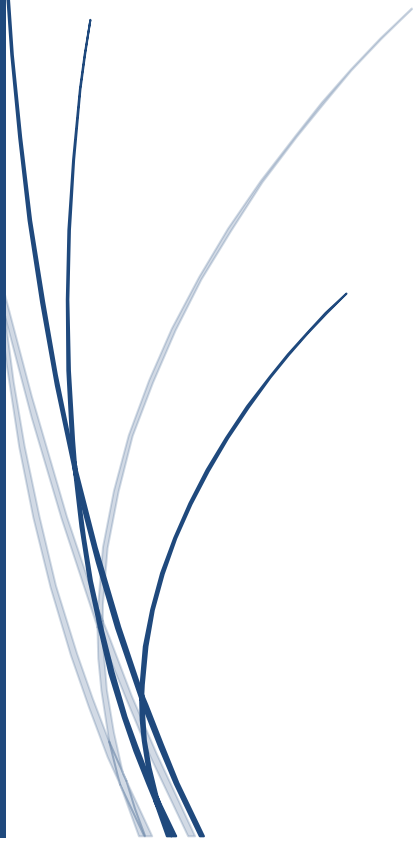
STANDARD OPERATING PROCEDURE

MODULE: Utility Shifting monitoring



Ministry of Road Transport & Highways

Standard Operating Procedure of "Utility Shifting "

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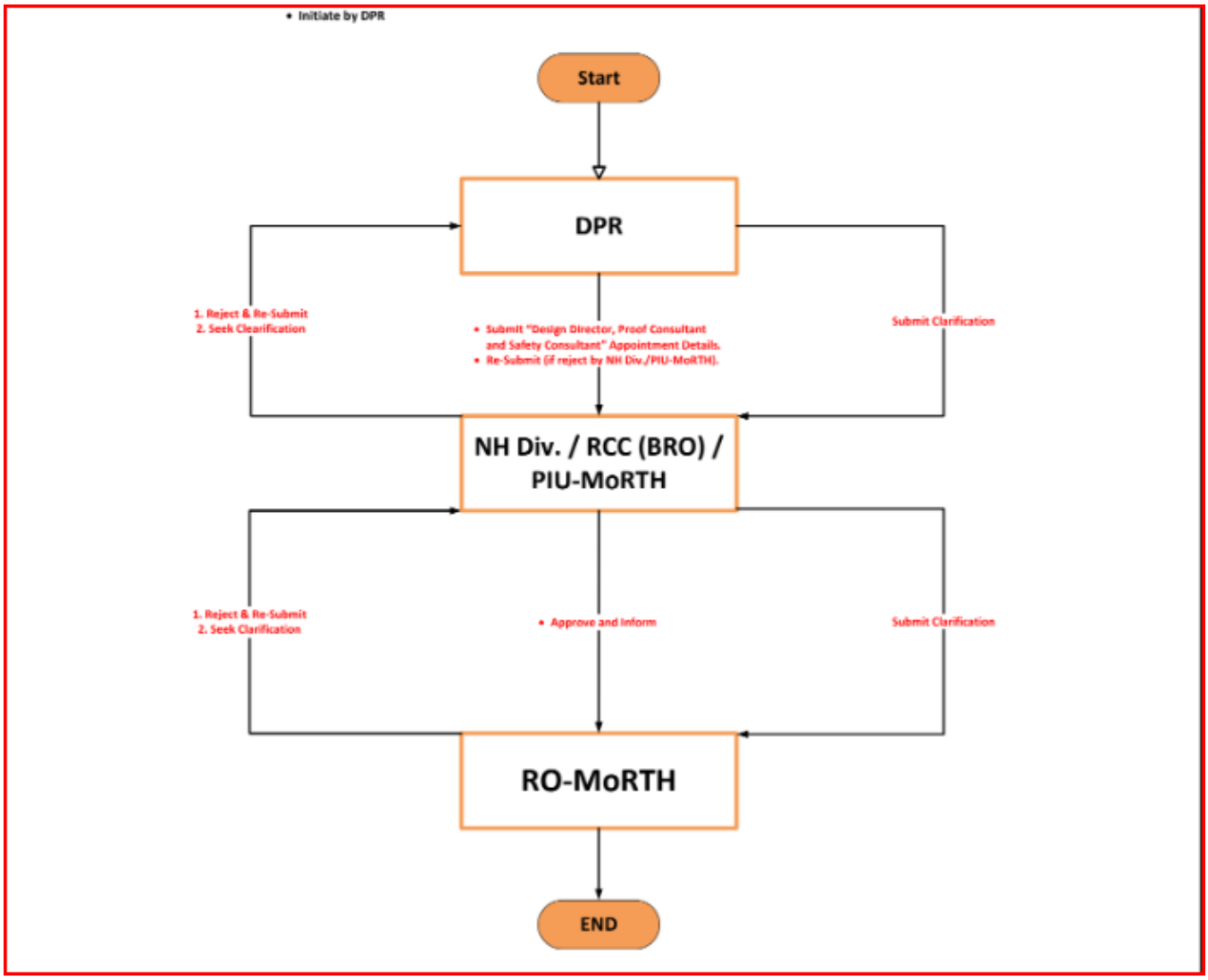
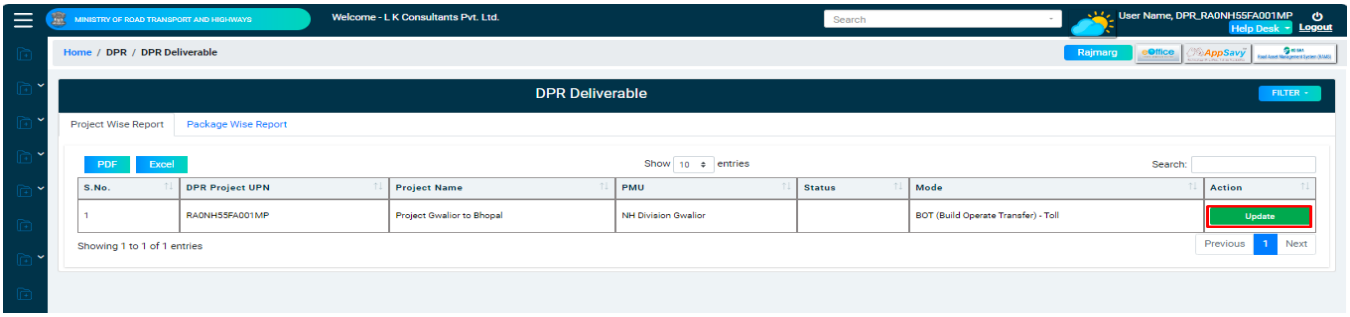
Workflow:


• Initiate by DPR
Start
DPR
1. Reject & Re-Submit
2. Seek Clearification
• Submit "Design Director, Proof Consultant and Safety Consultant" Appointment Details.
• Re-Submit (if reject by NH Div./PIU-MoRTH).
Submit Clarification
NH Div. / RCC (BRO) / PIU-MoRTH
1. Reject & Re-Submit
2. Seek Clarification
• Approve and Inform
Submit Clarification
RO-MoRTH
END

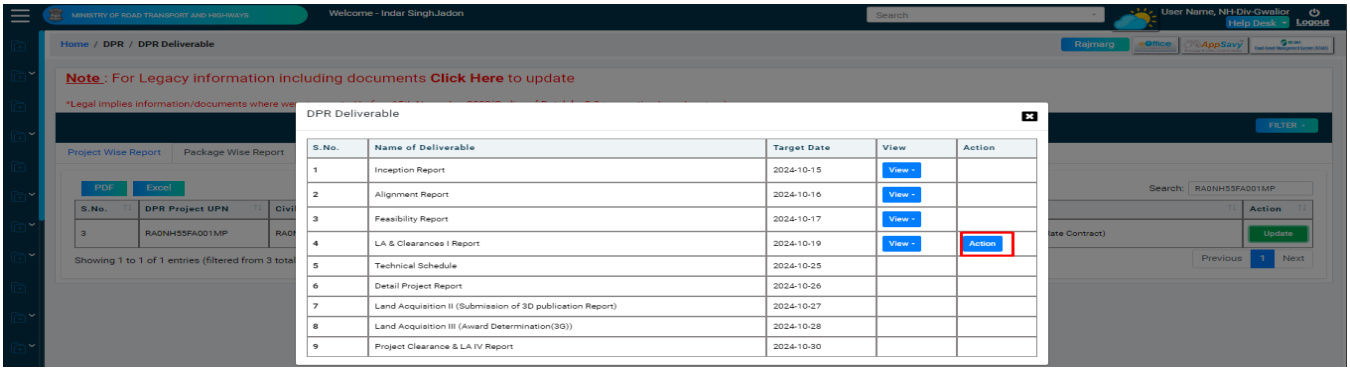
1. DPR Deliverable

I. DPR Login

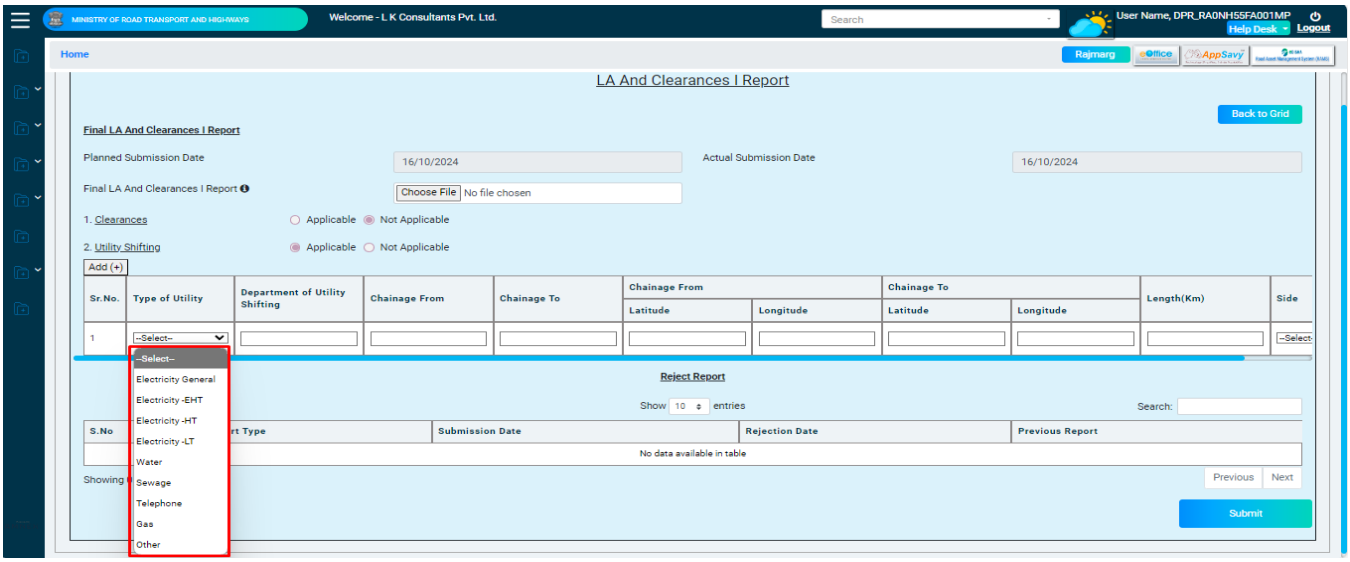
A. In user login under DPR Deliverable, the below will appear. Click on **' Update '** button as mentioned below under **Project Wise Report** .



