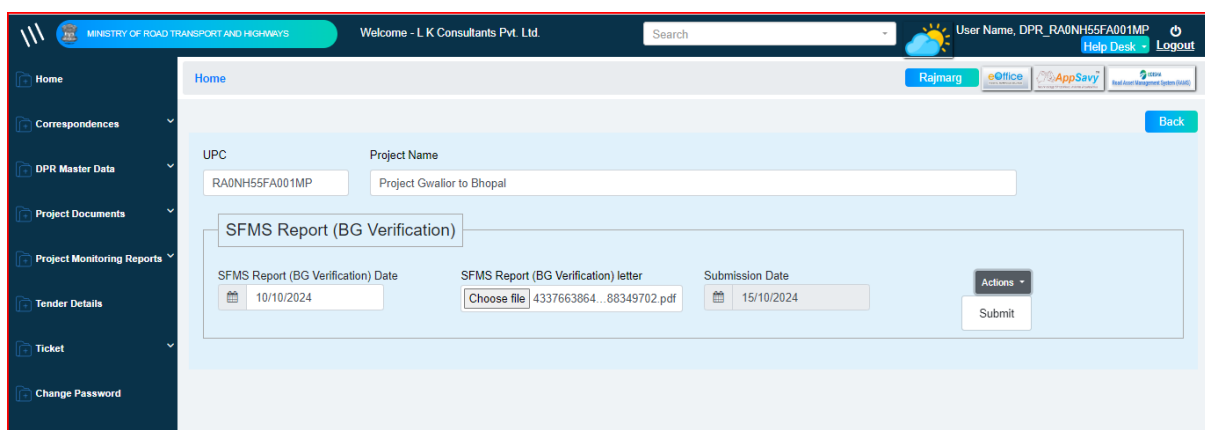
25. After submission of Activity 3.1, action button for Activity 3.2 will be visible to **consultant**, where **consultant** can upload SFMS Report (BG Verification) using action button in activity 3.2.



The screenshot shows the 'Project Monitoring Reports' page in the system. The header includes the Ministry of Road Transport and Highways logo, the user name 'DPR_RA0NH55FA001MP', and a search bar. The left sidebar contains navigation links: Home, Correspondences, DPR Master Data, Project Documents, Project Monitoring Reports (selected), Tender Details, Ticket, and Change Password. The main content area displays a table of activities for the project 'Project Gwalior to Bhopal'.

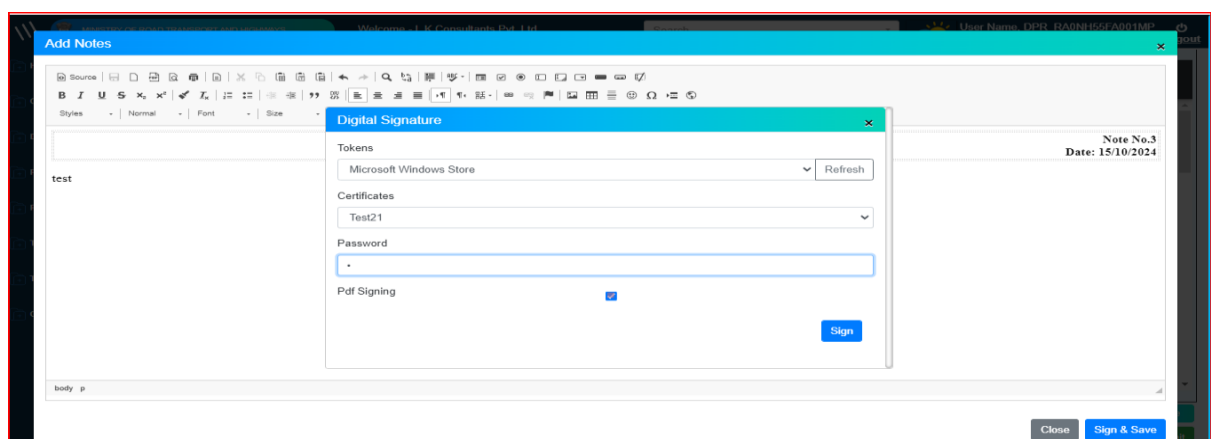
S.No.	Activity No.	Activity	Initiator	Status	View	Action
1	Activity 1	Letter of Award for DPR Consultant	SE-MoRTH	LOA Issued For DPR Consultant by SE	View	
2	Activity 2	Acceptance over Letter of Award	SE-MoRTH	LOA Approved by SE	View	
3	Activity 3	3.1 Performance Bank Guarantee Document	SE-MoRTH	PBG Approved by SE	View	
		3.2 Upload SFMS Report (BG Verification)				Actions
4	Activity 4	4.1 Upload Agreement				Update
		4.2 Digitally Signed on Agreement				
5	Activity 5	Commencement Date For DPR Consultant				

