Standard Operating Procedure of "Plan/Cost Approval"

Ministry of Road Transport and Highways

Standard Operating Procedure for "Plan/Cost Approval"

Table of Content

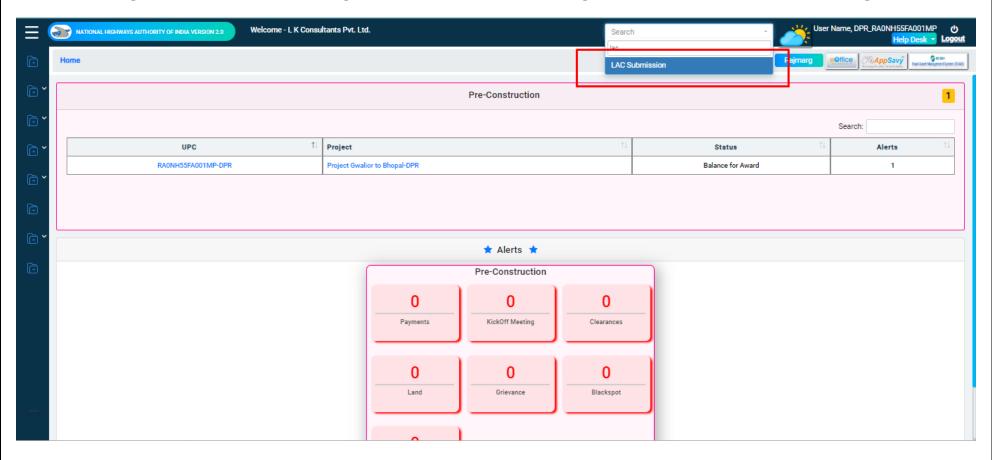
Contents

1.	DPR Log in	2
2.	NH Division/RCC/PIU-MoRTH Log in	11
2		4.3
3.	Circle Officer (NH-Div/BRO) login	12
4.	Chief Engg. (NH-Div/BRO) Log in	13
_		
5.	RO-MoRTH Log in	14
6.	Superintendent Log in	15
/.	Chief Engineer Log in	16
8	Legacy Alignment Submission In	17

Step - 1 (Plan Approval)

