

No. H-39011/25/2016-P&P (Pt. XIII)
Government of India
Ministry of Road Transport & Highways
Transport Bhawan, 1, Parliament Street, New Delhi - 110001

Office Memorandum

Dated the 14th August, 2020

Subject: Schedule for Digitization of documents under ERP eDISHA Project at MoRTH ROs.

1. MoRTH initiated the project eDISHA to integrate all the systems and processes in MoRTH, NHAI and NHIDCL to improve the efficiency and transparency along with project management and digitization. 'eDISHA- Digitally Integrated System for Highway Assets' is a project for implementation of Integrated Technology Solution (ERP) at MoRTH, NHAI & NHIDCL. M/s EIT has been appointed as the System Integrator (SI) for the project.
2. Digitization is part of the implementation of Integrated Technology Solution at MoRTH, NHAI & NHIDCL wherein all the project documents are to be digitized. The digitization of the documents of MoRTH ROs shall be carried out at respective ROs of the State.
3. A list of 'types of documents' which are required to be digitized for every project (Completed and UI) has been identified. The list of documents required to be provided is at Annexure-I. All the files shall be uploaded through PMIS and stored in the Document Management System post digitization and the files can be accessed through PMIS and DMS. The list of Meta data fields i.e. information about each file required is at Annexure-II.
4. The guidelines for preparation of files before handing over for digitization and procedure for handing over of files along with receiving files after completion of digitization is at Annexure-III. The details of the Nodal Officers from the system integrator M/s EIT Services India Pvt Ltd is at Annexure-IV.
5. ROs would appoint one Nodal Officer and Assistant Nodal Officer (Technical) for digitization. The Nodal Officer/ Assistant Nodal Officer shall be responsible for providing the files and documents as per guidelines at Annexure-III including maintaining record of digitization and sign-off. The respective Nodal Officers of each RO shall be responsible for preparation of files, maintaining the inventory of files including page numbering of each file, signing-off before handover of the file and sign-off after receiving the file and verification of the file to ensure all the pages in a file have been received after digitization. Any discrepancy may immediately be reported to team of M/s EIT Services India Ltd and to respective RO. M/s EIT shall be responsible for ensuring all the files and pages are returned back to respective officers.
6. Each RO shall provide necessary office space and utilities like power supply to the team of M/s EIT for setting up digitization equipment at each RO. The representative of M/s EIT shall communicate and coordinate with each RO at least 10 days in advance to enable RO for providing necessary infrastructure for setting up of equipment and arranging files for digitization.
7. The digitization team will visit on confirmation from RO for infrastructure readiness as per Annexure-V.
8. All the documents for projects that are currently not on PMIS or completed projects would also be digitized. M/s EIT shall provide a unique project ID for projects which are completed or not on PMIS to enable digital access to the documents in the Document Management System (DMS) to be deployed.

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9. The respective ROs would be responsible for coordinating with M/s EIT Services India Pvt Ltd and ensuring completion of digitization of documents under respective ROs including all the NH Divisions in the respective state. The files from all NH Divisions under an RO are required to be transported to the respective RO and the same is to be ensured by the respective Nodal Officer.

10. A schedule for the digitization of documents under 'Design, Development and Implementation & Enablement of Integrated Technology Solution is attached as Annexure-VI.

Encl.: As above.

To:

1. All ROs, MoRTH

Copy to:

1. PPS to Secretary, RTH
2. PPS to DG (RD) & SS
3. All ADGs, MoRTH
4. All CEs, MoRTH
5. Members of Integrated Steering Committee and Operating Committee for ERP
6. Mr. Rahul Bhardwaj, Program Manager, M/s EIT Services India Pvt. Ltd.

Nrendra Sharma
(Narendra Sharma)
Superintending Engineer (BP&SP)
14/8/2020

Annexure-I

List of Documents required for Digitization for every project

1. Feasibility report
2. **DPR Contract**
3. **Detailed Project Report**
4. 3a notification
5. 3A notification
6. 3D notification
7. 3G notification
8. 3H notification
9. Responses to pre-bid queries by Authority for civil works
10. **Item Rate Contract/EPC Contract/PPP Concession Agreement (as applicable)**
11. **Letter of Acceptance (LoA) for civil works**
12. **Memorandum of Site Handover**
13. **AE/IE/SC Contract**
14. Monthly Progress Report
15. EOT Letter
16. Change of Scope (COS) Approval Letter
17. **PCOD Certificate**
18. **Completion Certificate (COD Certificate)**
19. Toll Notifications
20. Note sheet & Correspondence File

(Highlighted documents are must to be provided if applicable as per the project stage)

List of Meta-Data for every file

1. Organization: (MoRTH) *
2. Project ID/Job Number*
3. Document Type*
4. Document Sub Type*
5. File Number*
6. Volume*
7. Subject/Title*
8. Section
9. Department Sr. No.
10. Department abbreviation
11. NH No: (Old)
12. Document Location:
13. State Code
14. Start Chainage
15. Rack No:
16. Carton No:
17. File RFID No:
18. Document ID:
19. Number of pages
20. Image Path
21. Project Name(Short)
22. PIU/Executive division
23. SAP Project Code

Note: Fields marked in “*” are mandatory.