26. In this page, consultant can upload SFMS Report (BG Verification) details and submit in action button.



The screenshot shows the 'SFMS Report (BG Verification)' page. The header and sidebar are the same as in the previous screenshot. The main content area contains a form for uploading the SFMS Report. The form includes fields for 'SFMS Report (BG Verification) Date' (10/10/2024), 'SFMS Report (BG Verification) letter' (Choose file 4337663864..88349702.pdf), and 'Submission Date' (15/10/2024). There is a 'Submit' button and an 'Actions' dropdown menu.

27. After submission, this page will appear where consultant can add the digitally signed notes and upload the corresponding documents.



The screenshot shows the 'Add Notes' page. The header and sidebar are the same as in the previous screenshots. The main content area contains a text editor with a toolbar. A 'Digital Signature' dialog box is open, showing fields for 'Tokens' (Microsoft Windows Store), 'Certificates' (Test21), 'Password', and 'Pdf Signing'. There is a 'Sign' button and a 'Refresh' button. The dialog box also displays 'Note No.3' and 'Date: 15/10/2024'.

28. After submission of upload SFMS Report (BG Verification) by the consultant, action button will be visible in Activity 3.2 of RO-MoRTH/MoRTH Zonal SE/MoRTH Zonal CE (initiator) login ID, where he can take action on upload SFMS Report (BG Verification) details.

UPC: RA0NH55FA001MP Project Name: Project Gwalior to Bhopal

S.No.	Activity No.	Activity	Initiator	Status	View	Action
1	Activity 1	Letter of Award for DPR Consultant	SE-MoRTH	LOA Issued For DPR Consultant by SE	View	
2	Activity 2	Acceptance over Letter of Award	SE-MoRTH	LOA Approved by SE	View	
3	Activity 3	3.1 Performance Bank Guarantee Document 3.2 Upload SFMS Report (BG Verification)	SE-MoRTH	PBG Approved by SE PBG Submitted by DPR Consultant	View	Actions
4	Activity 4	4.1 Upload Agreement 4.2 Digitally Signed on Agreement				Update
5	Activity 5	Commencement Date For DPR Consultant				

29. In this page, RO-MoRTH/MoRTH Zonal SE/MoRTH Zonal CE (initiator) can view the submitted details of SFMS Report (BG Verification) and can choose any option as given under action button i.e. **Approve, Seek Clarification and Reject & Resubmit**

UPC: RA0NH55FA001MP Project Name: Project Gwalior to Bhopal

SFMS Report (BG Verification)

SFMS Report (BG Verification) Date: 10/10/2024 SFMS Report (BG Verification) letter: [Download Icon] Submission Date: 15/10/2024

Actions: Approve, Seek Clarification, Reject & Resubmit

30. In this page, RO-MoRTH/MoRTH Zonal SE/MoRTH Zonal CE (initiator) has to add digitally signed notes and can upload corresponding documents after that he can finally submit it.

Add Notes

test

Digital Signature

Tokens: Select Device [Refresh]

Certificates: Select Certificate

Password: [Password Field]

Pdf Signing: [Pdf Signing Icon]

Sign

Note No.4 Date: 15/10/2024

Close Sign & Save

31. After submission of Activity 3.2, action button for Activity 4.1 (Consultant Agreement) will be visible in RO-MoRTH/MoRTH Zonal SE/MoRTH Zonal CE (initiator) login, where RO-MoRTH/MoRTH Zonal SE/MoRTH Zonal CE (initiator) can upload the signed agreement of consultant.

The screenshot shows the 'Home' page of the Ministry of Road Transport and Highways portal. The user is logged in as 'SE-Central'. The page displays a table of activities for a project with UPC 'RADNH57CA001MP' and Project Name 'Package_209'. The table has columns for S.No., Activity No., Activity, Initiator, Status, View, and Action.