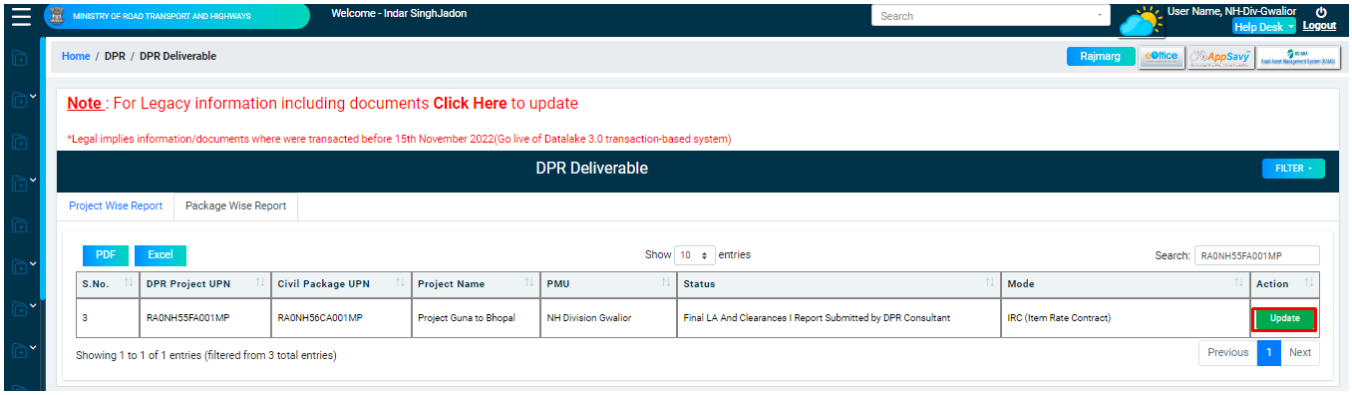
B. The below screen will appear on the user's screen where user needs to click on **'Action'** button in **LA & Clearance| Report** under **Name of Deliverable.**



C. The below screen will appear where user needs to select **'Applicable'** in Utility Shifting fill the required field

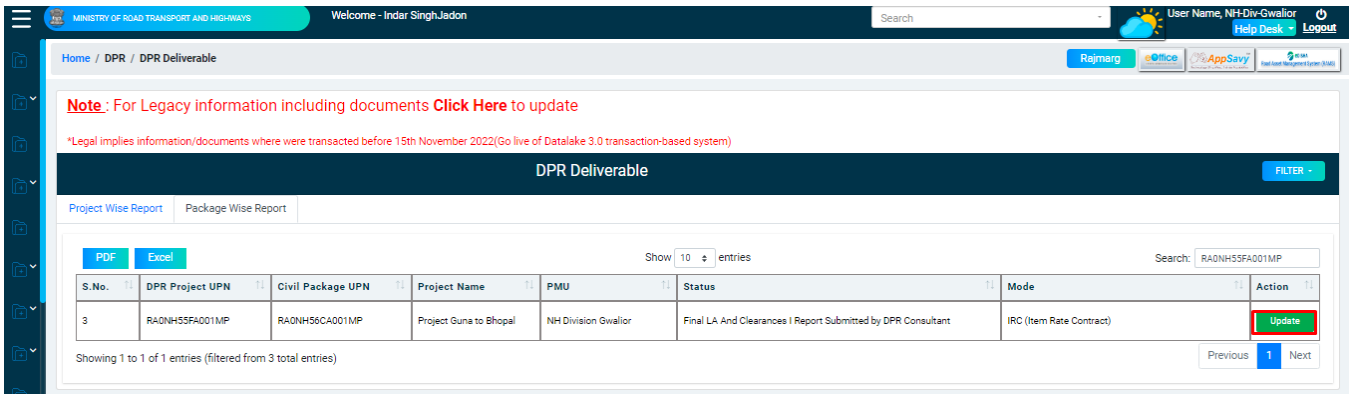


D. Click on **'Submit'** button after filling the form. Annexure 1 will appear where user will do **DSC** for final submission.

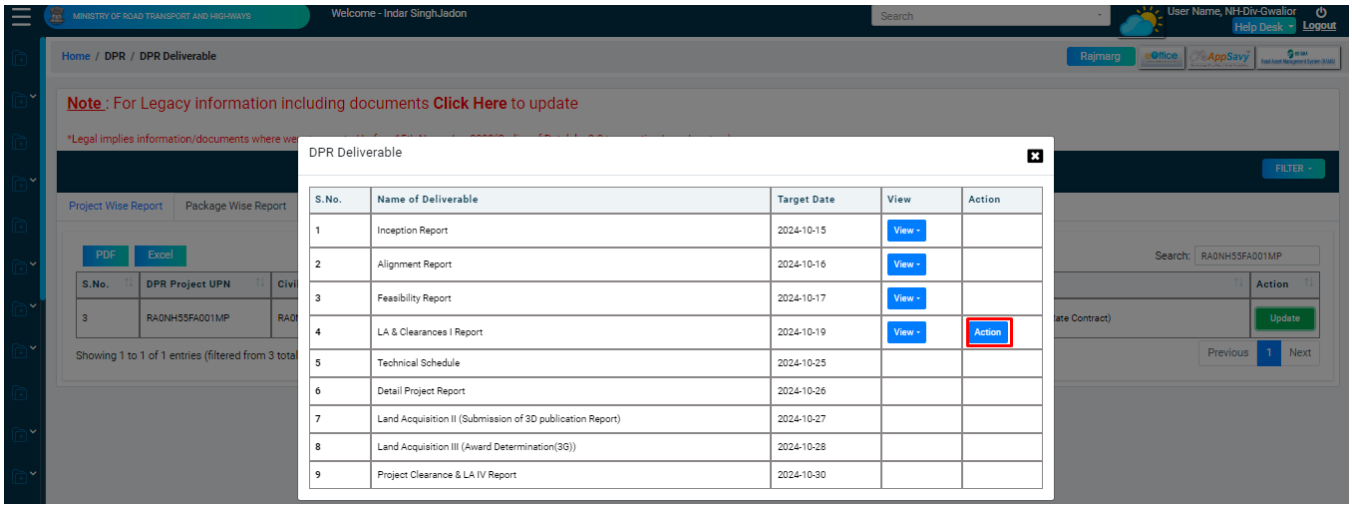


II. NH DIVISION/RCC(BRO)/PIU-MORTH-Login

A. In user login under DPR Deliverable, the below screen will appear where user needs to click on **'Update'** option as mentioned below.



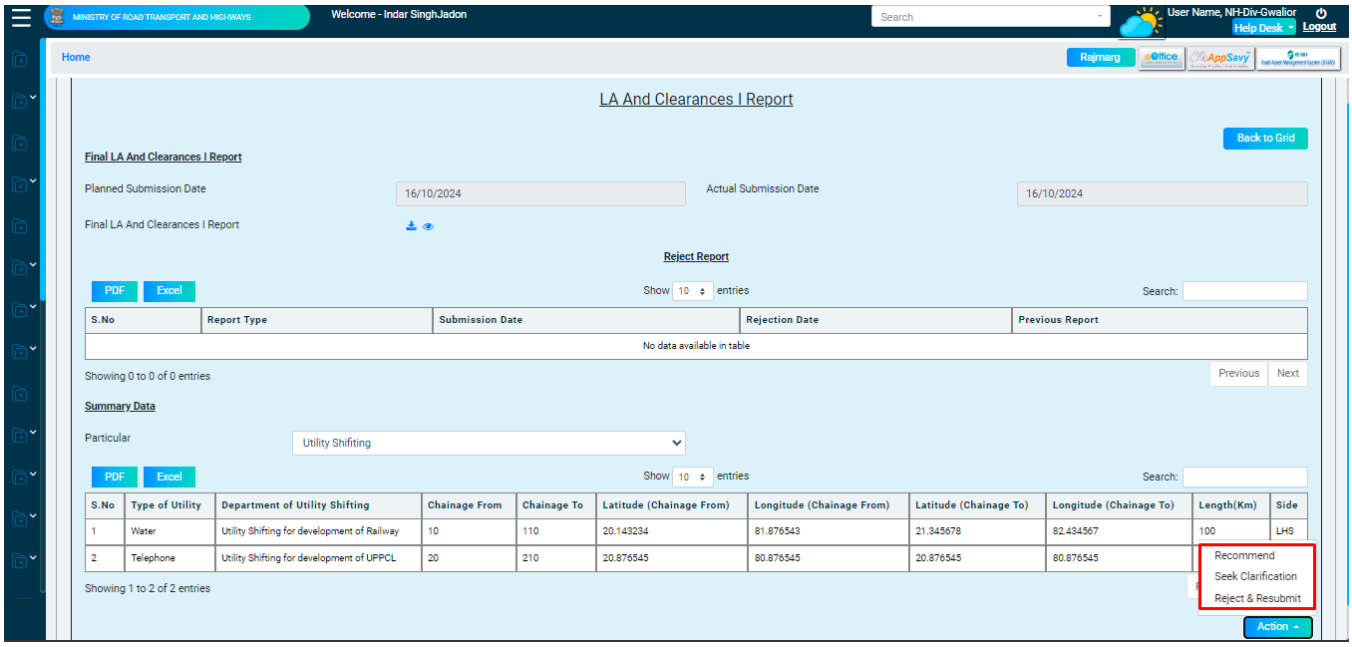
B. After clicking on **Update** option, the below screen will appear. User needs to click on **'Action'** button.



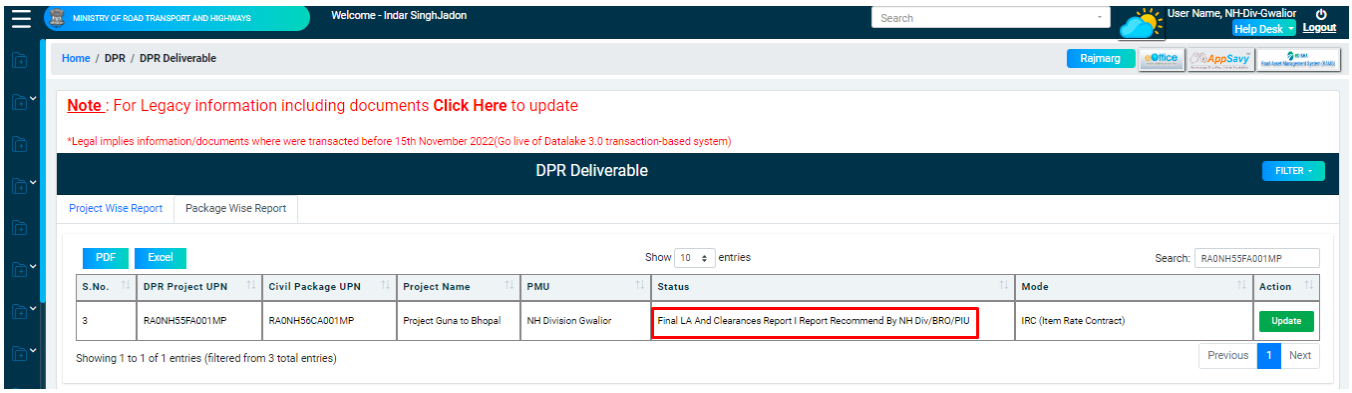
C. User needs to select **'Utility Shifting'** in Particular as mentioned below and click on **'Action'** Button.

