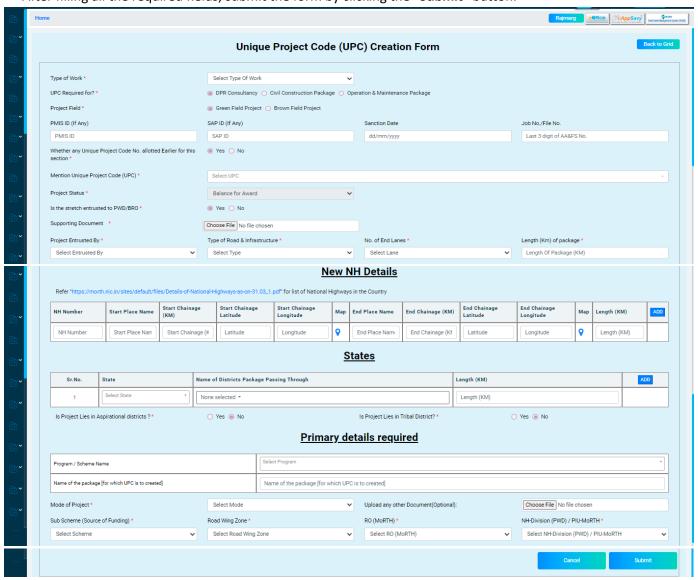# Ministry of Road Transport & Highways, Government of India
## "UPC Creation Request" Standard Operating Procedure

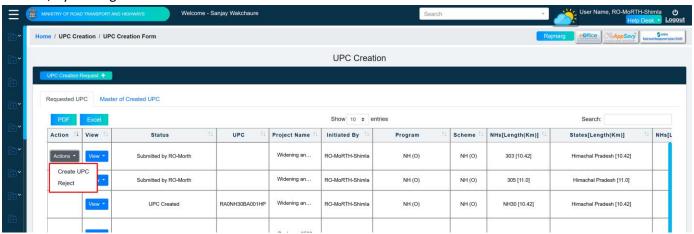**"UPC Creation Request" Standard Operating Procedure**

1- The below screen will appear in **RO-MoRTH** login, where **RO-MoRTH** can requested for UPC Creation by clicking on "**UPC Creation Request"** button.



2- By clicking the ""**UPC Creation Request"** Button, a form will appear on the screen as shown in below screenshot.
   - After filling all the required fields, submit the form by clicking the "**Submit**" button.

3- The request made by RO-MoRTH, will now be displayed in the below RO-MoRTH Grid respectively in "Requested UPC" tab.

   - Now, By clicking on "**Action**" button RO-MoRTH can take actions as shown below.



   - **RO-MoRTH** can also select the "**Reject**" option from the drop-down menu highlighted above. The page will appear as per **Annexure 1**.

   - **"RO-MoRTH"** can select the "**Create UPC**" option from the drop-down menu highlighted above.

Once the above option is selected pre filled form will appear as shown in below image, where user will select the generate option. After generating the UPC user will submit the form.

Rajmarg | eOffice | AppSavy | Road Asset Management System (RAMS)

# Unique Project Code (UPC) Creation Form

Back to Grid

UPC Pattern | R | | | | | | | **Generate**

UPC *

Type of Work * | DPR Consultancy

UPC Required for? * | ⦿ DPR Consultancy ○ Civil Construction Package ○ Operation & Maintenance Package

Project Field * | ⦿ Green Field Project ○ Brown Field Project

PMIS ID (If Any) | 2406

SAP ID (If Any) | test

Sanction Date | 01/10/2024

Job No./File No. | 123

Whether any Unique Project Code No. allotted Earlier for this section * | ○ Yes ⦿ No

Project Status * | Balance for Award

Is the stretch entrusted to PWD/BRO * | ○ Yes ⦿ No

☐ Complete transfer for tolling.
☐ Other reach taken for maintenance.
☐ Entrustment pending, However Project to be developed by ROAD WING

Project Entrusted By * | MoRTH

Type of Road & Infrastructure * | National Highway

No. of End Lanes * | 2L / 4L

Length (Km) of package * | 50

## New NH Details

Refer "https://morth.nic.in/sites/default/files/Details-of-National-Highways-as-on-31.03_1.pdf" for list of National Highways in the Country

| NH Number | Start Place Name | Start Chainage (KM) | Start Chainage Latitude | Start Chainage Longitude | Map | End Place Name | End Chainage (KM) | End Chainage Latitude | End Chainage Longitude | Map | Length (KM) | ADD |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| NH55 | Gwalior | 10 | 20.987654 | 80.987654 | 📍 | Delhi | 60 | 22.098765 | 82.098765 | 📍 | 50 | |

