# Standard Operating Procedure of "Alignment Approval"

**Ministry of Road Transport and Highways** 

# **Standard Operating Procedure for "Alignment Approval"**

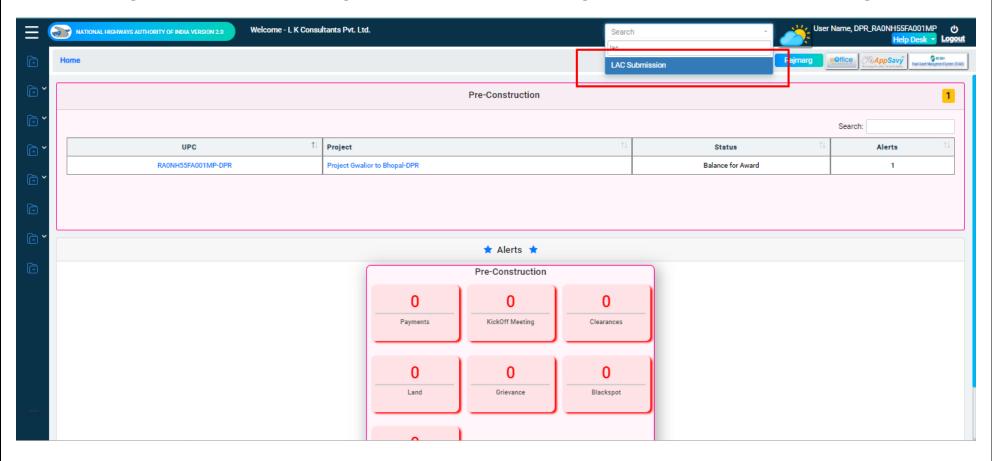
## Table of Content

1.	DPR Log in	2
2.	NH Division/RCC/PIU-MoRTH Log in	10
3.	Circle Officer (NH-Div/BRO) login	11
4.	Chief Engg. (NH-Div/BRO) Log in	12
5.	RO-MoRTH Log in	13
6.	Superintendent Log in	14
7.	Chief Engineer Log in	15
8.	ADG Log in	16
9.	DG Log in	18
10.	Legacy Alignment Submission.	19

# <u>Step – 1 (Alignment Approval)</u>

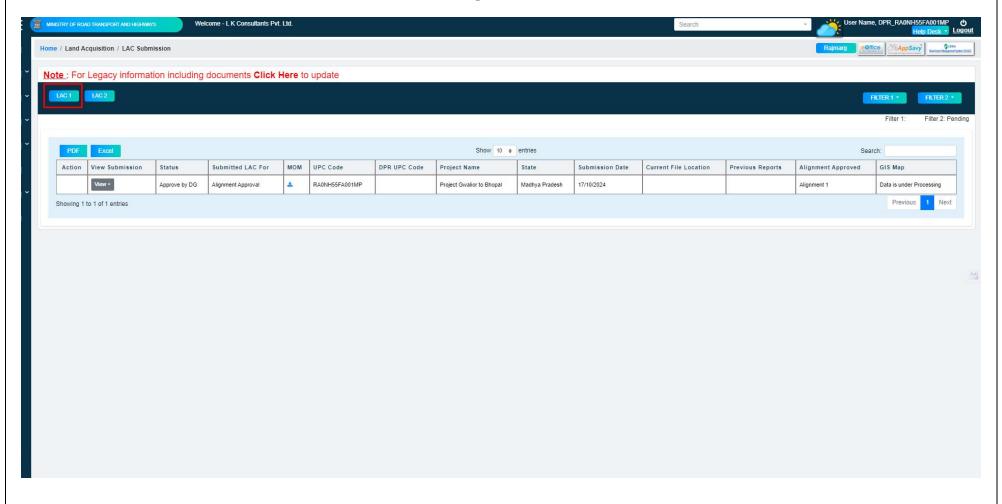
## 1. DPR Log in

DPR can navigate the LAC module through the **LAC Submission** through search bar or click from following section.