D. After clicking on Submit button three option will appear where user can choose on option.

- If user selects **Recommend** then the flow will move forward to RO-MoRTH. Annexure 1 will appear where user will do **DSC** for final submission.
- If user selects **Seek Clarification** then the **Annexure 1** will appear.
- If user selects **Reject and Resubmit** then the **Annexure 1** will appear.

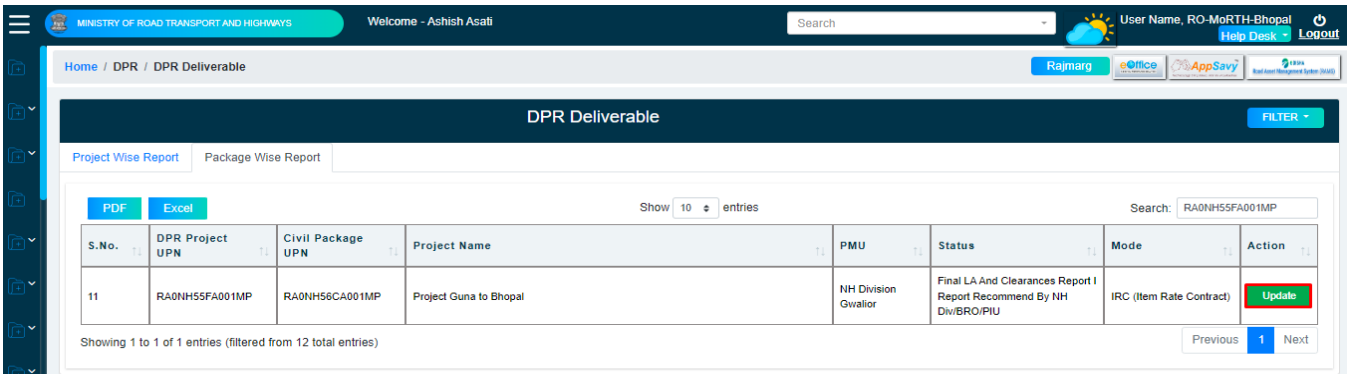


E. The updated information will be visible on the main grid to the user.

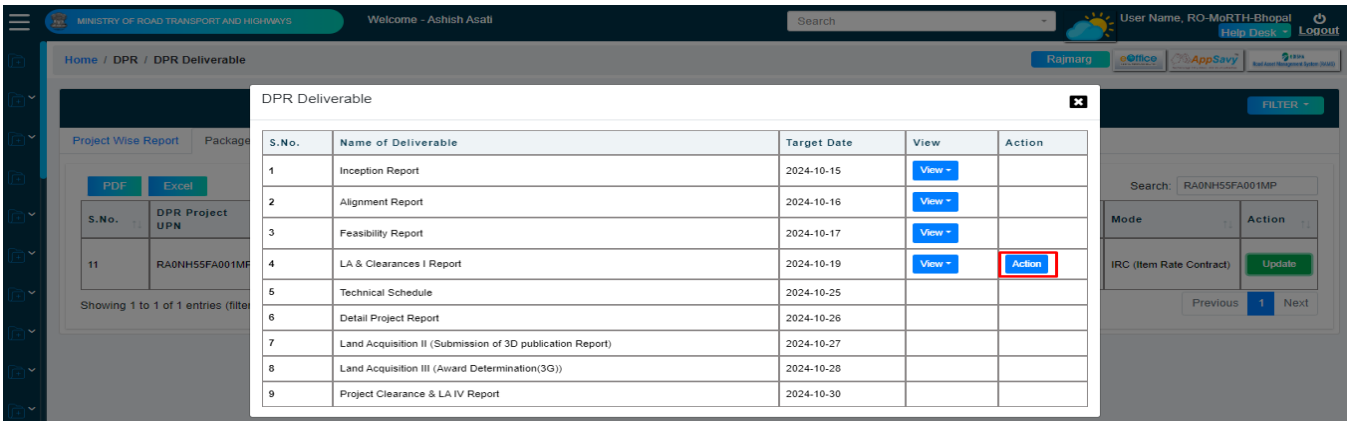


III. RO-MoRTH Login

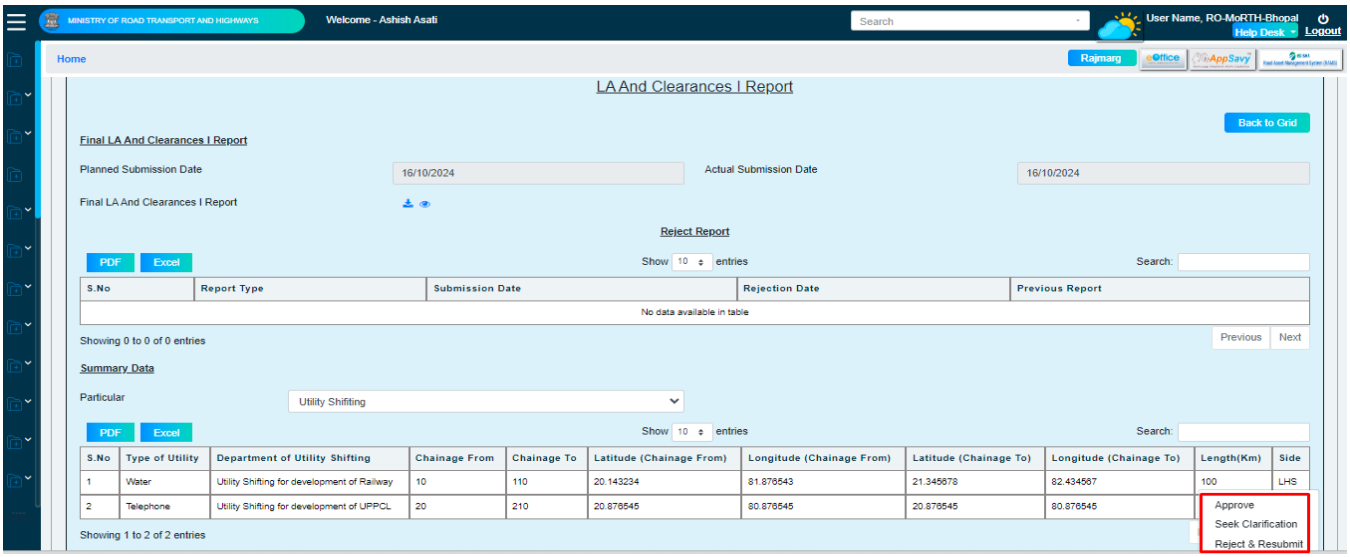
A. In user login the below screen will appear where user needs to click on **'Update'** button as mentioned below.



B. After clicking on Update button the below screen will appear. Click on **'Action'** button available under **DPR Deliverable** in **LA & Clearance| Report** as mentioned below.



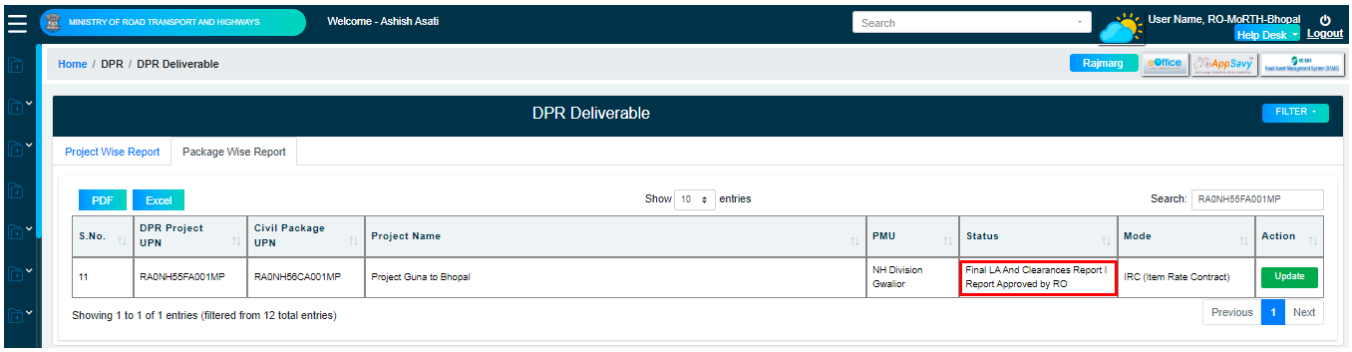
C. After clicking on 'Update' button the screen will appear where user needs to click on **'Action'** button.



D. After clicking on Action button the user will get three options as mentioned below:

- If user selects **Approve** then the flow will move forward and **Annexure 1** will appear where user needs to apply **DSC** for final submission.
- If user selects **Seek Clarification,** then the flow will go backward and **Annexure 1** will appear where user needs to apply **DSC** for final submission.
- If user selects **Reject** then flow will stop and **Annexure 1** will appear where user needs to apply **DSC** for final submission.

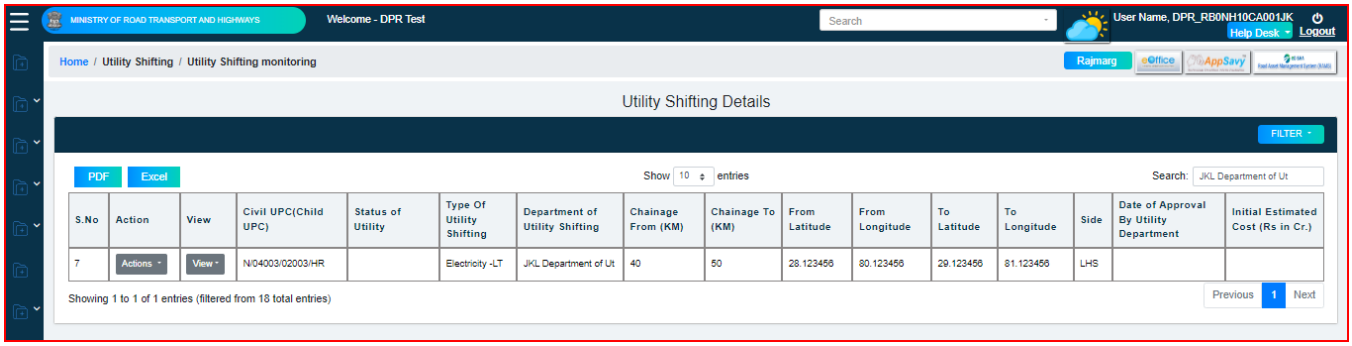
E. After final submission the details will appear on the main grid of the user.