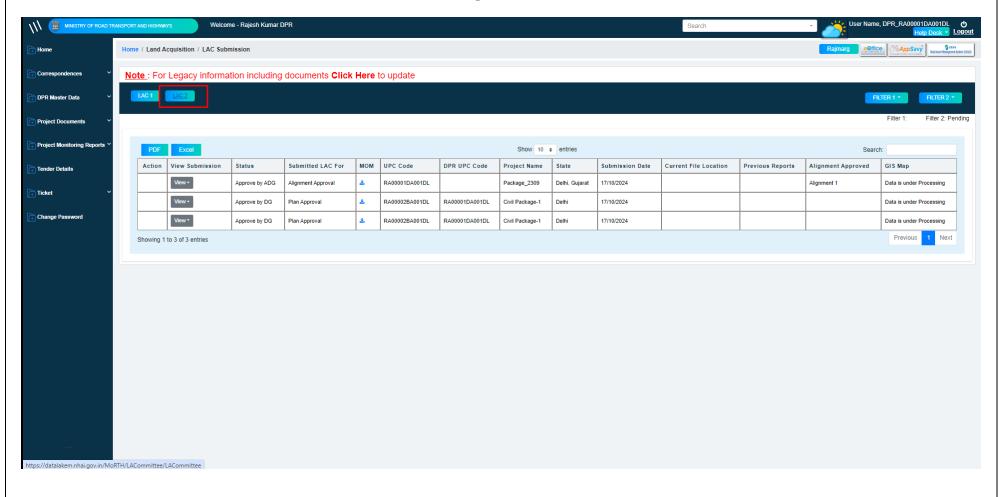
1. DPR Log in

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



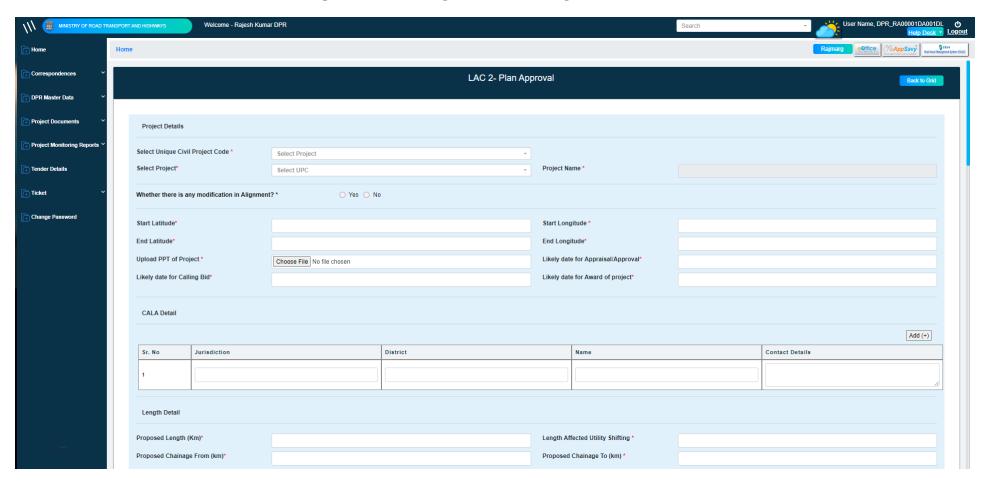
Step – 2 (Plan Approval)

In this section, DPR Consultant click on $\underline{\textbf{LAC 2}}$ button to open the form.

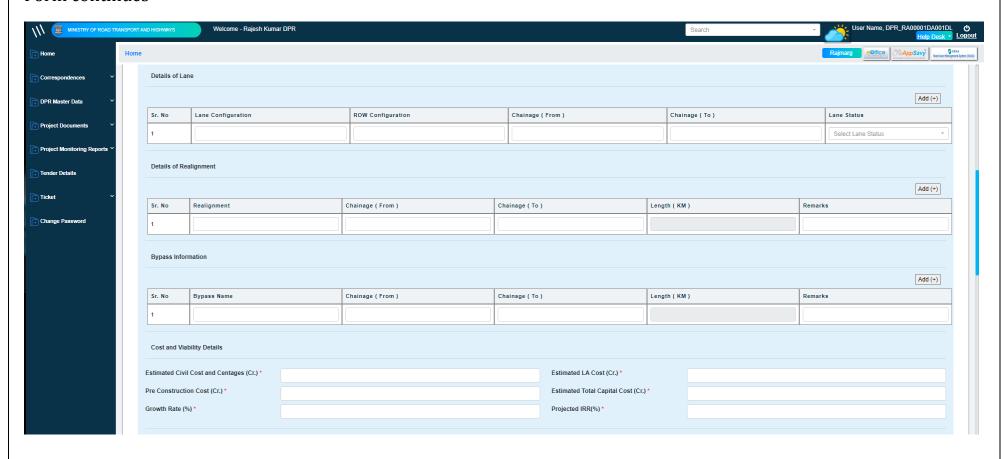


Step – 3 (Plan Approval)

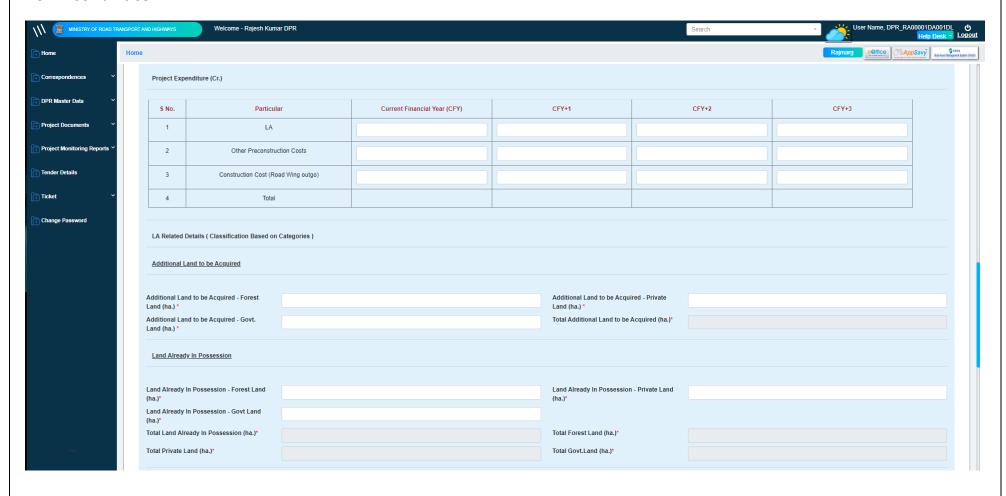
In this form, DPR Consultant fill the required details against the field given below and submit this form.



