

Government of India
Ministry of Road Transport & Highways
Transport Bhawan, 1, Parliament Street, New Delhi - 110001
(Planning Zone)

Dated: 30th March, 2024

To,

- i. The Chairman, NHAI
- ii. The Principal Secretaries/ Secretaries of all States/ UTs Public Works Department dealing with National Highways
- iii. MD, NHIDCL
- iv. DG, Border Roads Organisation
- v. The Engineers-in-Chief and Chief Engineers of all States/ UTs Public Works Department dealing with National Highways
- vi. All Chief Engineers of the project Zone in the Ministry
- vii. All ROs of the Ministry

I am directed to state that for ensuring paperless, informative, transparent and accountable sanction process, a detailed SOP has been prepared (enclosed at Annexure-I) which needs to be mandatorily followed w.e.f. **01.04.2024** without any exception for works being executed through NHAI, State Government, BRO, NHIDCL and MoRTH PIUs.

2. It has also been decided to onboard the concerned CEs(NH) of the State Govt. on MoRTH e-office for following the proposed SOP. Concerned project zone will ensure CE(NH) of the State Govt is onboarded on e-office.

3. This issues with the approval of Competent Authority.

Yours faithfully

Encl: Detailed SOP

(Umrav Meena)
Under Secretary to the Govt. of India
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Copy for information to:

- i. Sr.PPS to Secretary (RT&H)
- ii. Sr. PPS to DG(RD)&SS/Sr. PPS to AS&F
- iii. Sr. PPS to all ADS, in Ministry
- iv. Secretary General, Indian Road Congress

Signed by Umrav Meena

Date: 30-03-2024 00:53:00

- v. All Technical and Finance Officers at the Headquarters
- vi. NIC / ERP Team

Annexure-I

Detailed SOP for recording and digitizing the sanction process in the Ministry

- i. Concerned Project Zone section at HQ shall create an e-file for all NH works requiring sanction of MoRTH. The Project Zone section at HQ shall also maintain the electronic register containing File No, Name of work, Sanctioned Cost, Computer No, etc. for authentic records.
- ii. Concerned CE(NH) of the State Governments/PIUs shall submit the proposal to MoRTH HQ Project Zone **electronically** through e-office / the official email id with a copy to the concerned RO office. After receipt of the proposal, a number will be assigned for the received proposal by the Zone. NHA1 will similarly route the sanction proposals through the designated CE (BP&SP).
- iii. Comments/clarifications/ additional information of the concerned RO, if necessary, on the estimates will be obtained on the e-files only for processing the sanction. For this, all ROs will also separately open and maintain a project-specific file and all related correspondences shall be kept in the file.
- iv. Concerned Project Zone at HQ, after due scrutiny, will seek IFD concurrence and AA&FS from Competent Authority as per relevant delegations and procedures.
- v. After AA&FS of the Competent Authority, concerned section shall record the Job No. on the e-file which will be submitted to the Nodal Officer of the Project Zone (SE/EE). Based on the Job No, the project will be created/updated in PMIS/ Datalake with Unique Project Code (UPC).
- vi. This enables automatic fetching of the basic details on the PMIS/Datalake/SAP/Dashboard. Concerned Nodal Officer of the Project Zone will further enter the details as required in PMIS / Datalake/ SAP (such as Cost Breakup, Schedule H, BOQ, etc). After completing the required project details in PMIS / Datalake/SAP, the **draft sanction letter will be automatically created on the system.**
- vii. This draft sanction letter will then be attached in the concerned e-office and submitted to the IFD for vetting and concerned Under Secretary for signature along with the digitally signed technical note.

- viii. **Concerned US will digitally sign the sanction letter on PMIS / Datalake/ SAP** and attach the same in the concerned e-file and then forward the e-file to the concerned Project Zone for issue of the sanction.
- ix. Sanction will be communicated to all the concerned electronically. Concerned Project Zone section will keep a record of all estimates received, processed and sanctioned, including the signed copy of the sanction letter and technical note, etc. in the E-file.
- x. Planning Zone / Monitoring Zone /JS(H) office/ FA office/ Secretary office / DG office will have the master access on the PMIS/Datalake/SAP through standard dashboard to have sanction details of the entire country on a real-time basis.
- xi. After award of the project, RO will update the project details on PMIS / Datalake/ SAP and freeze it as per the agreement.
- xii. The SOP will be uniformly applicable to NHAI, NHIDCL, BRO, State PWDs and MORTH PIUs.
- xiii. The reference number assigned in para (ii) and the UPC created in para (v) above will be matched and stored together for easy retrieval of records.