2. DPR Utility Shifting

I. DPR Login

A. On the main grid of the user, the below screen will appear where user needs to click on **'Action'** button.

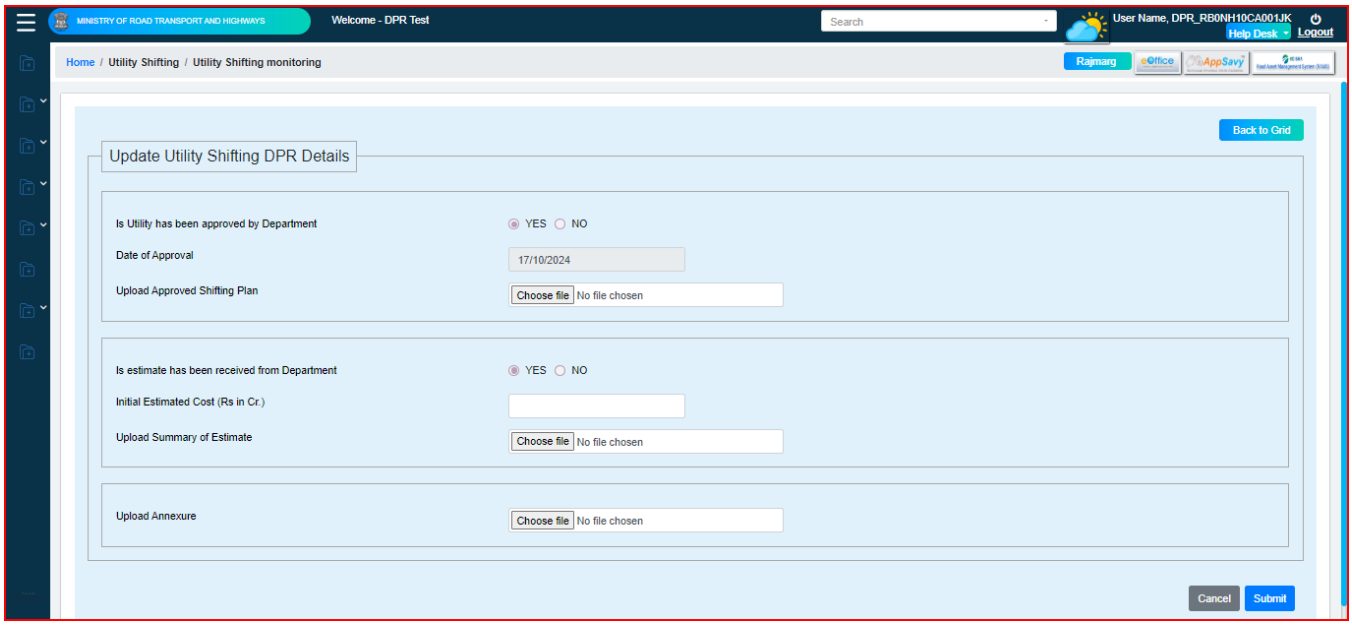


B. After clicking on Action button, the screen with below option as Update will appear. Click on **'Update'** option.

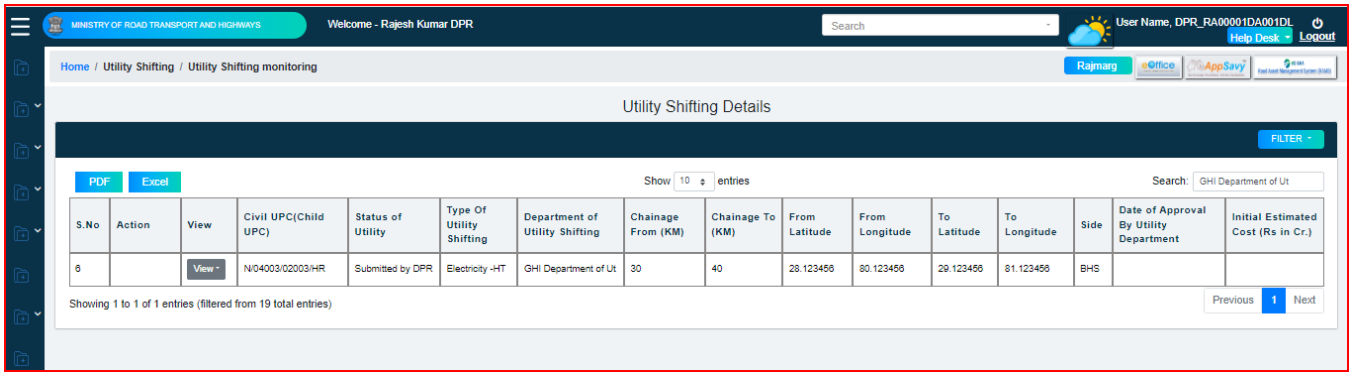
C. After the user clicks on Update option the below screen will appear. The user needs to select the desired option in the below mentioned screen.

- If user selects **No,** then they don't have to upload document but if the user selects option as **Yes,** then the user needs to upload the referring document

Fill the required field and click on **'Submit'** button.

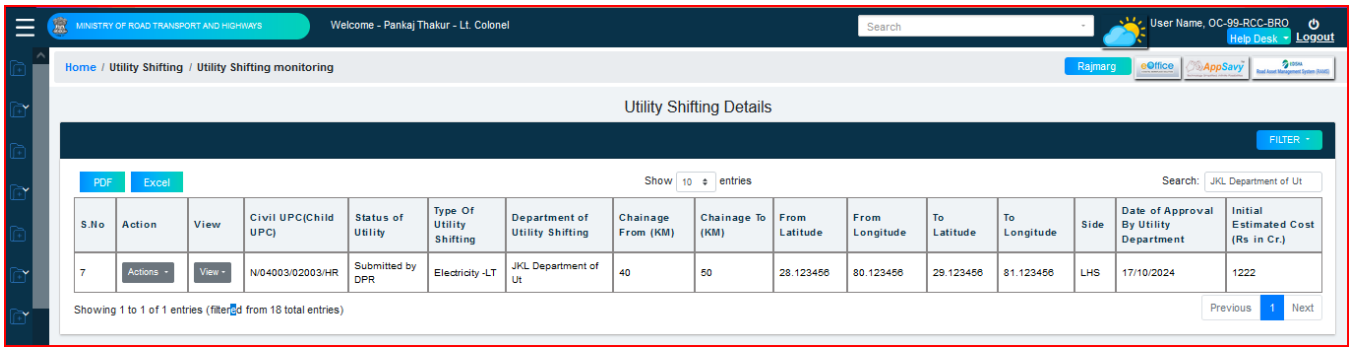


D. After submitting **Annexure 1** will appear where user needs to apply **DSC** for final submission.



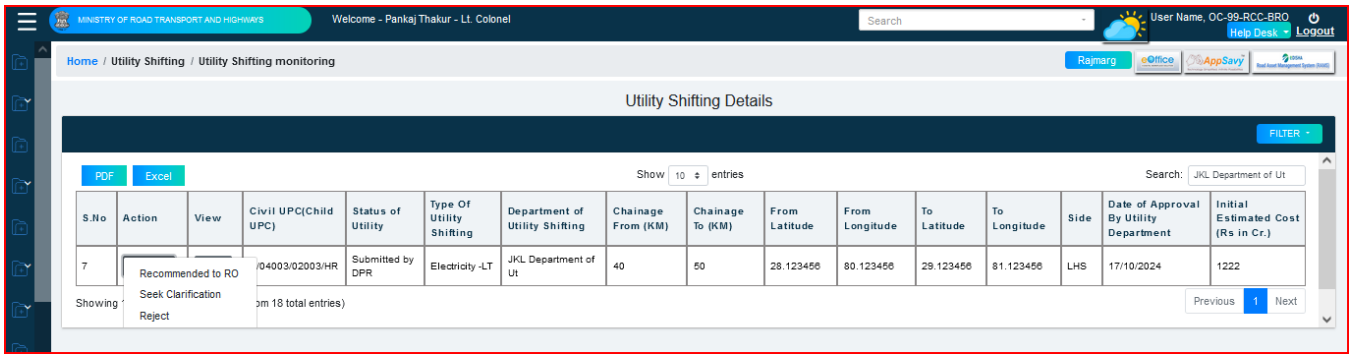
II. NH DIVISION/RCC(BRO)/PIU-MORTH Login

A. The below screen will appear on the main grid of user. Click on **'Action'** Button as mentioned below.

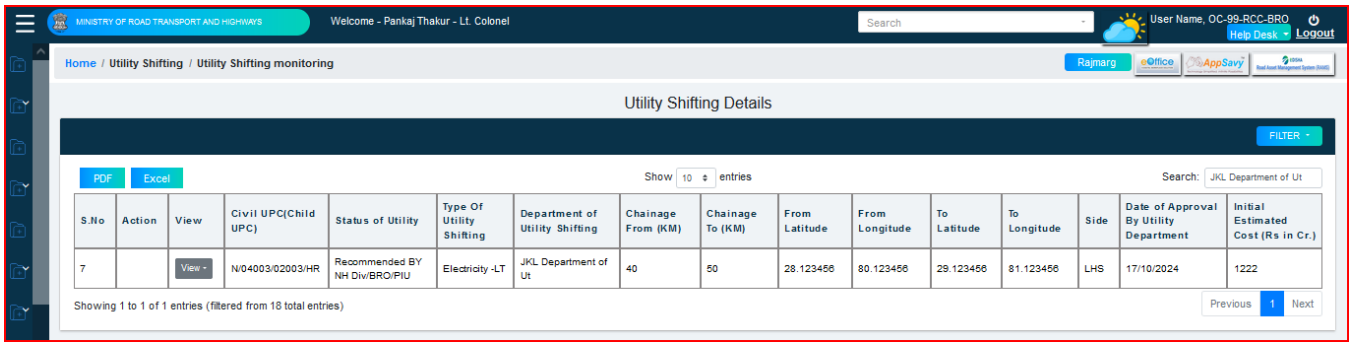


B. The below mentioned options will appear after clicking on **Action** Button.

- If user selects **Recommend to RO-MoRTH** then the flow will move forward and **Annexure 1** will appear where user needs to apply **DSC** for final submission.
- If user selects **Seek clarification,** then the flow will go backward and **Annexure 1** will appear where user needs to apply **DSC** for final submission.
- If user selects **Reject** then flow will stop and **Annexure 1** will appear where user needs to apply **DSC** for final submission.
- If user selects **Reject and Re-Submit** then flow will move backward and **Annexure 1** will appear where user needs to apply **DSC** for final submission.