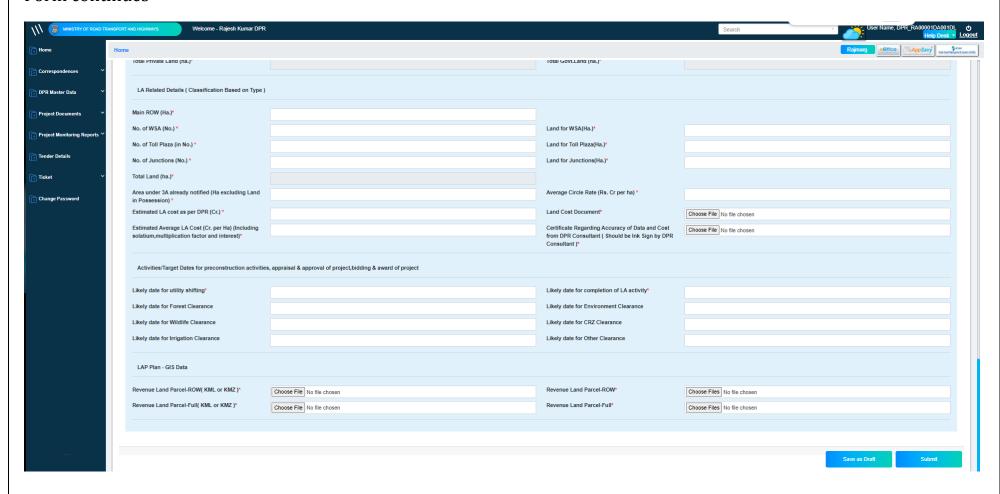
Form continues



Form continues

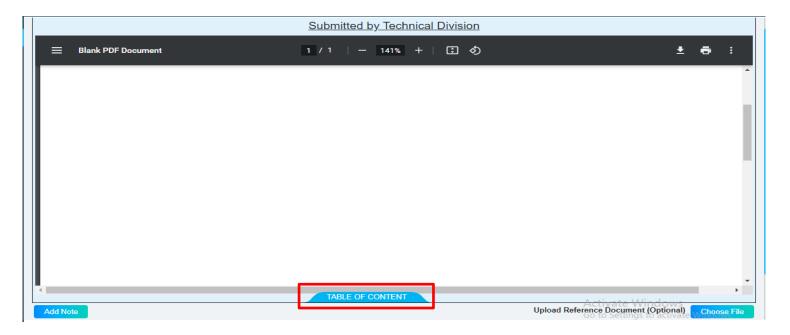


Form continues



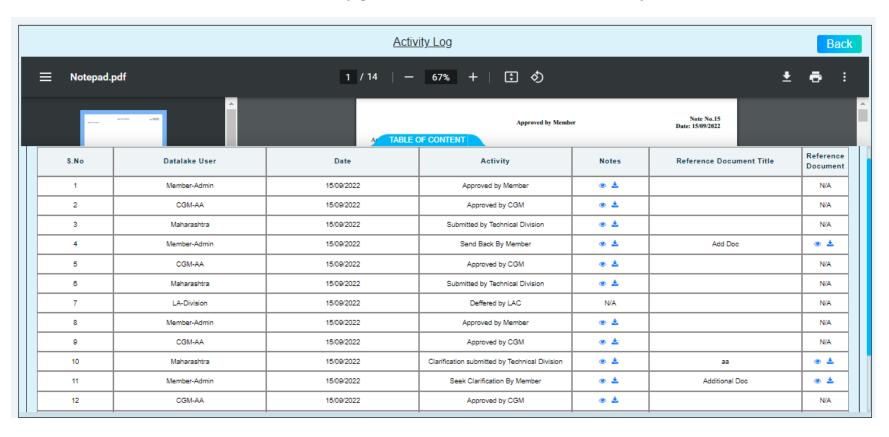
Step – 4 (Plan Approval)

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.