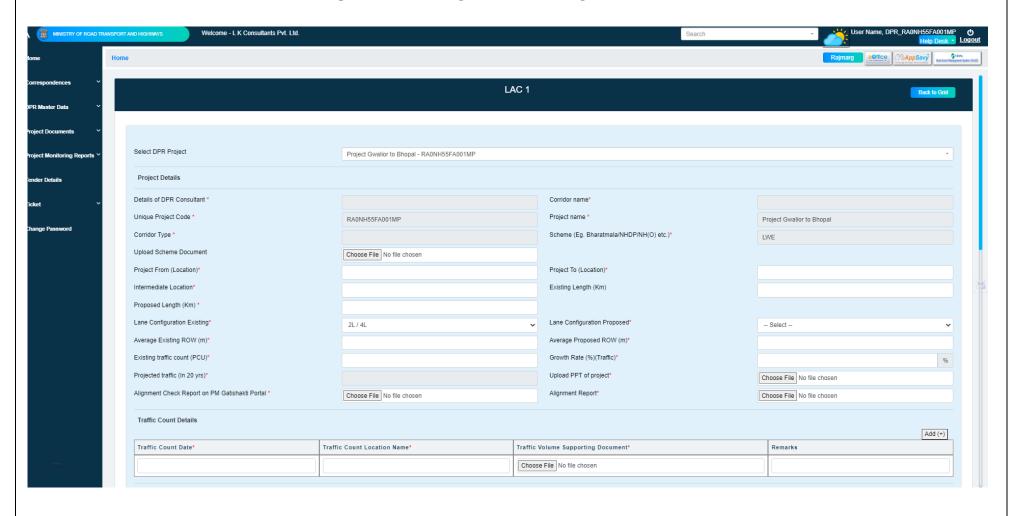
# <u>Step – 2 (Alignment Approval)</u>

In this section, DPR Consultant click on **LAC 1** button to open the form.

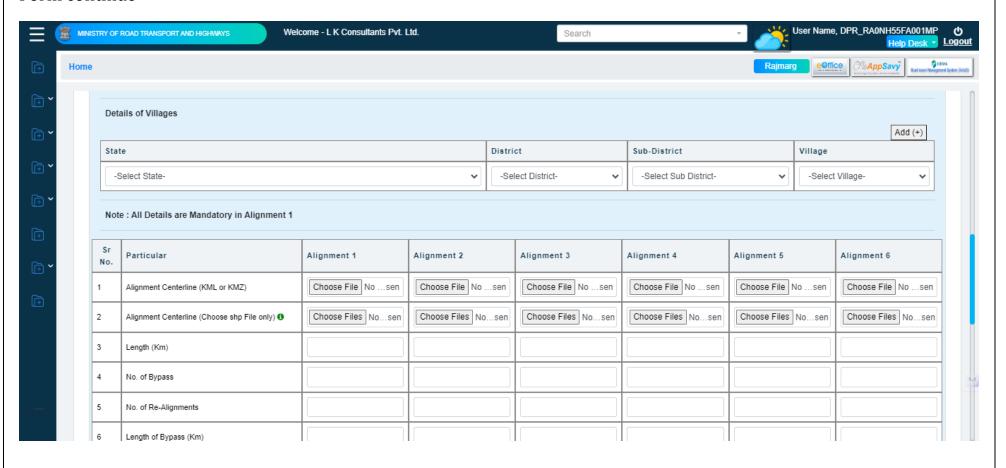


# <u>Step – 3 (Alignment Approval)</u>

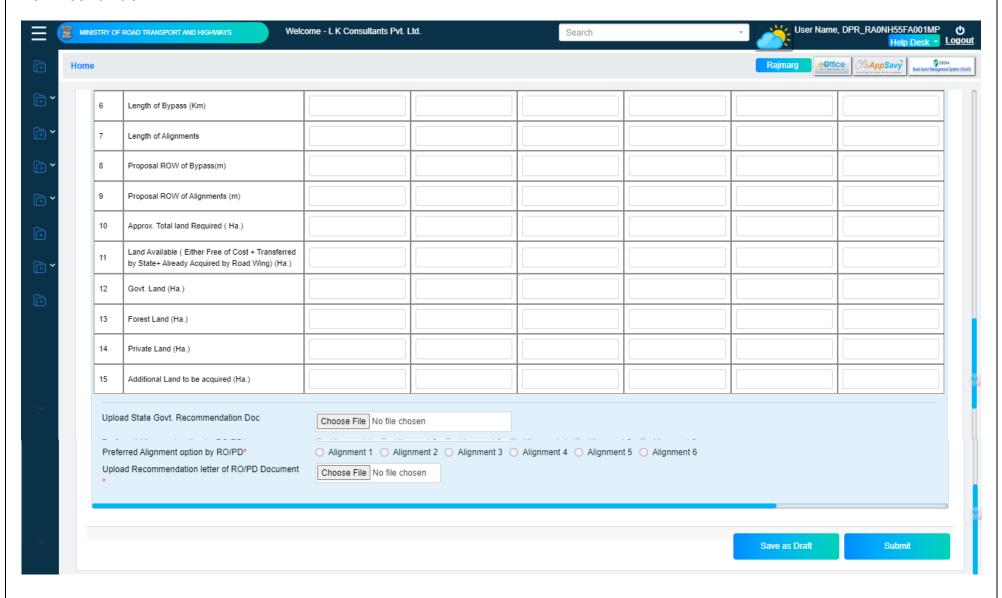
In this form, DPR Consultant fill the required details against the field given below and submit this form.