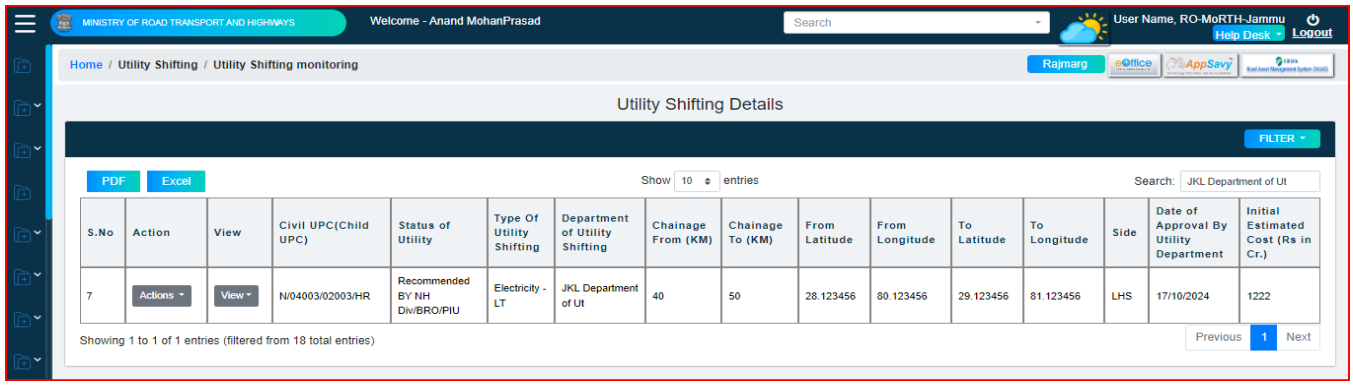


C. After final submission the details will be visible on the main grid of the user.



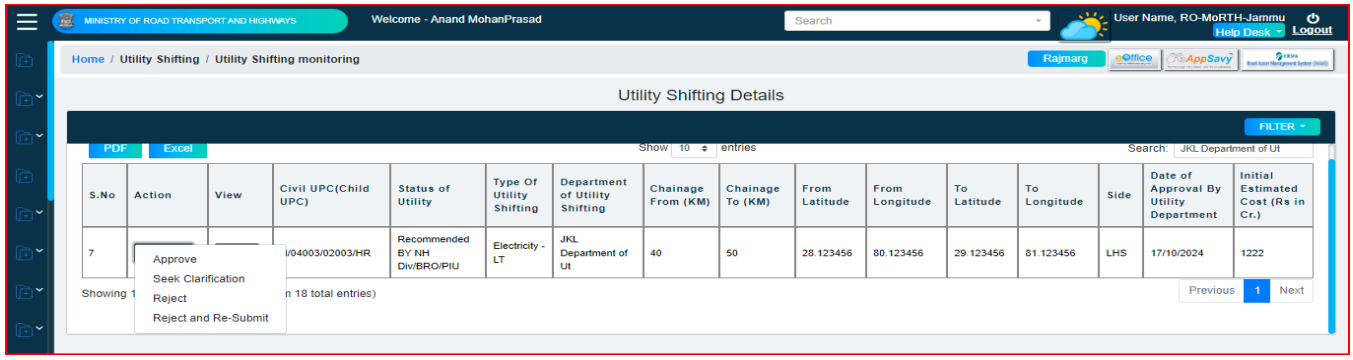
III. RO-MoRTH Login

A. On the main grid of the user click on **'Action'** button as mentioned below.

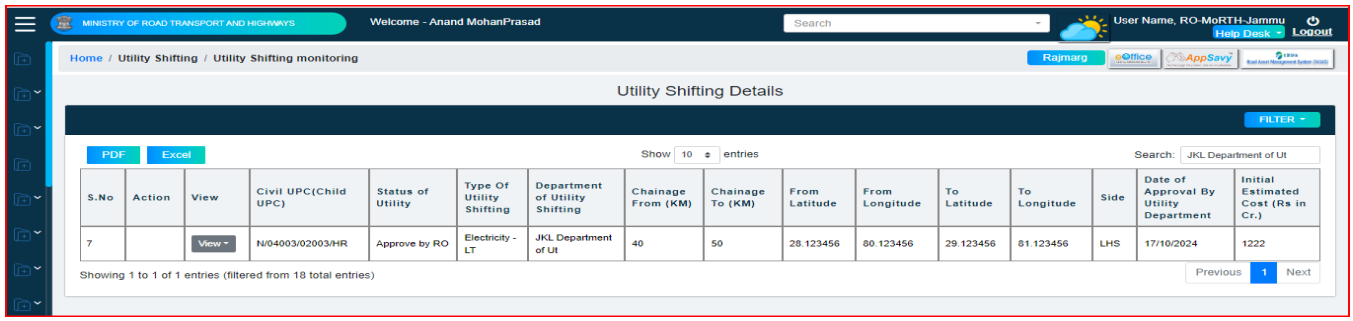


B. The below options will be visible after clicking on **Action** button.

- If user selects **Approve** then **Annexure 1** will appear where user needs to apply **DSC** for final submission.
- If user selects **Seek Clarification,** then the flow will go backward and **Annexure 1** will appear where user needs to apply **DSC** for final submission.
- If user selects **Reject** then flow will stop and **Annexure 1** will appear where user needs to apply **DSC** for final submission.
- If user selects **Reject and Re-Submit** then flow will move backward and **Annexure 1** will appear where user needs to apply **DSC** for final submission.



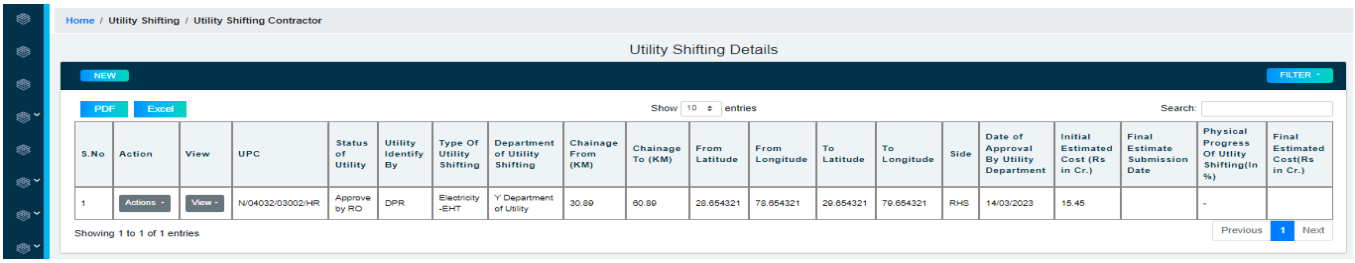
C. The option chosen by the user will be visible on the main grid of the user in **Status of Utility.**



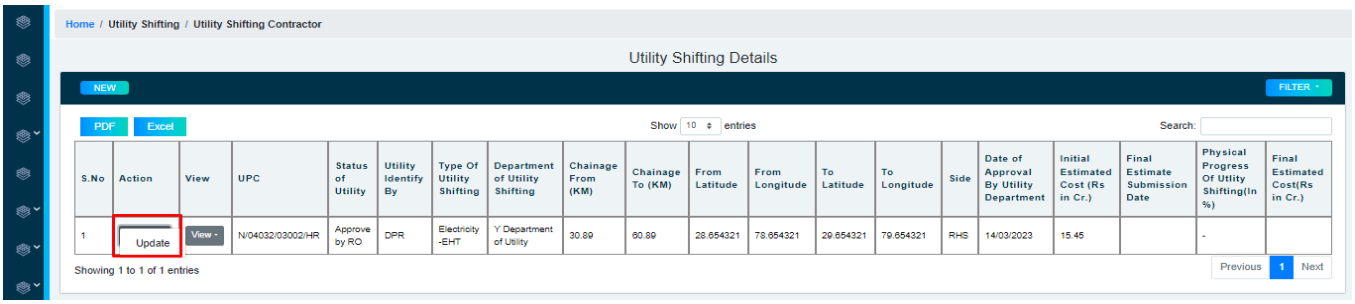
"DPR Utility Shifting" END

IV. Contractor Login

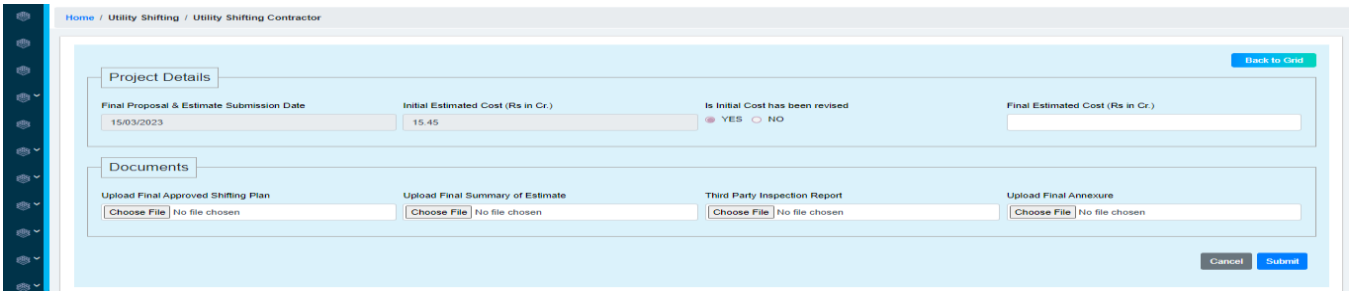
A. On the main grid of the user the below screen will appear where user needs to click on **'Action'** Button as mentioned below.



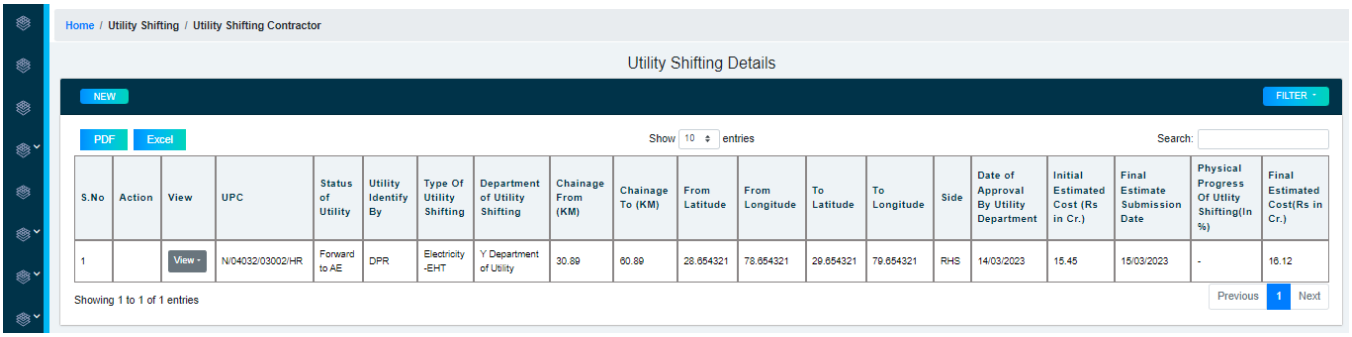
B. After clicking on Action button, **'Update'** option will appear. Click on **'Update'** Option.



C. After clicking on Update option, the below form will appear where user needs to fill the required details and click on **'Submit'** button. After clicking on Submit button **Annexure 1** will appear. Apply the **DSC** for final submission.