S.No.	Activity No.	Activity	Initiator	Status	View	Action
1	Activity 1	Letter of Award for DPR Consultant	SE-MoRTH	LOA Issued For DPR Consultant by SE	View	
2	Activity 2	Acceptance over Letter of Award	SE-MoRTH	LOA Approved by SE	View	
3	Activity 3	3.1 Performance Bank Guarantee Document 3.2 Upload SFMS Report (BG Verification)	SE-MoRTH	PBG Approved by SE PBG Approved by SE	View	
4	Activity 4	4.1 Upload Agreement 4.2 Digitally Signed on Agreement				Actions Update
5	Activity 5	Commencement Date For DPR Consultant				

32. After above action this page will appear, where RO-MoRTH/MoRTH Zonal SE/MoRTH Zonal CE (initiator) can upload the agreement and the given fields, after that he can finally submit it.

The screenshot shows the 'DPR Consultant Agreement' upload form. The form includes fields for 'Date of Agreement' (8/10/2024) and 'Date of Upload' (16/10/2024). There is a section for 'Upload Agreement' with a 'Choose File' button and a 'No file chosen' message. A 'Submit' button is visible at the bottom right.

33. After submission, this page will appear where RO-MoRTH/MoRTH Zonal SE/MoRTH Zonal CE (initiator) can add the digitally signed notes and upload the corresponding documents.

The screenshot shows the 'Add Notes' page. A 'Digital Signature' overlay is present, prompting the user to select a device, certificate, and password for signing. The background shows a text area for adding notes, with a 'Sign & Save' button at the bottom right.

34. After submission of Activity 4.1, action button for Activity 4.2 (Consultant Agreement) will be visible in Consultant login, where Consultant can digitally signed on the agreement.

The screenshot shows the Ministry of Road Transport and Highways portal. The user is logged in as DPR_RADNH57CA001MP. The page displays a table with 5 activities. Activity 4.2, 'Digitally Signed on Agreement', has an 'Update' button and an 'Actions' dropdown menu.

S.No.	Activity No.	Activity	Initiator	Status	View	Action
1	Activity 1	Letter of Award for DPR Consultant	SE-MoRTH	LOA Issued For DPR Consultant by SE	View	
2	Activity 2	Acceptance over Letter of Award	SE-MoRTH	LOA Approved by SE	View	
3	Activity 3	3.1 Performance Bank Guarantee Document 3.2 Upload SPMS Report (BG Verification)	SE-MoRTH	PBG Approved by SE PBG Approved by SE	View View	
4	Activity 4	4.1 Upload Agreement 4.2 Digitally Signed on Agreement	SE-MoRTH	DPR Consultant Agreement Submitted by SE	View	Update Actions
5	Activity 5	Commencement Date For DPR Consultant				

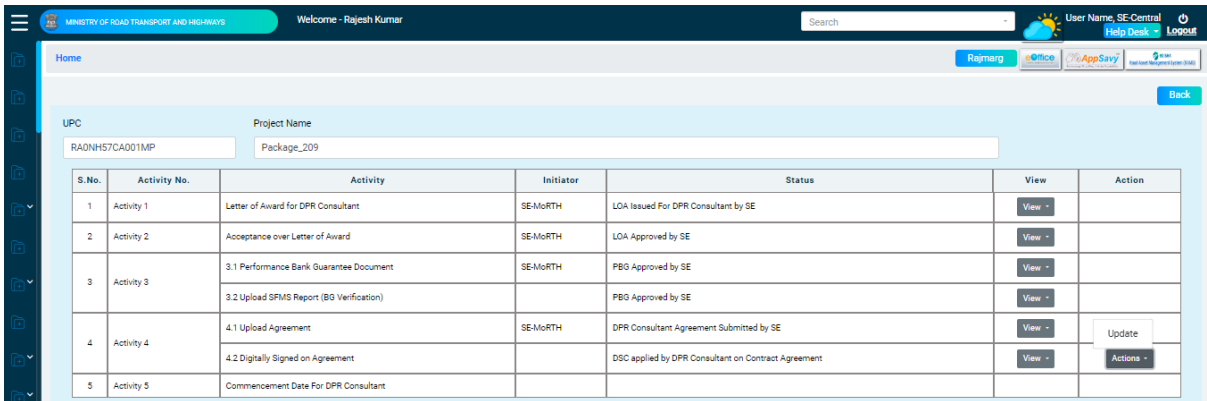
35. After above action, this page will appear. where Consultant can upload the authority person identity proof and power of attorney details, after that he can finally submit it.