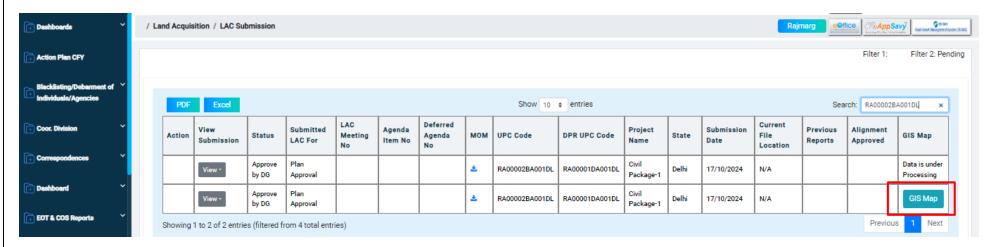
Step – 5 (Plan Approval)

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



<u>Step – 6 (Plan Approval)</u>

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



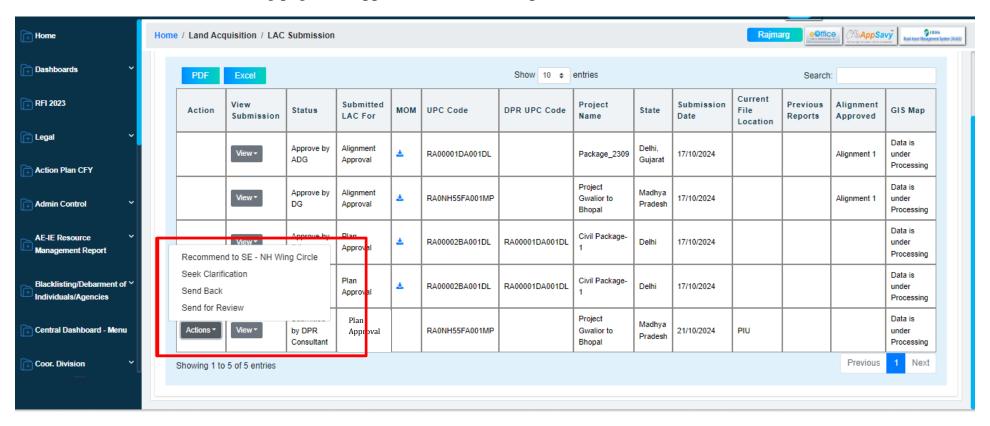
After click on GIS Map button, stakeholder can see the actual Alignment on GIS Environment in the below screen



Step – 7 (Plan Approval)

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

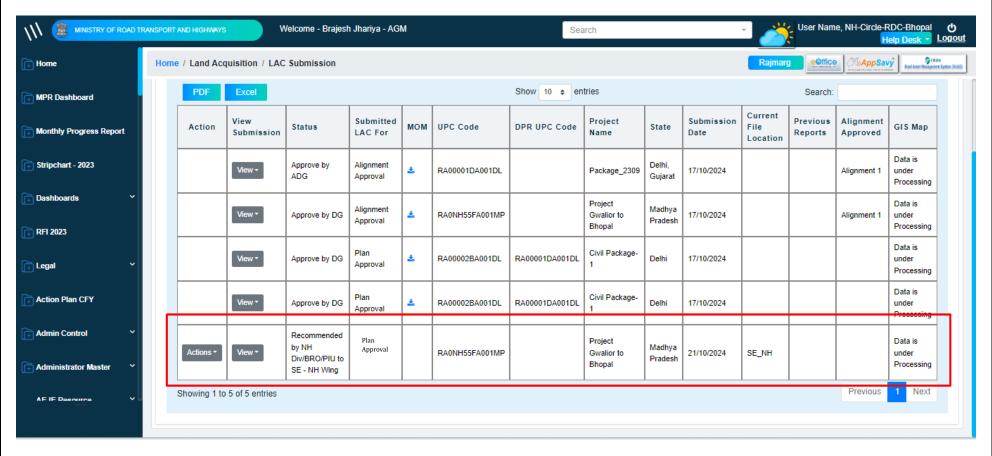
In NH Division/RCC/PIU-MoRTH login, user can view the submitted details & activity log in View tab and take necessary action under Action tab i.e. Recommended to SE – NH Wing Circle / RO -MoRTH ,Seek Clarification, Send for Review & Send Back. After that same noting page will appear as defined in step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