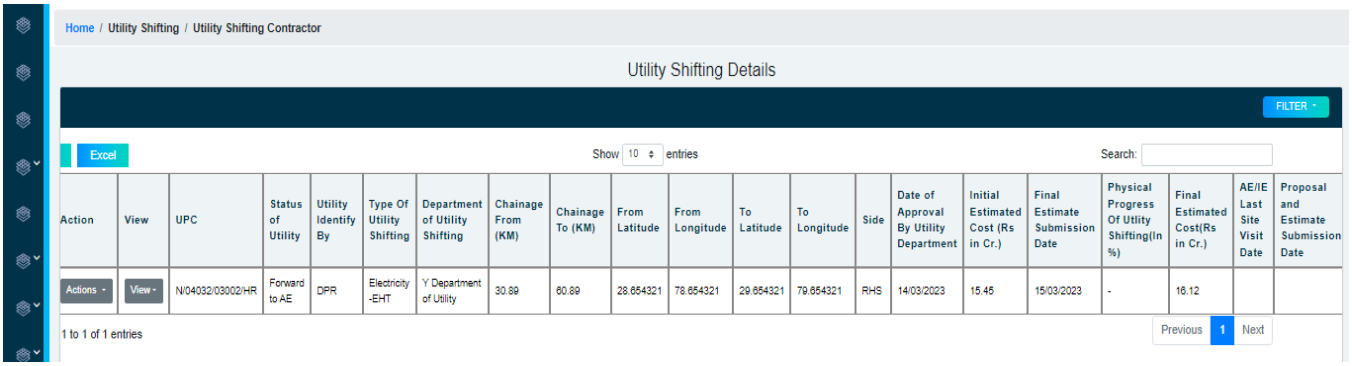


D. The status will get updated on the main grid of the user as mentioned below.



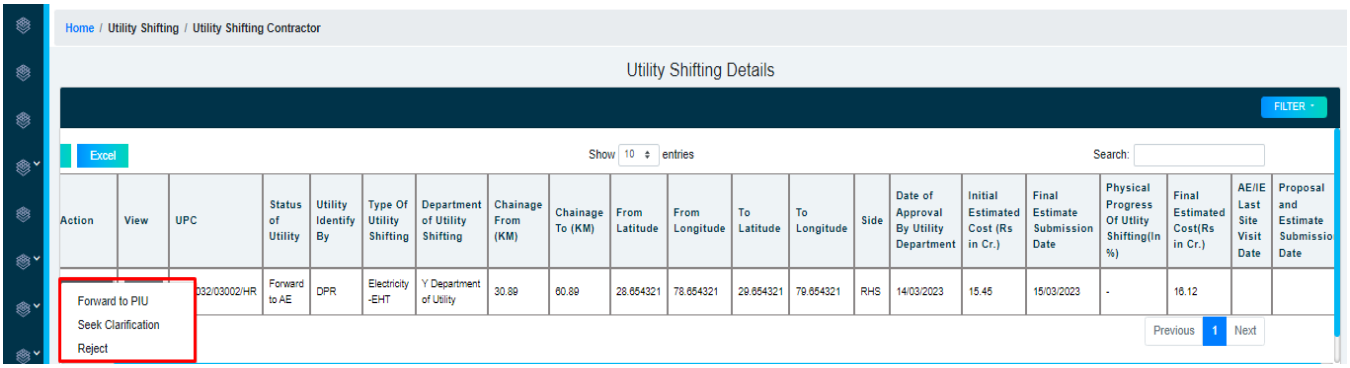
V. AE/IE Login

A. On the main grid of the user Click on **'Action'** button as mentioned below.

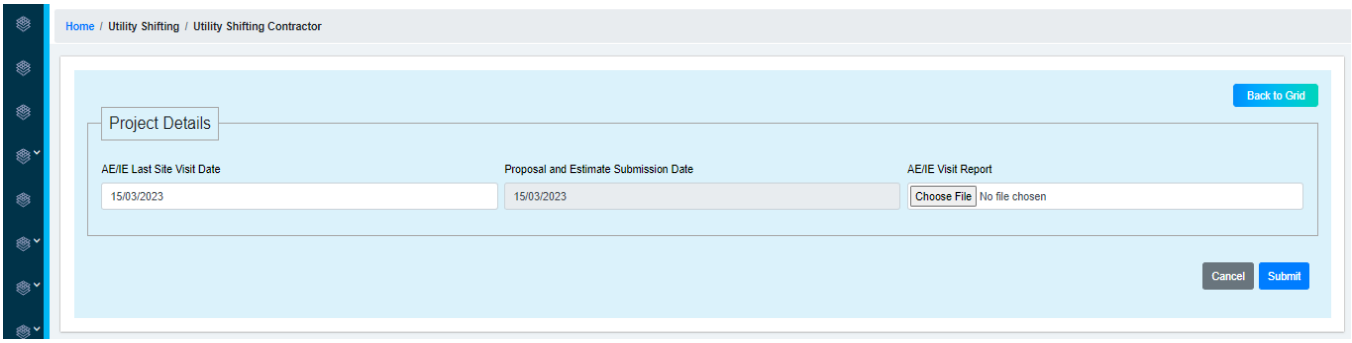


B. After clicking on on Action button user will get three options. Select option as per your requirement.

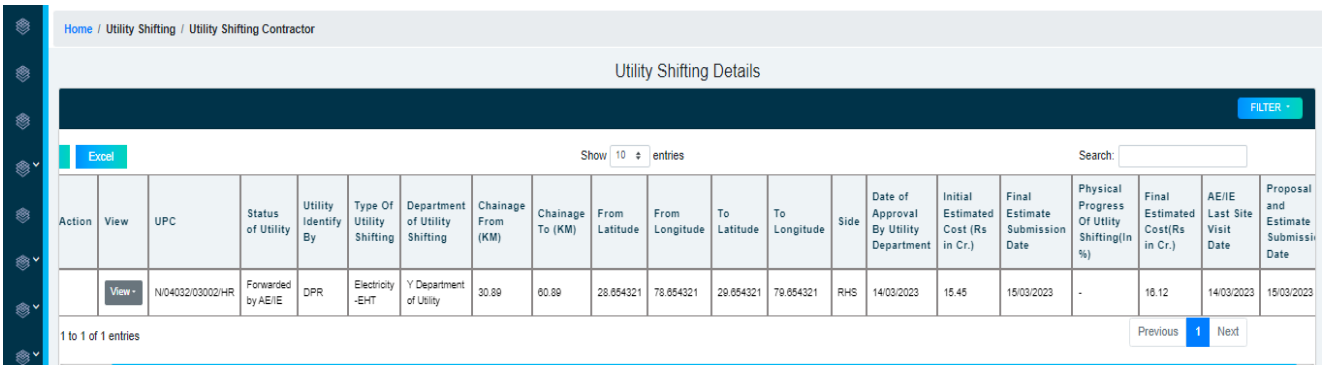
- If user selects **Forward to NH DIVISION/RCC(BRO)/PIU-MORTH** then the flow will move forward.
- If user selects **Seek clarification** then the button of Submit clarification will be visible to last user of stream line through **Annexure 1** where user needs to apply **DSC** for final submission.
- If user selects **Reject** then the flow will stop and **Annexure 1** will appear where user needs to apply **DSC** for final submission.



C. If user selects **Forward to NH DIVISION/RCC(BRO)/PIU-MORTH** then the below screen will appear. Fill the required fields and click on **'Submit'** button. After submitting the **Annexure 1** will appear where user needs to apply **DSC** for final submission.

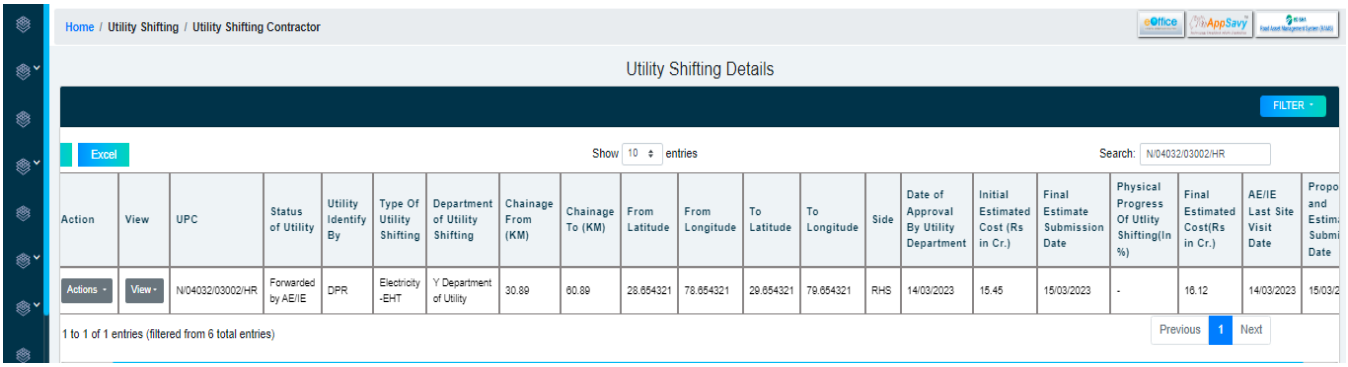


D. The status will be visible on the main grid of the user as mentioned below.



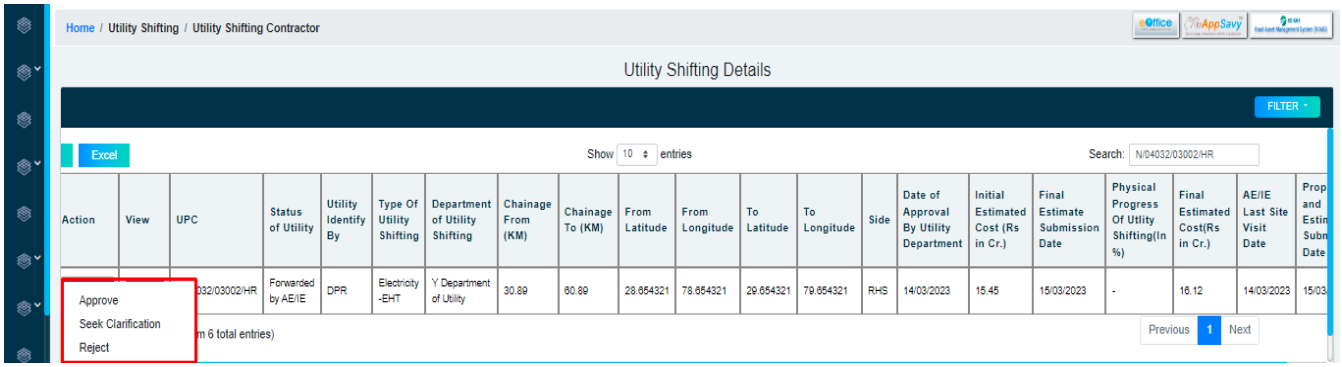
VI. NH Division/RCC(BRO)/PIU-MoRTH Login