Guidelines for preparation of files for digitization

1. All the documents must be clean so that scanning can be performed on these documents.
2. All the documents have clear file name and other metadata fields mentioned on the cover page.
3. All the documents must be in a readable format.
4. The 'types of documents' highlighted in Annexure-I are must and to be provided for digitization.

Guidelines for Handover of the Records to team and Receive back

1. A formal hand-over and takeover of documents with proper sign off will be done at allocated space to EIT Digitization Team at each RO.
2. The inventory of files being submitted for digitization is to be maintained by respective RO or the Nodal Officer so appointed by each RO for the same. The inventory details shall be counter-signed by representative of M/s EIT before the files are obtained.
3. Similarly, after digitization, the files shall be handed over to the respective Nodal Officer. The record for receipt of files after digitization is to be maintained by each RO. A separate record shall also be maintained by M/s EIT.
4. Continuous supply of records may be ensured by each zone/ division until completion of digitization of all the files in the respective RO and NH Divisions under each RO.

Team Details

Annexure-IV

| Sr. No. | Name | Role | Mobile | Email-ID |
|---------|---------------------|-----------------|------------|--|
| 1. | Umesh Singh Chandel | Project Manager | 9999745548 | umesh-singh.chandel@dxc.com |
| 2. | Rajesh Sharma | Team Lead | 7838425745 | rsharma210@dxc.com |
| 3. | Dhiraj Bhattacharya | Team Lead | 8013085180 | dhiraj@eduplex.in |
| 4. | Subrata Majumdar | Project Manager | 9830168712 | majumder.subrata@gmail.com Subrata.m@eduplex.in |

Annexure-V

Digitization Infrastructure Requirement

| Description | Optimum requirement (>1 Lac pages) | Minimum Requirement (<1 Lac pages) |
|---|--|--|
| Dedicated Space for Digitization work in same premises (lock & key) | 500 square feet (it is mandatory for huge volume of pages) | 300 square feet |
| Long Table (approx. 4-5 ft. long) | 4 nos | 3 nos |
| Chairs | 8 nos | 6 nos |
| Almirah with lock & key | 3 nos | 3 nos |
| Internet Connectivity | 20 Mbps line | 10 Mbps line |
| Air Condition (25 C) | As per space size | As per space size |
| Electricity, light, fan etc. | As per space size | As per space size |
| Un-interrupted Power Supply (UPS 1KVA) | Adequate to run few computers and few scanners and printer | Adequate to run few computers and few scanners and printer |
| Common facility – drinking water, wash room etc. | Required | Required |

Schedule

Annexure-VI

| Digitization Plan for RO MoRTH for eDISHA Project | | | | | |
|---|-------------------|----------------------|--------------------|----------------------|-----------------------------|
| | Aug-20 | Sep-20 | Oct-20 | Nov-20 | Dec-20 |
| RO MoRTH Jaipur | Already Completed | | | | |
| RO MoRTH Chandigarh | Currently Working | | | | |
| RO MoRTH Dehradun | RO MoRTH Dehradun | | | | |
| ELO MoRTH Shimla | ELO MoRTH Shimla | | | | |
| RO MoRTH Bhubaneswar | | RO MoRTH Bhubaneswar | | | |
| RO MoRTH Kolkata | | RO MoRTH Kolkata | | | |
| RO MoRTH Patna | | RO MoRTH Patna | | | |
| RO MoRTH Bhopal | | RO MoRTH Bhopal | | | |
| RO MoRTH Guwahati | | | RO MoRTH Guwahati | | |
| RO MoRTH Ranchi | | | RO MoRTH Ranchi | | |
| RO MoRTH Hyderabad | | | RO MoRTH Hyderabad | | |
| RO MoRTH Itanagar | | | RO MoRTH Itanagar | | |
| RO MoRTH Bengaluru | | | | RO MoRTH Bengaluru | |
| RO MoRTH Gandhinagar | | | | RO MoRTH Gandhinagar | |
| RO MoRTH Lucknow | | | | RO MoRTH Lucknow | |
| RO MoRTH Mumbai | | | | RO MoRTH Mumbai | |
| RO MoRTH Chennai | | | | | RO MoRTH Chennai |
| RO MoRTH Raipur | | | | | RO MoRTH Raipur |
| RO MoRTH Thiruvananthapuram | | | | | RO MoRTH Thiruvananthapuram |
| RO MoRTH Vijayawada | | | | | RO MoRTH Vijayawada |

No.1/2020/US-RW
Government of India
Ministry of Road Transport & Highways
(Office of US Road Wing)
Transport Bhawan, 1, Parliament Street, New Delhi - 110001

Dated: 17th August 2020

Sub: Signature on various types of communications including financial Sanctions - regarding

As per this Ministry Office Order No. 80/2020 [F.No.A-22012/1/2020-E.I.] dated 15.7.2020, the undersigned has been authorized to sign various types of communications including financial sanctions to be issued by various Project Zones under the direction and supervision of DG(RD)&SS.

