

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.

Home / UPC Creation / UPC Creation Form

UPC Creation

UPC Creation Request

Requested UPC Master of Created UPC

Show 10 entries Search:

Action	View	Status	UPC	Initiated By	Program	Scheme	NHs[Length(Km)]	States[Length(Km)]	NHs[Length(Km)]	States[Length(Km)]	Length(Km)	Mode	Phase	Stage	Project Type
No data available in table															

- 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.

Home

Unique Project Code (UPC) Creation Form

Back to Grid

Type of Work * Select Type Of Work

UPC Required for? * ☒ DPR Consultancy ☐ Civil Construction Package ☐ Operation & Maintenance Package

Project Field * ☒ Green Field Project ☐ Brown Field Project

PMIS ID (If Any) SAP ID (If Any) Sanction Date Job No./File No.

PMIS ID SAP ID dd/mm/yyyy Last 3 digit of AA&FS No.

Whether any Unique Project Code No. allotted Earlier for this section * ☒ Yes ☐ No

Mention Unique Project Code (UPC) * Select UPC

Project Status * Balance for Award

Is the stretch entrusted to PWD/BRO * ☒ Yes ☐ No

Supporting Document * Choose File No file chosen

Project Entrusted By * Type of Road & Infrastructure * No. of End Lanes * Length (KM) of package *

Select Entrusted By Select Type Select Lane Length Of Package (KM)

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
NH Number	Start Place Name	Start Chainage (K)	Latitude	Longitude		End Place Name	End Chainage (K)	Latitude	Longitude		Length (KM)	

States

Sr.No.	State	Name of Districts Package Passing Through	Length (KM)	ADD
1	Select State	None selected	Length (KM)	

Is Project Lies in Aspirational districts? * ☐ Yes ☒ No Is Project Lies in Tribal District? * ☐ Yes ☒ No

Primary details required

Program / Scheme Name Select Program

Name of the package [for which UPC is to created] Name of the package [for which UPC is to created]

Mode of Project * Select Mode Upload any other Document(Optional): Choose File No file chosen

Sub Scheme (Source of Funding) * Road Wing Zone * RO (MoRTH) * NH-Division (PWD) / PIU-MoRTH *

Select Scheme Select Road Wing Zone Select RO (MoRTH) Select NH-Division (PWD) / PIU-MoRTH

Cancel Submit

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.

The screenshot displays the 'UPC Creation' interface. At the top, there's a header with the Ministry of Road Transport and Highways logo, a search bar, and user information. Below the header, there's a navigation bar with 'Home / UPC Creation / UPC Creation Form'. The main content area is titled 'UPC Creation' and contains a table with the following data:

Action	View	Status	UPC	Project Name	Initiated By	Program	Scheme	NHs[Length(Km)]	States[Length(Km)]	NHs[L]
Actions	View	Submitted by RO-Morth		Widening an...	RO-MoRTH-Shimla	NH (O)	NH (O)	303 [10.42]	Himachal Pradesh [10.42]	
Create UPC		Submitted by RO-Morth		Widening an...	RO-MoRTH-Shimla	NH (O)	NH (O)	305 [11.0]	Himachal Pradesh [11.0]	
Reject		UPC Created	RA0NH30BA001HP	Widening an...	RO-MoRTH-Shimla	NH (O)	NH (O)	NH30 [10.42]	Himachal Pradesh [10.42]	

- **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.

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.

Home

RajmargeOfficeAppSavvy

Unique Project Code (UPC) Creation Form

Back to Grid

UPC Pattern

R

A

ONH55

F

A

001

MP

UPC *

RA0NH55FA001MP

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

Sub Scheme (Source of Funding) *

LWE

Road Wing Zone *

Central

RO (MoRTH) *

RO-MoRTH-Bhopal

NH-Division (PWD) / PIU-MoRTH *

NH Division Gwalior

Upload any other Document(Optional):

Cancel

Submit

- **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.

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS

Welcome - Indar SinghJadon

Search

User Name, NH-Div-Gwalior

Help Desk

Logout

Notepad

1 of 4

UPC Created (NH-Div-Gwalior - Indar SinghJadon)

Note No.4

Date: 14/10/2024

UPC Create

Uploaded Documents

1 of 1

RA0NH55FA001MP

Package Project Gwalior to Bhopal

Project N/A

Corridor N/A

Component N/A

Program EAP (Externally Aided Projects)

Scheme LWE

Length 50

NH NH55

Lane 2L / 4L

Current Stage Balance for Award

State Madhya Pradesh

RO RO-MoRTH-Bhopal

NH Div./RCC/PIU NH Division Gwalior

Division Central

TABLE OF CONTENT

Add Note

Upload Correspondence

Cancel

Submit

- **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

Notepad.pdf

1 / 3 | - 67% + | [Icon] [Icon]

[Download] [Print] [Menu]

1

2

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Upload Reference Document (Optional)

Choose File

Add Note

Cancel

Submit