A. On the main grid of the user, Click on **'Action'** button as mentioned below.

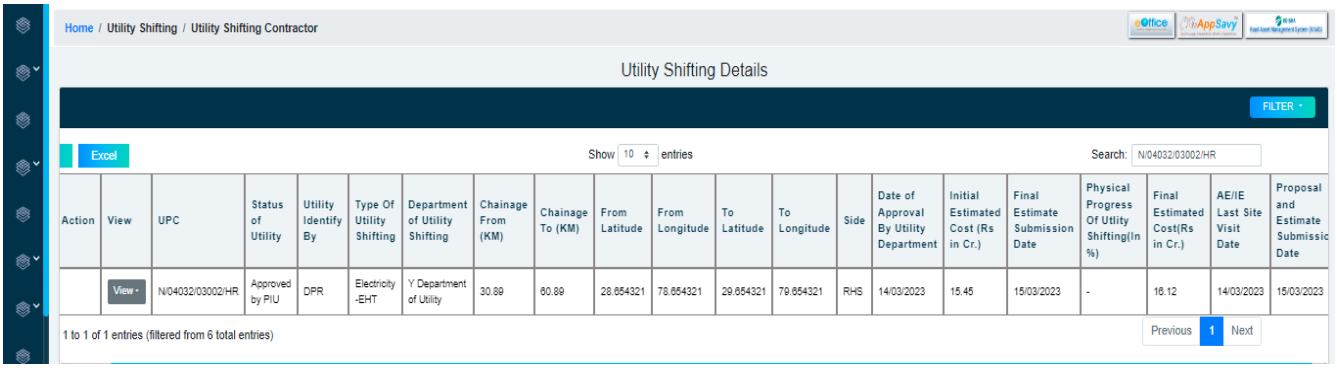


B. The below option will appear after clicking on Action button. The user will get three options as mentioned below.

- If user selects **Approve** then **Annexure 1** will appear where user needs to apply **DSC** for final submission.
- If user selects **Seek clarification** then the button of Submit clarification will be visible to last user of stream line through **Annexure 1** where user needs to apply **DSC** for final submission.
- If user selects **Reject** then the flow will stop and **Annexure 1** will appear where user needs to apply **DSC** for final submission.



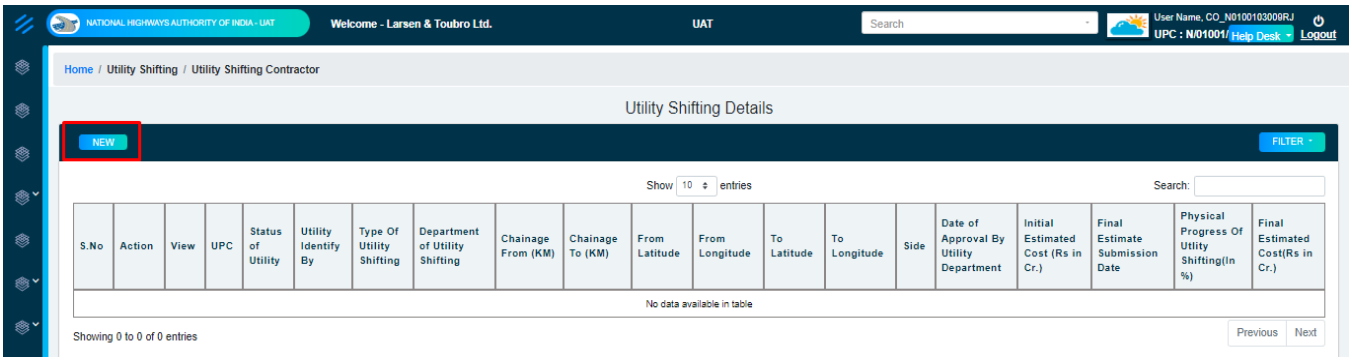
C. If user selects Approve then the status will get updated on the main grid of the user as mentioned below.



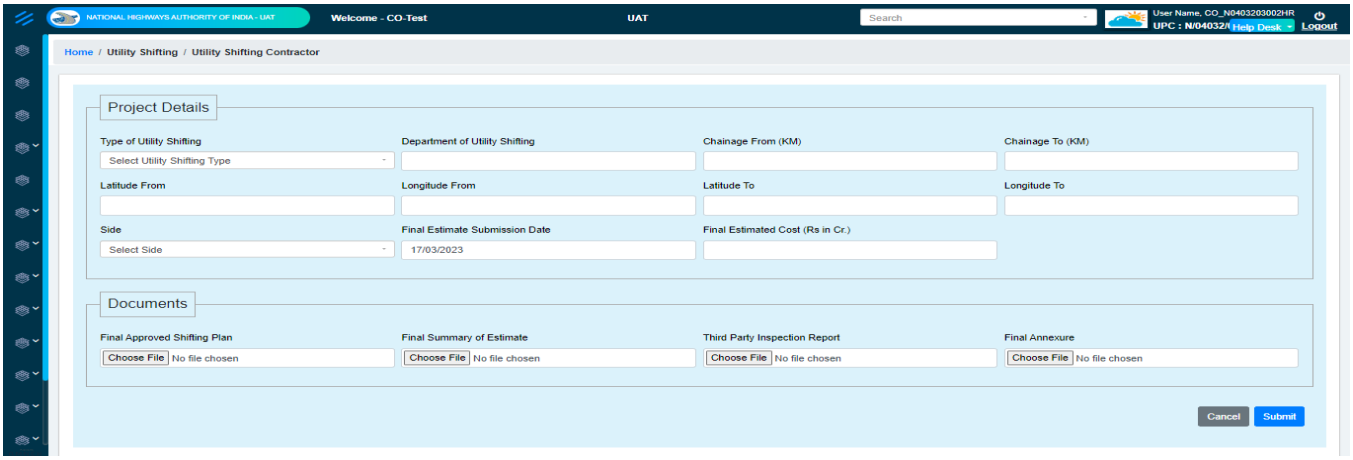
3. Contractor Utility Shifting

I. Contractor Login

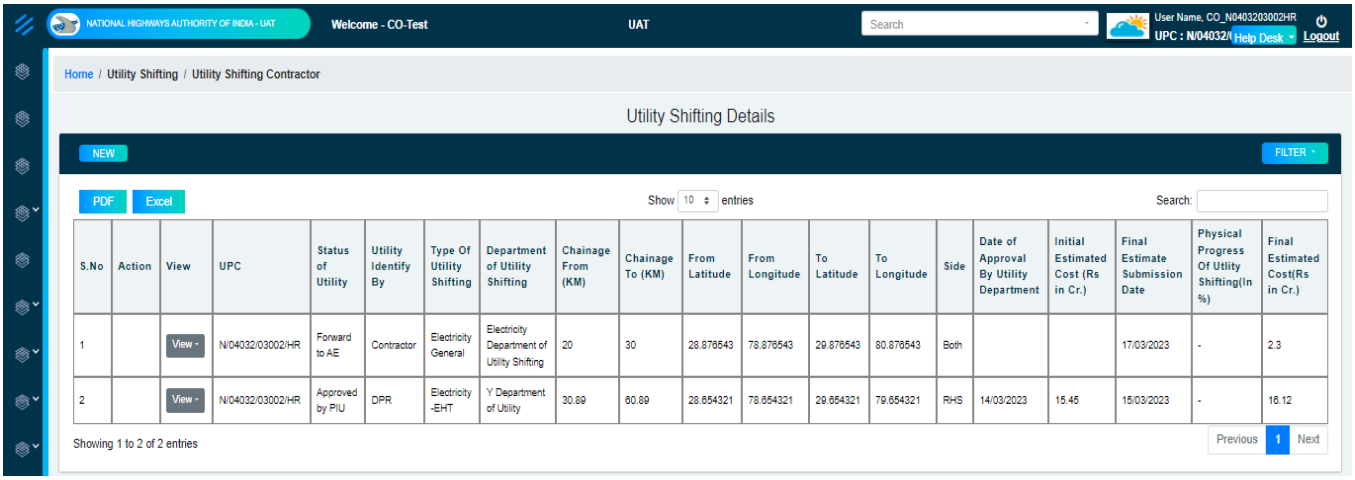
A. On the main grid of the user in **Utility Shifting Contractor** click on **'NEW'** button as mentioned below.



B. The below screen will appear as the user clicks on **NEW** button. Fill the required field and click on **'Submit'** button as mentioned below



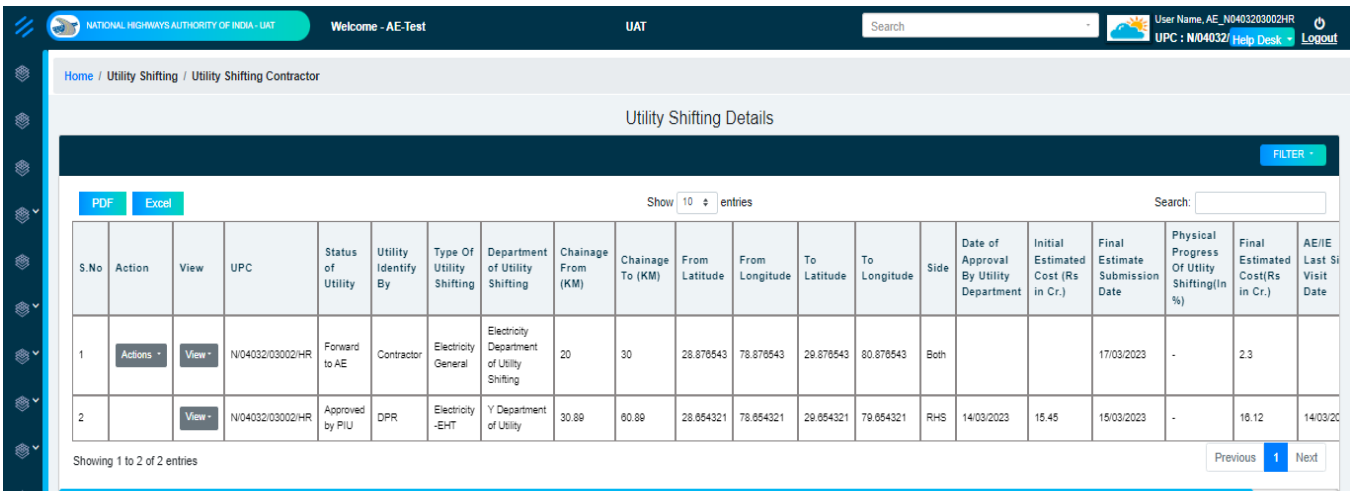
C. The information that is submitted will get visible on the main grid of the user as mentioned below.



II. AE/IE Login

A. On the main grid of the user the below screen will appear where user needs to click on **'Action'** button as mentioned below.