#### Form continue

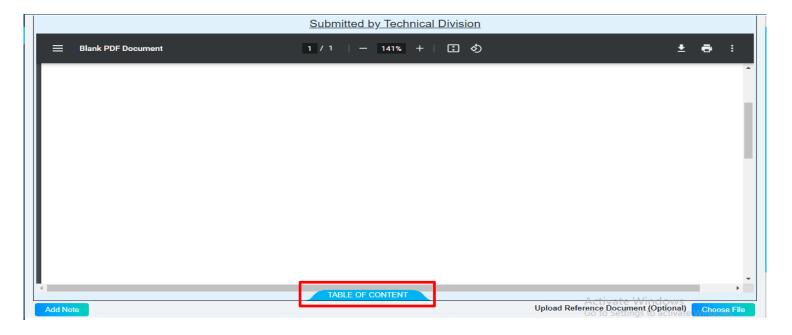


#### Form continue



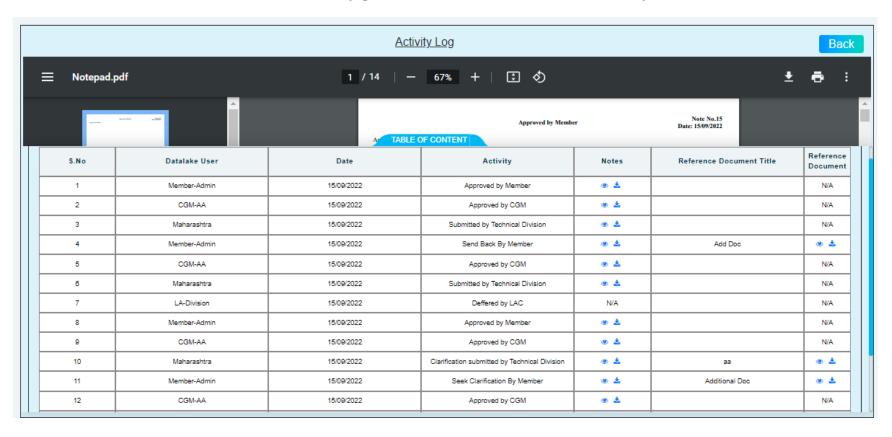
# <u>Step – 4 (Alignment Approval)</u>

After submission of above form, this noting page will appear where user has to add comment and can upload reference document (optional). For final submission user has to attach digital signature DSC certificate.



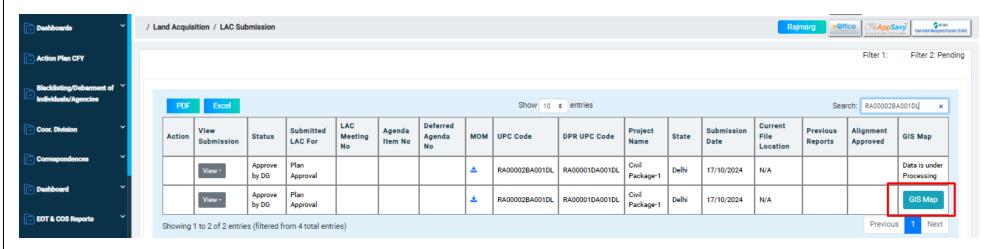
# <u>Step – 5 (Alignment Approval)</u>

In Table of Content user can check out the activity performed and documents added by other users in date wise manner.



## <u>Step – 6 (Alignment Approval)</u>

Alignment approval proposal shown on grid & in the GIS Map Button GIS view of alignments will appear.