The screenshot shows the 'DPR Consultant Agreement' page. It includes fields for 'Date of Agreement' (08/10/2024), 'Date of Upload' (16/10/2024), 'Upload Authority Person Identity proof' (Choose File), and 'Power of Attorney' (Choose File). There is an 'Upload Agreement' button and an 'Actions' dropdown menu.

36. After above submission this page will appear where Consultant can add digitally signed notes and can upload Reference documents also, after that he can finally submit.

The screenshot shows the 'Add Notes' page. A 'Digital Signature' dialog box is open, prompting the user to select a device, certificate, and password. The background shows a note titled 'DSC applied by DPR Consultant on Contract Agreement' with a date of 16/10/2024. The dialog box has a 'Sign' button.

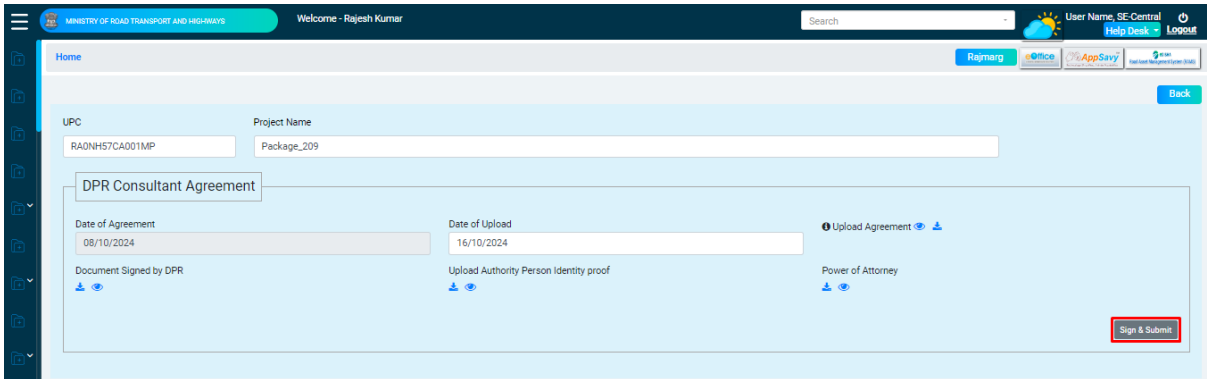
37. After submission of contract Agreement and other details as shown above, action button will be visible in RO-MoRTH/MoRTH Zonal SE/MoRTH Zonal CE (initiator) login, where RO-MoRTH/MoRTH Zonal SE/MoRTH Zonal CE (initiator) can digitally signed on the agreement.



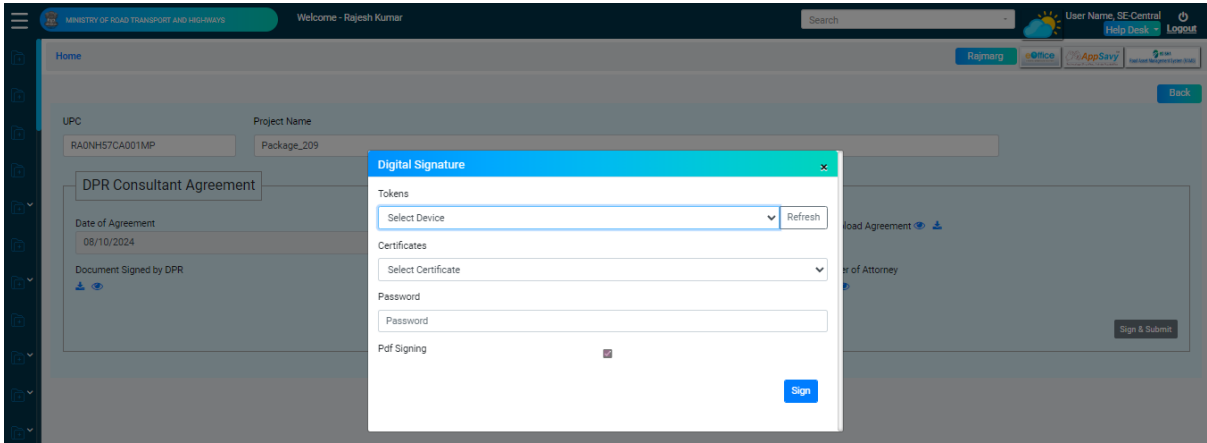
The screenshot shows the Ministry of Road Transport and Highways portal. The user is logged in as 'SE-Central'. The page displays a table of activities for a project named 'Package_209' under the UPC 'RA0NH57CA001MP'. The table has columns for S.No., Activity No., Activity, Initiator, Status, View, and Action.