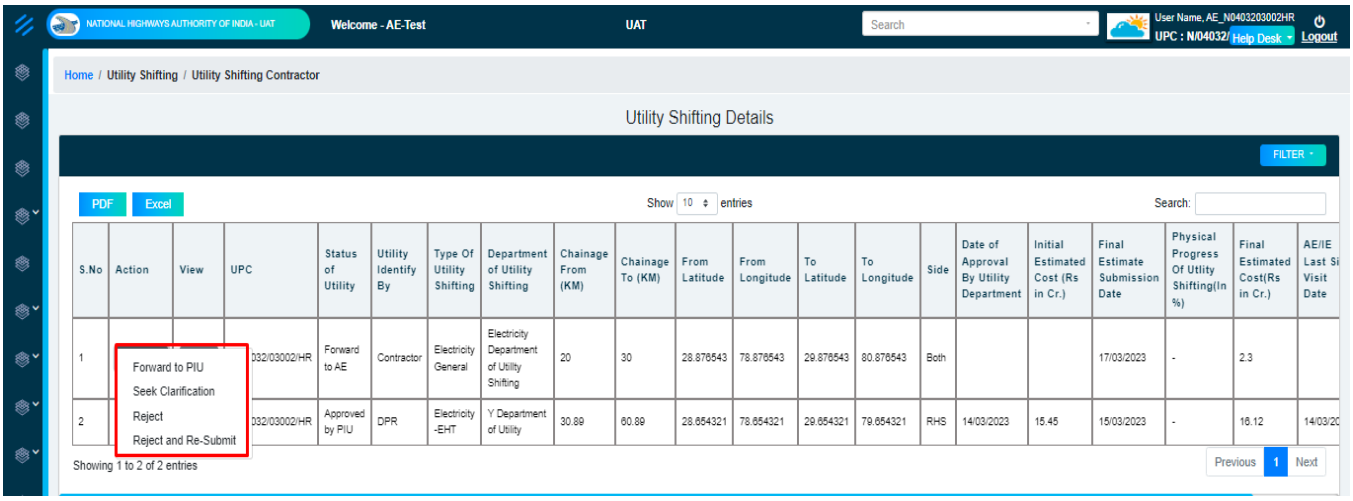
- If user selects **Reject and Re-Submit** then flow will move backward and Annexure **1** will appear where user needs to apply **DSC** for final submission.
- If user selects **Reject and Re-Submit** then flow will move backward and Annexure **1** will appear where user needs to apply **DSC** for final submission.



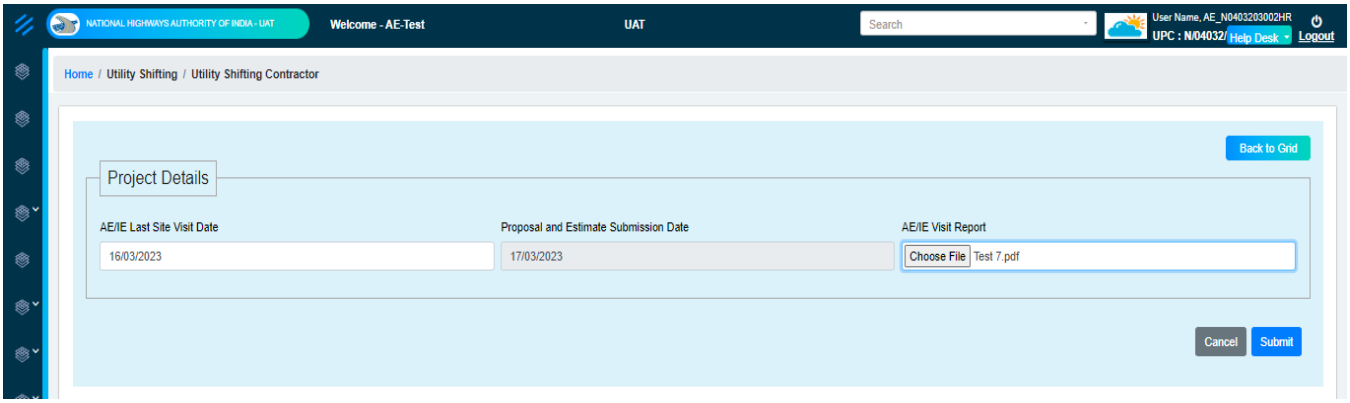
B. After clicking on **Action** button the following mentioned option will appear.

- If user selects **Forward to NH DIVISION/RCC(BRO)/PIU-MORTH** then the flow will move forward.
- If user selects **Seek clarification** then the button of Submit clarification will be visible to last user of stream line through **Annexure 1** where user needs to apply **DSC** for final submission.

- If user selects **Reject** then the flow will stop and **Annexure 1** will appear where user needs to apply **DSC** for final submission.
- If user selects **Reject and Re-Submit** then flow will move backward and **Annexure 1** will appear where user needs to apply **DSC** for final submission.



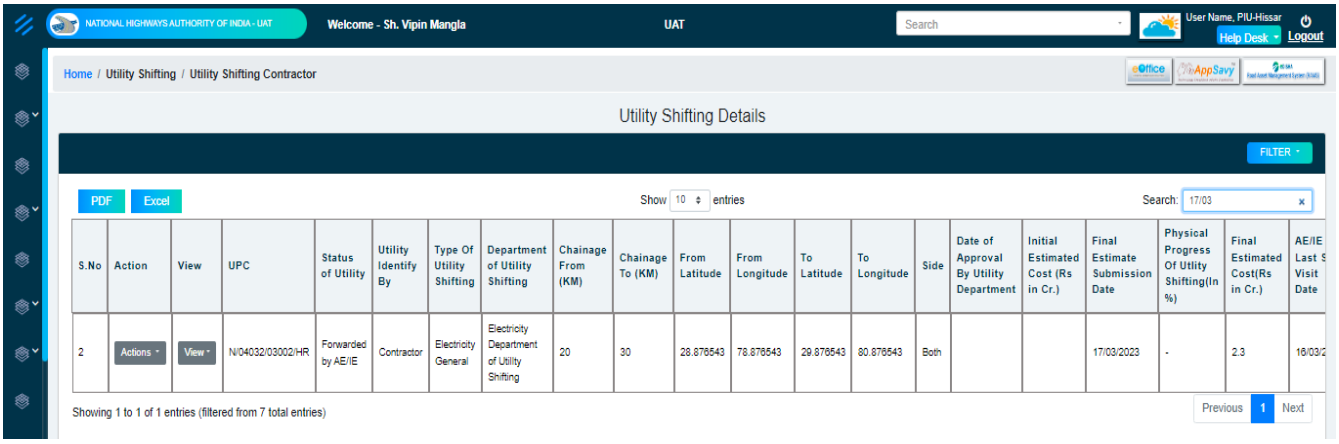
C. If the user selects Forward to NH DIVISION/RCC(BRO)/PIU-MORTH, then the below screen will appear. Fill the required field and click on **'Submit'** Button as mentioned below. After clicking on Submit button **Annexure 1** will appear where user needs to apply **DSC** for final submission.



D. After submission the details will get updated on the main grid of the user.

III. NH DIVISION/RCC(BRO)/PIU-MORTH Login

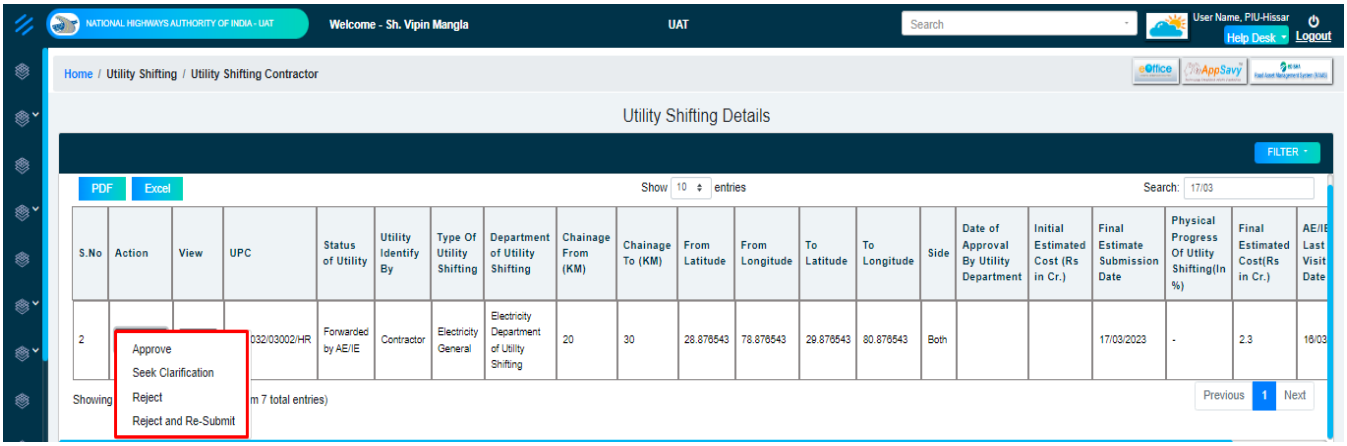
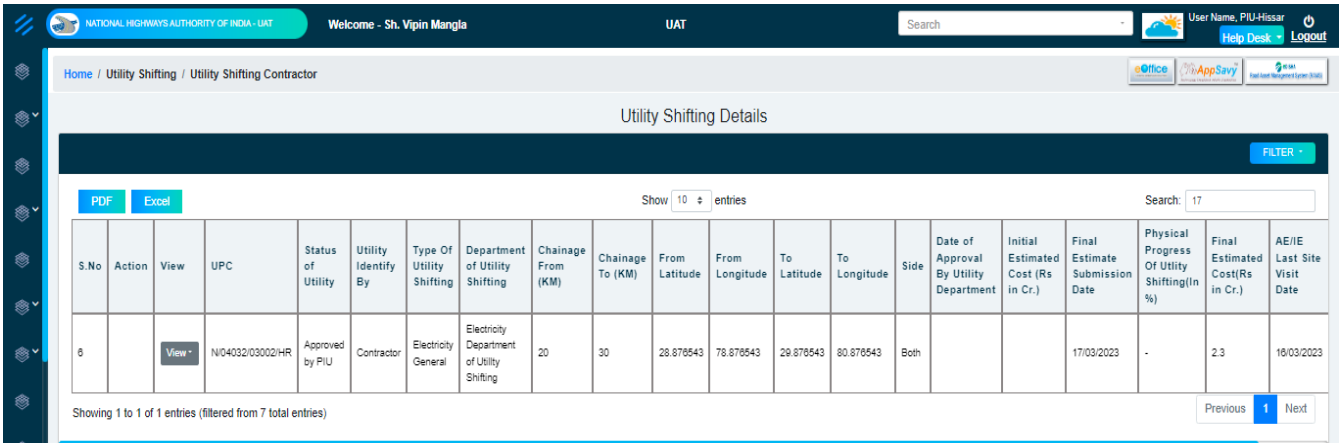
A. On the main grid of the user click on **'Action'** button as mentioned below.



B. After clicking on **Action** button the screen with below mentioned options will appear.

- If user selects Approve then **Annexure A** will appear where user needs to apply **DSC** for final submission.
- If user selects **Seek clarification** then the button of Submit clarification will be visible to last user of stream line through **Annexure 1** where user needs to apply **DSC** for final submission.
- If user selects **Reject** then the flow will stop and **Annexure 1** will appear where user needs to apply **DSC** for final submission.

If user selects **Reject and Re-Submit** then flow will move backward and **Annexure 1** will appear where user needs to apply **DSC** for final submission.



C. The Submitted information will get updated on the main grid of the user as mentioned below.