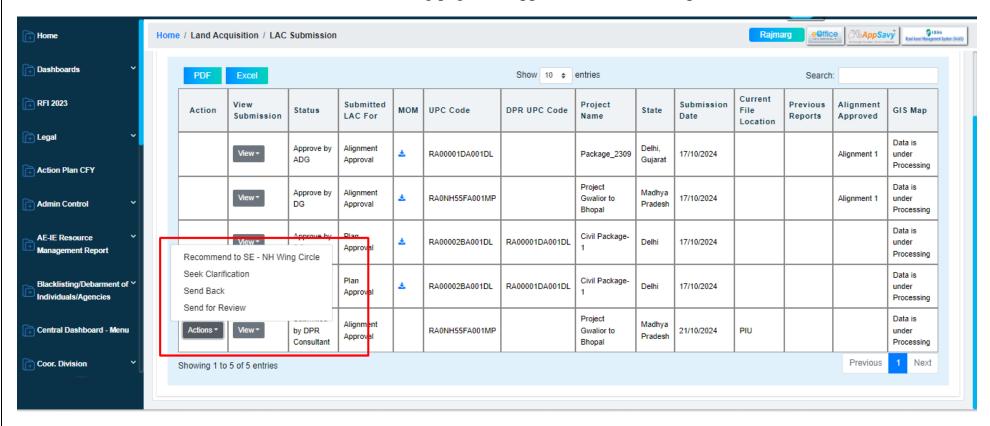
After click on GIS Map button, stakeholder can see the actual Alignment on GIS Environment in the below screen



## **Step – 7 (Alignment Approval)**

## 2. NH Division/RCC/PIU-MoRTH Log in

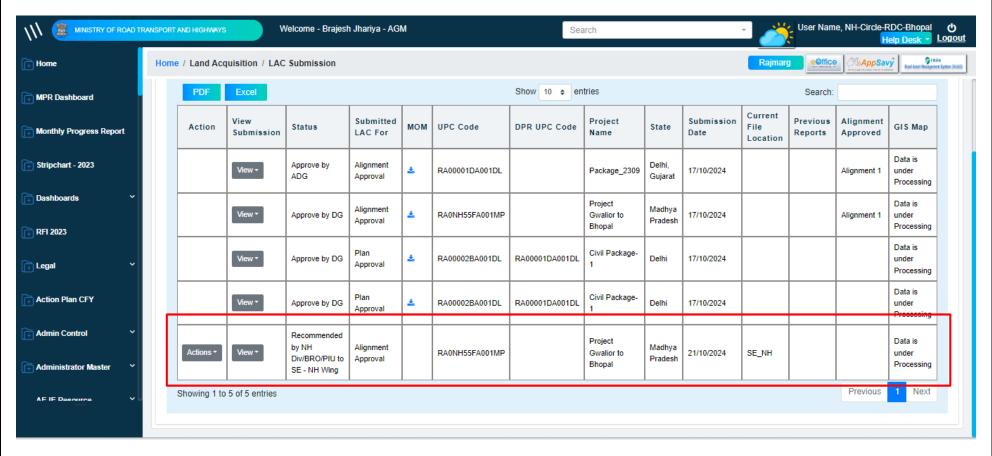
In NH Division/RCC/PIU-MoRTH login, user can view the submitted details & activity log in View tab and take necessary action under Action tab i.e. Recommended to SE – NH Wing Circle (for PIU it shown to RO-Morth), Seek Clarification, Send for Review & Send Back. After that same noting page will appear as defined in step no.-4.