S.No.	Activity No.	Activity	Initiator	Status	View	Action
1	Activity 1	Letter of Award for DPR Consultant	SE-MoRTH	LOA Issued For DPR Consultant by SE	View	
2	Activity 2	Acceptance over Letter of Award	SE-MoRTH	LOA Approved by SE	View	
3	Activity 3	3.1 Performance Bank Guarantee Document	SE-MoRTH	PBG Approved by SE	View	
		3.2 Upload SFMS Report (BG Verification)		PBG Approved by SE	View	
4	Activity 4	4.1 Upload Agreement	SE-MoRTH	DPR Consultant Agreement Submitted by SE	View	Update
		4.2 Digitally Signed on Agreement		DGC applied by DPR Consultant on Contract Agreement	View	Actions
5	Activity 5	Commencement Date For DPR Consultant				

38. After above action, this page will appear. where RO-MoRTH/MoRTH Zonal SE/MoRTH Zonal CE (initiator) can digitally signed on the agreement.



The screenshot shows the 'DPR Consultant Agreement' page. It contains fields for 'Date of Agreement' (08/10/2024), 'Date of Upload' (16/10/2024), 'Document Signed by DPR', 'Upload Authority Person Identity proof', and 'Power of Attorney'. There is an 'Upload Agreement' button and a 'Sign & Submit' button highlighted with a red box.



The screenshot shows the 'Digital Signature' dialog box. It has fields for 'Tokens' (Select Device), 'Certificates' (Select Certificate), 'Password', and 'Pdf Signing'. There is a 'Sign' button at the bottom right.

39. After above submission, this page will appear in RO-MoRTH/MoRTH Zonal SE/MoRTH Zonal CE (initiator) login where action button will be visible in Activity 5 to update the commencement date of consultant.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS Welcome - Rajesh Kumar

UPC: RADNH57CA001MP Project Name: Package_209

S.No.	Activity No.	Activity	Initiator	Status	View	Action
1	Activity 1	Letter of Award for DPR Consultant	SE-MoRTH	LOA Issued For DPR Consultant by SE	View	
2	Activity 2	Acceptance over Letter of Award	SE-MoRTH	LOA Approved by SE	View	
3	Activity 3	3.1 Performance Bank Guarantee Document	SE-MoRTH	PBG Approved by SE	View	
		3.2 Upload SFMS Report (BG Verification)		PBG Approved by SE	View	
4	Activity 4	4.1 Upload Agreement	SE-MoRTH	DPR Consultant Agreement Submitted by SE	View	
		4.2 Digitally Signed on Agreement	SE-MoRTH	DSC applied by SE on Contract Agreement	View	Update
5	Activity 5	Commencement Date For DPR Consultant				Actions

40. After selecting the action button in above step following page will appear in RO-MoRTH/MoRTH Zonal SE/MoRTH Zonal CE (initiator) login where he will be asked **Do you want to issue Appointment Letter?**

If selected NO

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS Welcome - Rajesh Kumar

UPC: RADNH57CA001MP Project Name: Package_209

Commencement Date For DPR Consultant

Do you want to issue Commencement Letter?
Yes ☒ No ☐

Likely Date:

Appointed Letter date: 16/10/2024

Submit

41. If you choose **Yes**, following screen will appear where you have to fill the given fields. After that you have to click on **Generate letter** to generate the commencement letter of consultant.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS Welcome - Rajesh Kumar