2. Accordingly, as per the office procedure defined by the Ministry of Personnel, PG & Pensions (Dept. of Administrative Reforms & Public Grievances(D/o ARPG), the draft sanction letters, duly vetted by IFD and competent authority, put up to the undersigned by the concerned Project Zones for approval are signed by the undersigned after careful scrutiny of its contents. Any ambiguity finds by the undersigned are duly brought to the notice of the concerned Project Zones, in file, for removing the same before final signature on the Sanction letter by the undersigned.
3. However, recently, in one such file No. RW/BHP/MP/DPP/NHDP-IV/NH-92/Gwalior-Bhind, before final signature on the draft Sanction letter (duly approved & vetted by IFD & competent authority), the undersigned sought some clarifications from the concerned Project Zone. The concerned Project Zone instead of giving the requisite clarifications in the file kept it pending with them for 5 days and brought the matter to the notice of DG(RD)&SS.
4. In turn, the DG(RD)&SS called the undersigned in his chamber on 14.08.2020 and sought the reasons as to why the file is still pending. The undersigned briefed the above status to DG(RD)&SS but he insisted and directed the undersigned to sign the said sanction letter immediately without verifying its contents as all the necessary approvals i.e. technical, financial & administrative have already been obtained in the file. In compliance of the said directions, the undersigned had to pull back the said efile and recorded the said directions of the DG(RD)&SS in file before signing the sanction letter.
5. In compliance of the above directions of DG(RD)&SS, the undersigned is bound to sign all such Sanction letters of the project zones which are concurred and approved/vetted by IFD as well as administratively, technically approved by competent authority without scrutiny/verifying the contents of the said Sanction letters.
6. Accordingly, in compliance of the above said directions of DG(RD)&SS, it is brought to the notice of all concerned that henceforth Finance Wing and concerned Project Zones of the Road Wing shall be responsible for any error/omission/mistake noticed later on in the Sanction letter signed by the undersigned. Hence, in order to avoid mistake/errors in issue of Sanction letters, all the concerned may ensure that Sanction letters put up to the undersigned for signature are free from any error/omission/mistake as the undersigned will not be responsible for any error/mistake/omission etc.

(Kamal Parkash)
Under Secretary (Road Wing)

All CEs and Regional Officers of MoRTH
IFD

Copy also to: PPS to Secretary(RTH)/PPS to DG(RD)&SS/PPS to AS&FA/PS to JS(Estt.)

NIC- is requested to upload on the website of the Ministry/Notice Board MoRTH

Government of India
Ministry of Environment, Forest and Climate Change
(Forest Conservation Division)

Indira Paryavaran Bhawan,
Aliganj, Jorbagh Road,
New Delhi-110003

Dated: the 18th August, 2020

To

The Principal Secretary (Forests),
All State Governments/UT Administrations

Sub: Clarification on dispensation of Compensatory Afforestation over double the degraded forest land, instead of equivalent non-forest land- in respect of Central PSUs/Central Government Projects - regarding.

Sir,

The issue related to the dispensation of CA land on double the degraded forest land instead of equivalent non-forest land for the National Highways projects irrespective of the User Agency was examined in the Ministry.

It has been decided that MoRTH/Central Government agencies will be entered as a "user agency" in the online application form in PARIVESH portal (i.e. www.parivesh.nic.in), in such cases where work that is of Central Sector Projects and is owned, developed and maintained by Central Government but the execution is carried out by a state agency. As the user agency is MoRTH (Central Government) or a Central PSU, the dispensation of Compensatory Afforestation over double the degraded forest land, instead of equivalent non-forest land will be available in such cases. In case of any violation of provisions under the Forest (Conservation) Act, 1980 or matters related to residual responsibility, the same will be owned by the user agency.

This issues with the approval of competent authority.

Yours faithfully,

Sd/-

(Sandeep Sharma)

Assistant Inspector General of Forests

Copy to:

1. Secretary (MoRTH), Government of India, Transport Bhawan, New Delhi.
2. Principal Chief Conservator of Forests, All State Govt.s/ UT Admins.
3. Nodal Officer (FCA), Office of the PCCF, All State Governments/ UT Admins.
4. Dy. Director General of Forests (Central), All Regional Offices, MoEF&CC.
5. PPS to Secretary (EF&CC) GoI, PPS to DGF&SS, MoEF&CC, GoI, PPS to ADG (FC), MoEF&CC GoI.
6. Monitoring Cell, FC Division, MoEF and CC, New Delhi