## Step – 8 (Alignment Approval)

## 3. Circle Officer (NH-Div/BRO) login

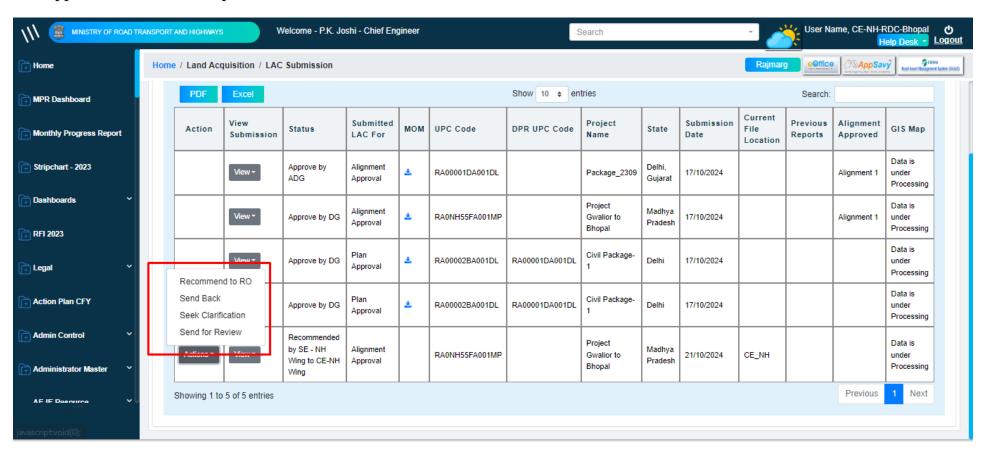
In Circle Officer (NH-Div/BRO) login, user can view the submitted details & activity log in View tab and take necessary action under Action tab i.e. Recommended to CE – NH Wing Circle ,Seek Clarification, Send for Review & Send Back. After that same noting page will appear as defined in step no.-4.



## **Step – 9 (Alignment Approval)**

#### 4. Chief Engg. (NH-Div/BRO) Log in

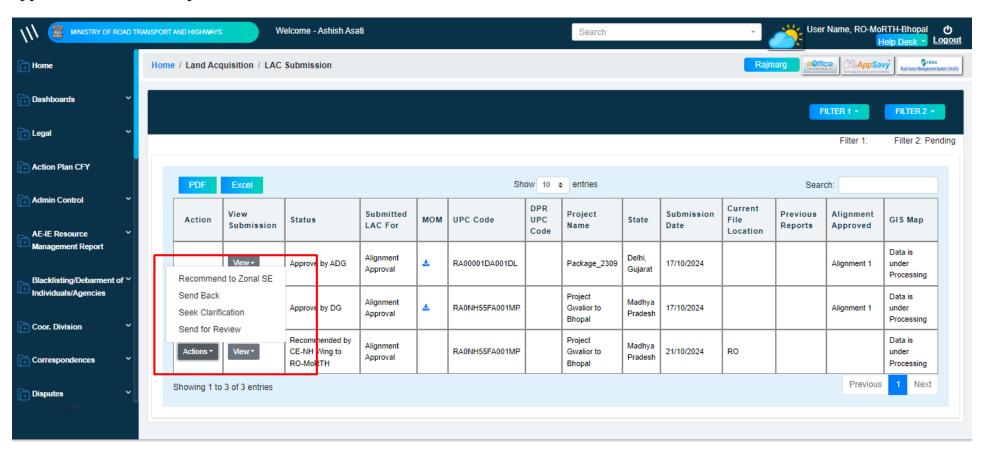
In Chief Engg. (NH-Div/BRO) log in, user can view the submitted details & activity log in View tab and take necessary action under Action tab i.e. Recommended to RO, Seek Clarification, Send for Review & Send Back. After that same noting page will appear as defined in step no.-4.



## **Step – 10 (Alignment Approval)**

#### 5. RO-MoRTH Log in

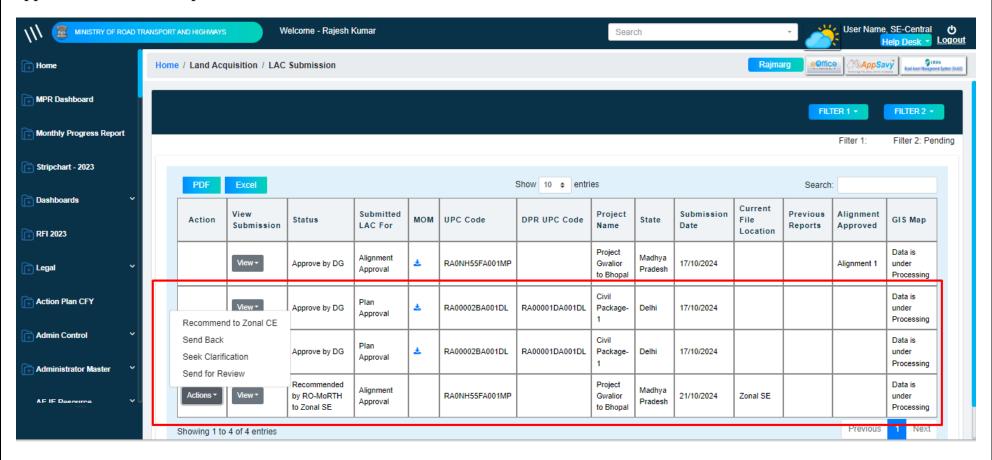
In RO-MoRTH log in, user can view the submitted details & activity log in View tab and take necessary action under Action tab i.e. Recommended to Zonal-SE ,Seek Clarification, Send for Review & Send Back. After that same noting page will appear as defined in step no.-4.