UPC: RADNH57CA001MP Project Name: Package_209

Commencement Date For DPR Consultant

Do you want to issue Commencement Letter?
Yes ☒ No ☐

Commencement Date Letter No: Later no-12

Appointed Letter date: 16/10/2024

Commencement Date of Agency: 8/10/2024

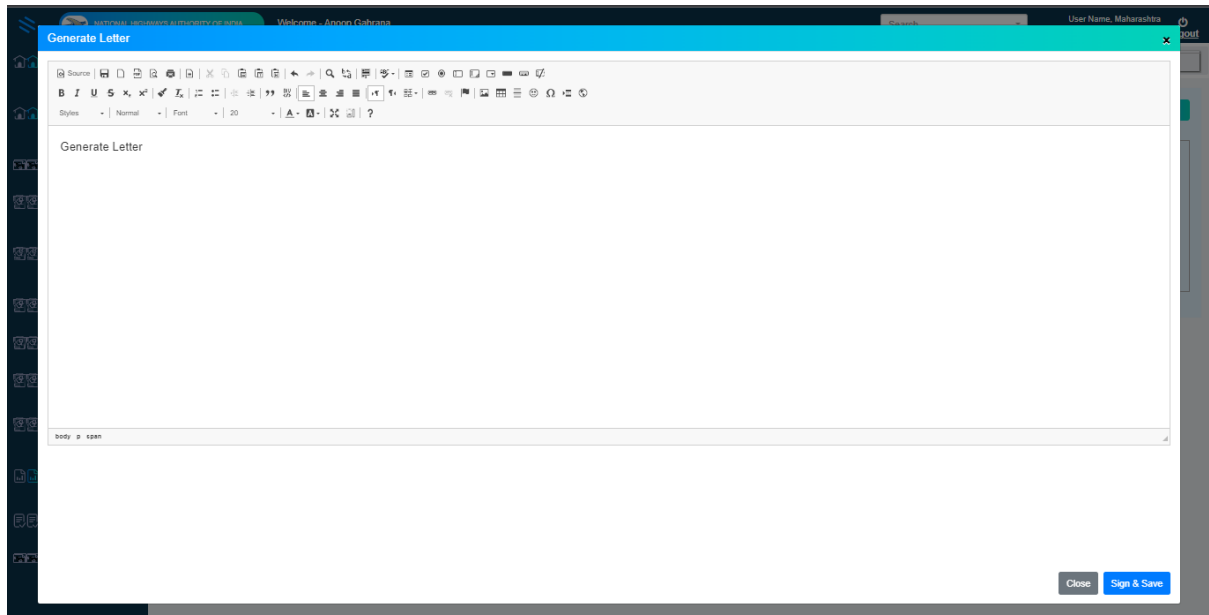
Sr.No	Name of Deliverable	Planned / Target Date
1	Inception Report	
2	Alignment Report	
3	Feasibility Report	
4	LA & Clearances I	
5	Technical Schedule	
6	Detail Project Report	
7	Land Acquisition II (Submission of 3D publication Report)	
8	Land Acquisition III (Award Determination(30))	
9	Project Clearance & LA IV Report	