## States

| Sr.No. | State | Name of Districts Package Passing Through | Length (KM) | ADD |
|---|---|---|---|---|
| 1 | Madhya Pradesh ✕ ▾ | BHOPAL ▾ | 50.0 | |

Is Project Lies in Aspirational districts ? * | ○ Yes ⦿ No        Is Project Lies in Tribal District? * | ○ Yes ⦿ No

## Primary details required

Program / Scheme Name | EAP ( Externally Aided Projects ) ✕ ▾

Name of the package [for which UPC is to created] | Project Gwalior to Bhopal

Mode of Project * | BOT (Build Operate Transfer) - Toll

Upload any other Document(Optional): 📄

Sub Scheme (Source of Funding) * | LWE

Road Wing Zone * | Central

RO (MoRTH) * | RO-MoRTH-Bhopal

NH-Division (PWD) / PIU-MoRTH * | NH Division Gwalior

Cancel | Submit

4- where user will select the generate option. The generated UPC will reflect as shown in below screen shot. After generating the UPC user will submit the form.

➢ **Note: -** All the user has option after submission that they can view and download from "**Activity log**" & Submitted forms will be shown in "**Submission**" option.



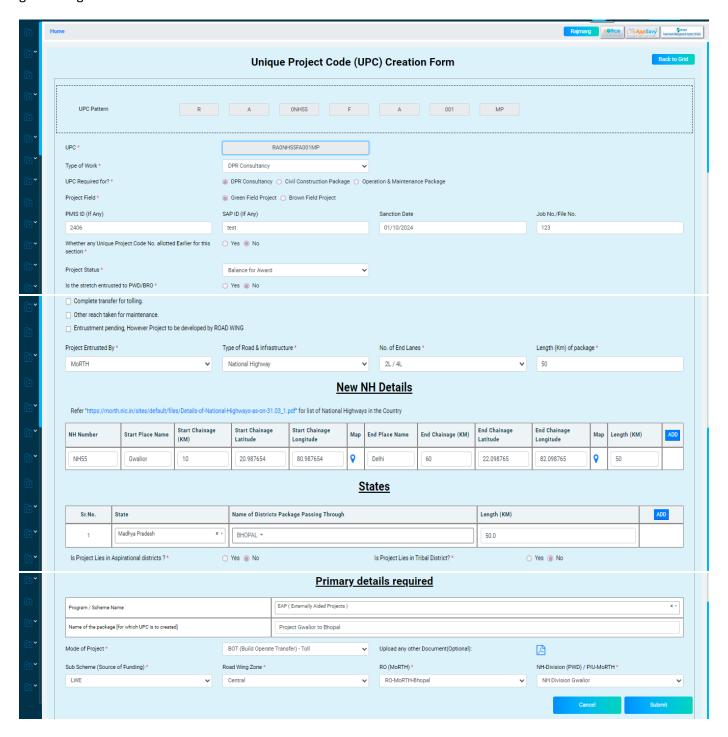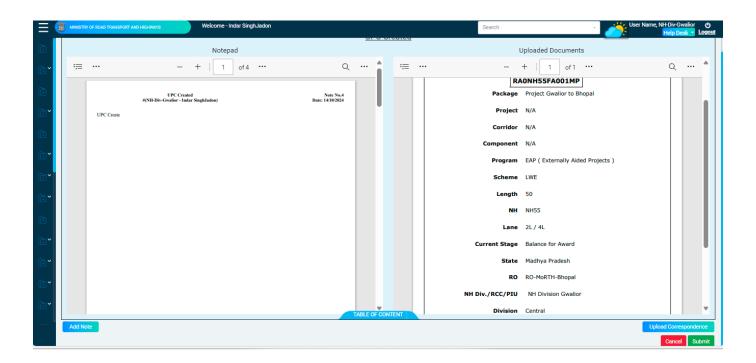➢ **Note: -** After filling all the required fields, Submit the form by clicking the "**Submit**" button. Now, the noting function will appear, as **Annexure 1**. Add note and attach DSC required for final submission for all the users.

## Annexure 1