## **Step – 11 (Alignment Approval)**

## 6. Superintendent Log in

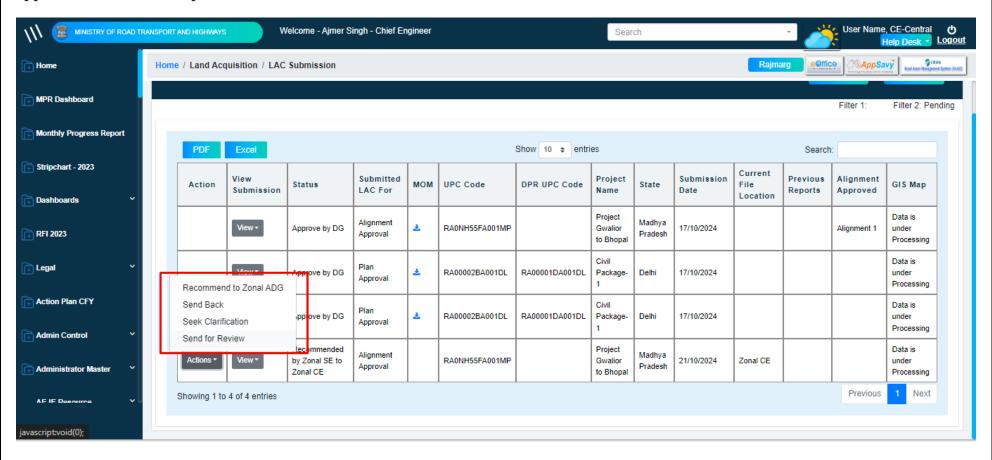
In Superintendent log in, user can view the submitted details & activity log in View tab and take necessary action under Action tab i.e. Recommended to Zonal-CE, Seek Clarification, Send for Review & Send Back. After that same noting page will appear as defined in step no.-4.



## **Step – 12 (Alignment Approval)**

## 7. Chief Engineer Log in

In Chief Engineer log in, user can view the submitted details & activity log in View tab and take necessary action under Action tab i.e. Recommended to Zonal-ADG, Seek Clarification, Send for Review & Send Back. After that same noting page will appear as defined in step no.-4.