Letter type: Generate Letter ☒ Upload Letter ☐

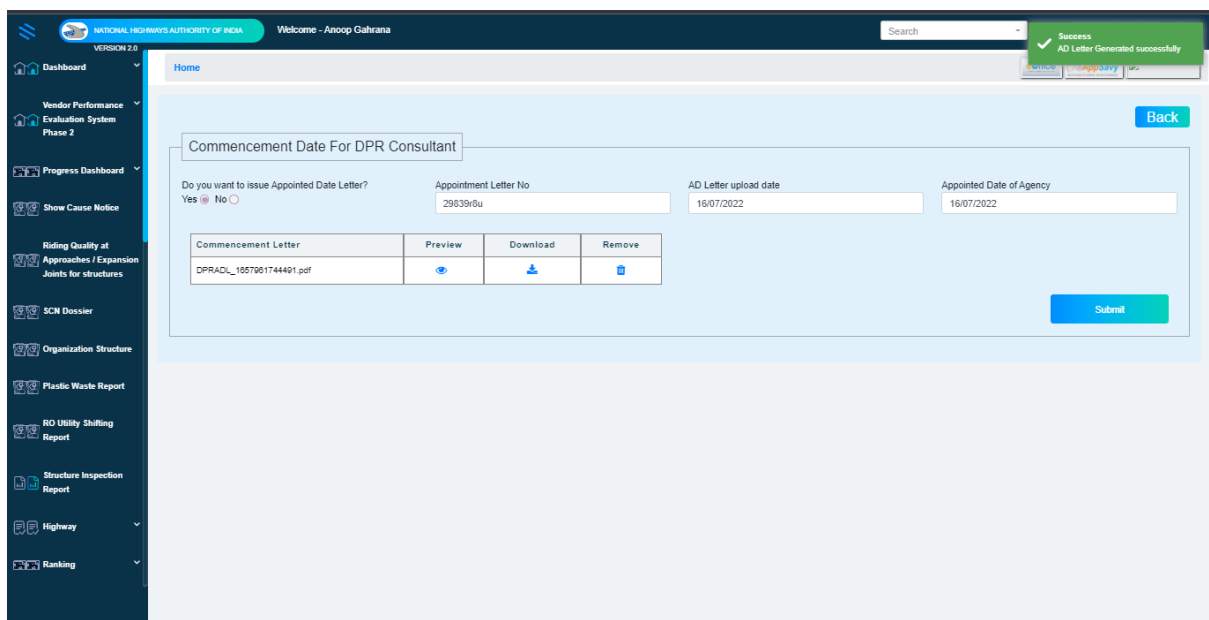
Generate Letter

Submit

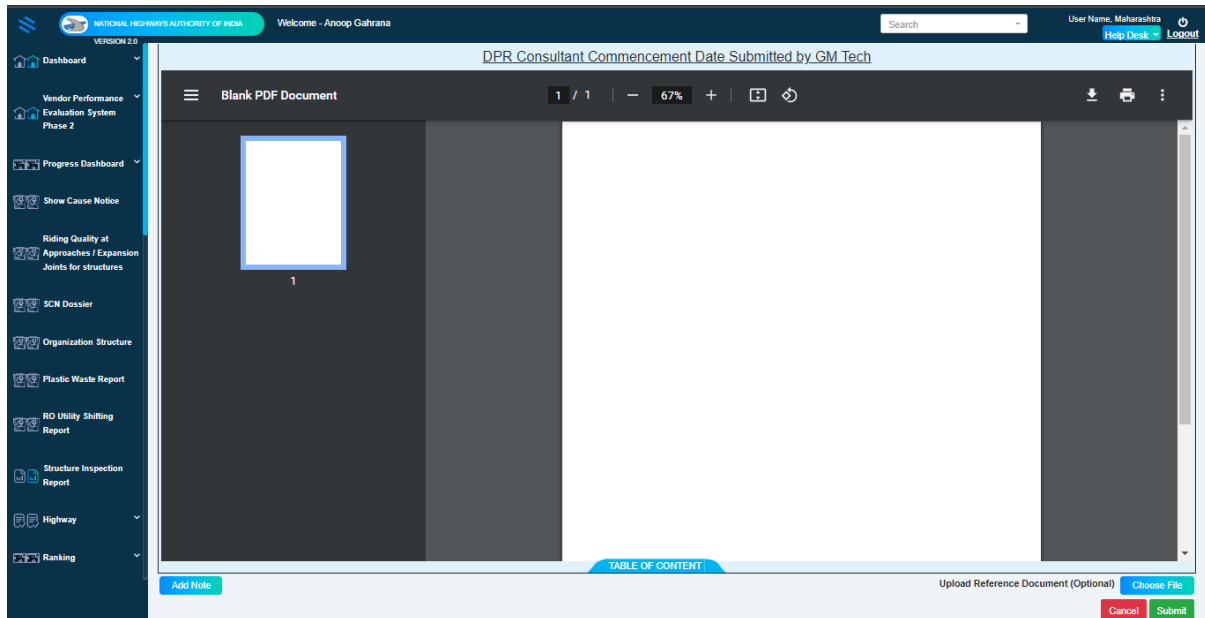
42. This page will appear after you click on Generate Letter button and here RO-MoRTH/MoRTH Zonal SE/MoRTH Zonal CE (initiator) has to paste the letter format and digitally sign the letter for further submission.



43. After completion of above step this page will appear where RO-MoRTH/MoRTH Zonal SE/MoRTH Zonal CE (initiator) has to submit the generated commencement letter.



44. After completion of above step this page will appear where RO-MoRTH/MoRTH Zonal SE/MoRTH Zonal CE (initiator) has to add the digitally signed notes and can upload the reference documents using **choose file** option in the bottom right corner of the page.



45. After final submission in the above step this page will appear where RO-MoRTH/MoRTH Zonal SE/MoRTH Zonal CE can **view** the submission and activity log.