Step – 8 (Plan Approval)

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

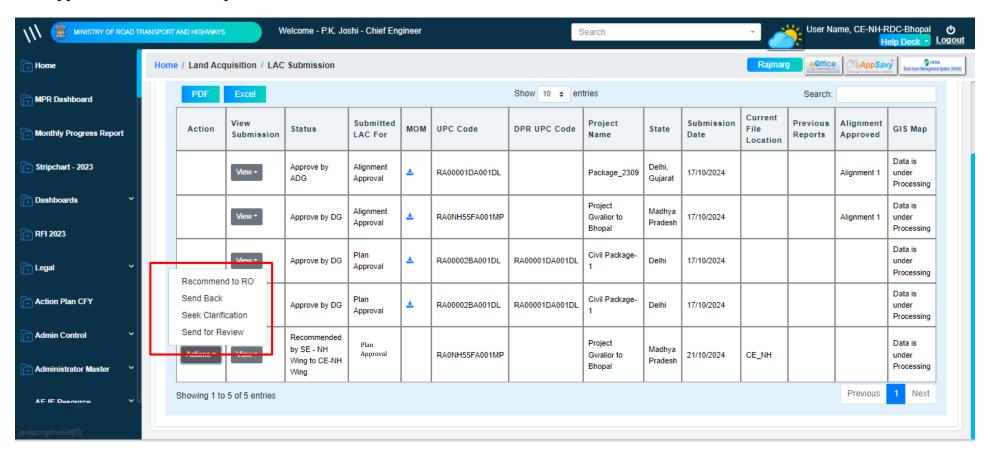
In Circle Officer (NH-Div/BRO) login, user can view the submitted details & activity log in View tab and take necessary action under Action tab i.e. Recommended to CE – NH Wing Circle ,Seek Clarification, Send for Review & Send Back. After that same noting page will appear as defined in step no.-4.



Step – 9 (Plan Approval)

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

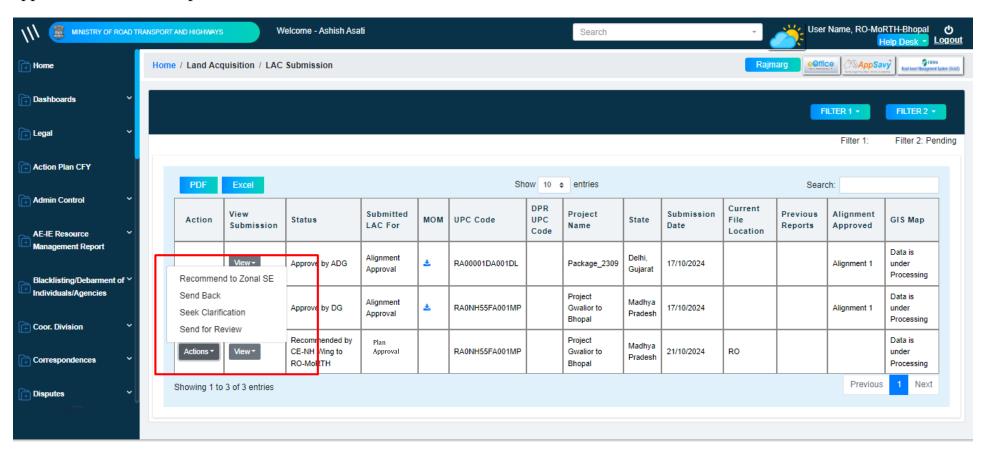
In Chief Engg. (NH-Div/BRO) log in, user can view the submitted details & activity log in View tab and take necessary action under Action tab i.e. Recommended to RO, Seek Clarification, Send for Review & Send Back. After that same noting page will appear as defined in step no.-4.