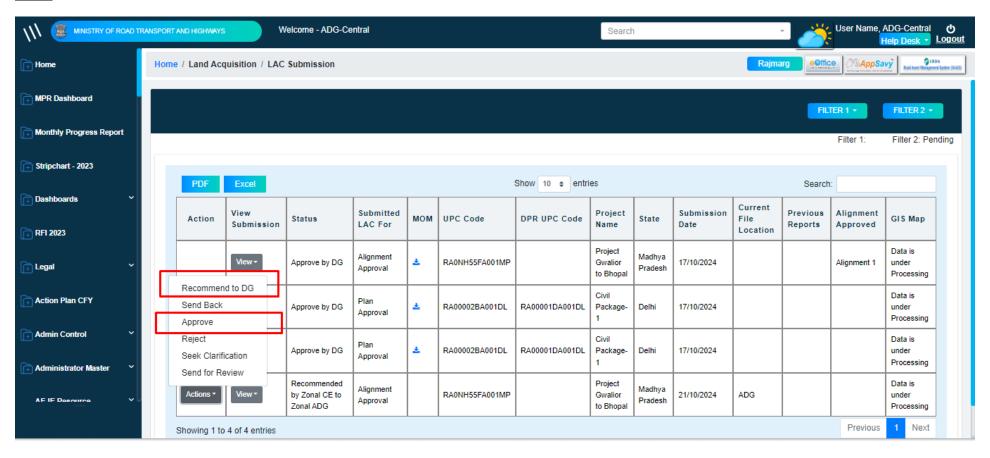


# <u>Step – 13 (Alignment Approval)</u>

#### 8. ADG Log in

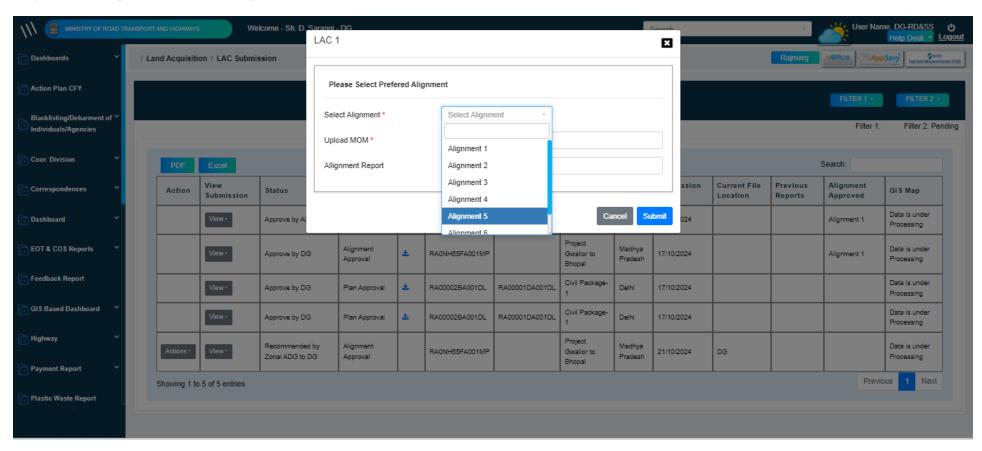
In ADG log in, user can view the submitted details & activity log in View tab and take necessary action under Action tab i.e. Recommended to DG or Approve, Seek Clarification, Send for Review & Send Back. After that same noting page will appear as defined in step no.-4.

<u>Note</u> – *If ADG approve then flow will be complete* 



## **Step – 14 (Alignment Approval)**

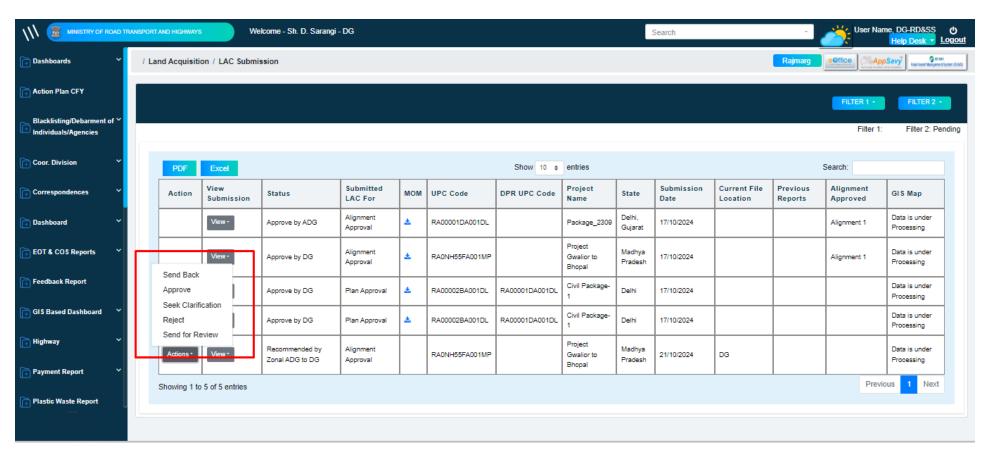
If **approve** then user select which alignment is finalize with upload MOM and alignment report. In case of "**other**" then updated alignment shapefile should be uploaded



## **Step – 15 (Alignment Approval)**

#### 9. DG Log in

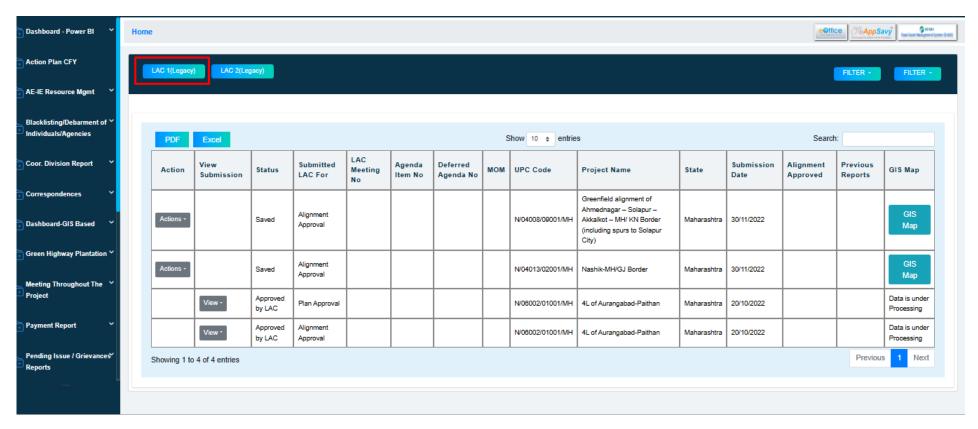
In DG log in, user can view the submitted details & activity log in View tab and take necessary action under Action tab i.e. Approve, Reject, Seek Clarification, Send for Review & Send Back. After that same noting page will appear as defined in step no.-4.



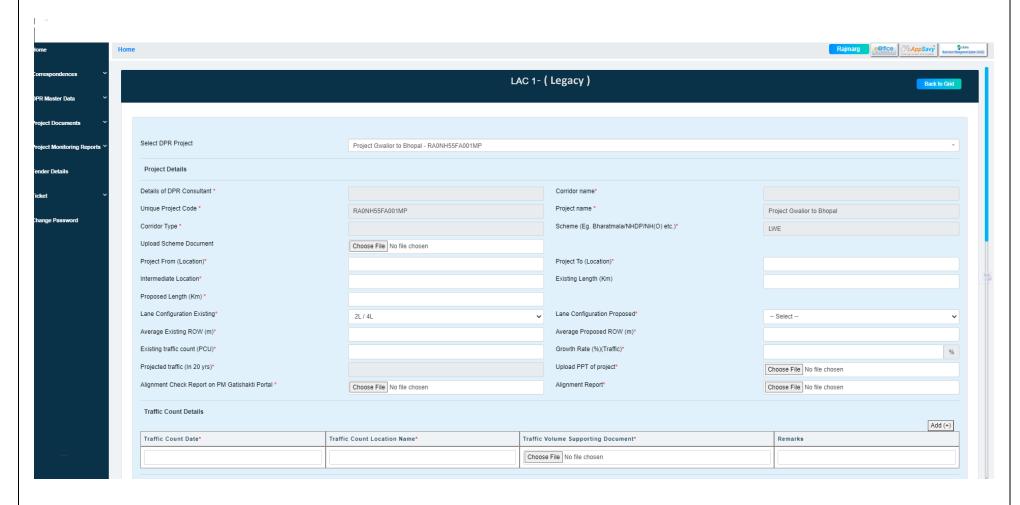
# **Step – 16 (Alignment Approval)**

#### 10. Legacy Alignment Submission

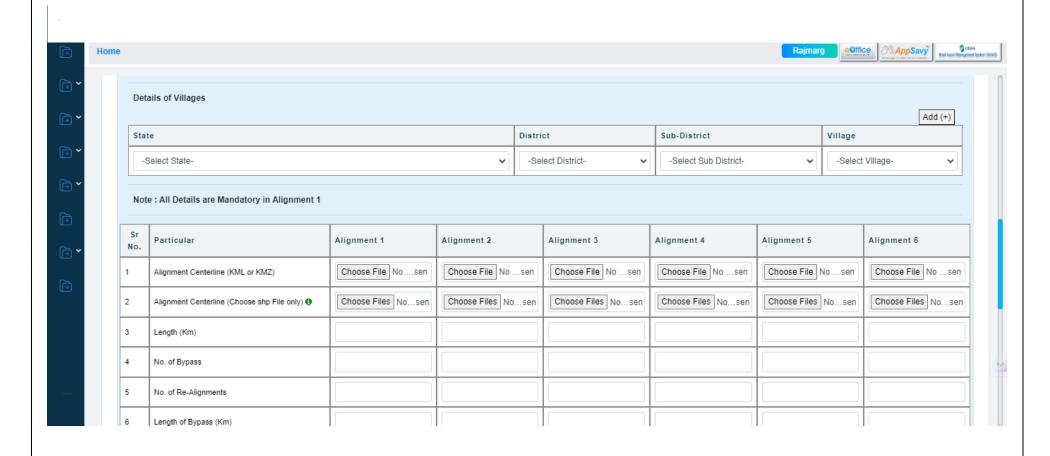
In RO Log in, click on LAC 1 (Legacy) to submit old Alignment Approval Projects. There is no approval for that submission



## Form Continue



## Form Continue



## Form Continue