Step – 10 (Plan Approval)

5. RO-MoRTH Log in

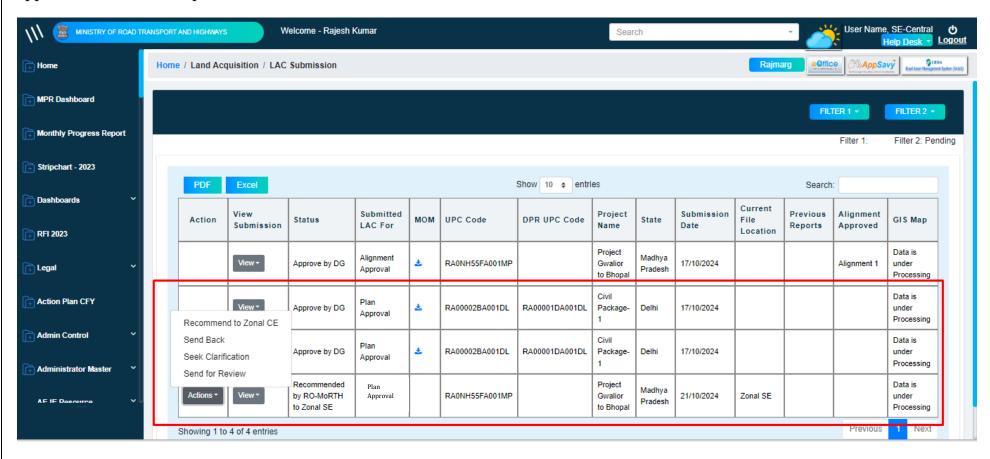
In RO-MoRTH log in, user can view the submitted details & activity log in View tab and take necessary action under Action tab i.e. Recommended to Zonal-SE ,Seek Clarification, Send for Review & Send Back. After that same noting page will appear as defined in step no.-4.



Step – 11 (Plan Approval)

6. Superintendent Log in

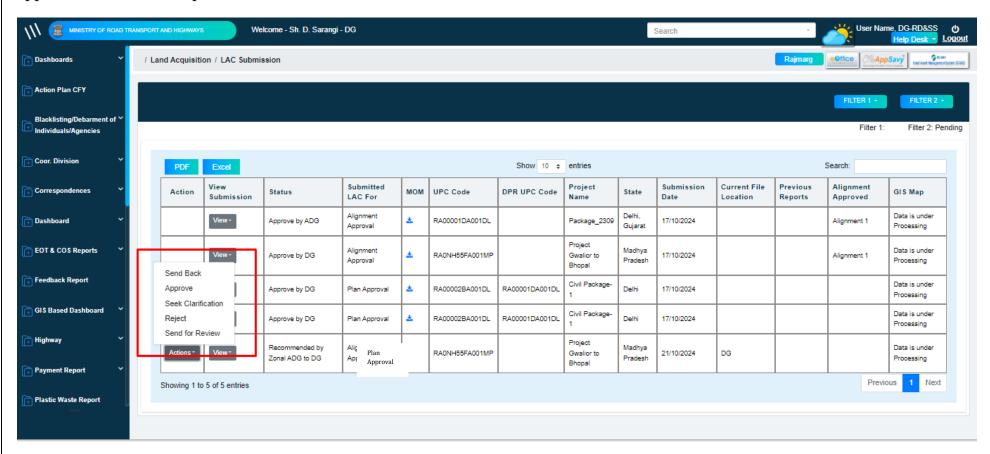
In Superintendent log in, user can view the submitted details & activity log in View tab and take necessary action under Action tab i.e. Recommended to Zonal-CE, Seek Clarification, Send for Review & Send Back. After that same noting page will appear as defined in step no.-4.



Step – 12 (Plan 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.



Plan Approval - Legacy

8. Legacy Alignment Submission In

RO Log in, click on LAC 2 (Legacy) to submit old Plan Approval Projects. There is no approval for that submission.

