



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

National Highways Authority of India

(Ministry of Road Transport and Highways)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110075

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May 22, 2023
Important

File. No 13057/01/2022/IT

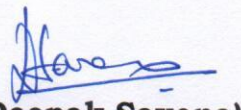
Office Memorandum

Sub: Submission of Proposals related to change in ownership/ shareholding through Data Lake- GO-live of Change of ownership Module on Data Lake

The Concessionaire currently submit the proposal of changes in ownership/shareholding in PPP Projects to Finance Division in Part A of the prescribed format. Afterwards the information is sent to Technical Division for verification and to provide the information in Part B of the prescribed format. This process takes too much time for processing the subject matters.

2. To overcome this, it has been decided to process the change the cases of change in ownership/ shareholding under PPP Projects through data lake only. Accordingly, this functionality shall go live on the Data Lake portal w.e.f. 23 May 2023. The brief features of the module are as follows:
 - i. **Transaction based:** - Provision of diary function to access all correspondence and notes for case examination and issue the of system-generate approval letter.
 - ii. **Major Field:** - Capturing fields like existing and proposed shareholding patterns and Auto-populate basic details related to the project.
 - iii. **File movement:** Once the contractor submits the request for refinancing, the request is directly submitted to CGM (Tech) and CGM (Finance) for making a decision.
2. Standard Operating Procedures and Flowcharts for the use of the aforementioned module are available on Data Lake Central Dashboard and enclosed for ready reference and compliance. All concerned officers are advised to read the same for compliance. Henceforth, it would be mandatory to process all Refinancing of Projects on the Data Lake Portal.
3. In case of any difficulty, the Help Desk may be contacted on Ext. 3026/3037/3728.

Encl: As above


(Deepak Saxena)
i/c CGM (IT)

To,

All ROs & All PDs

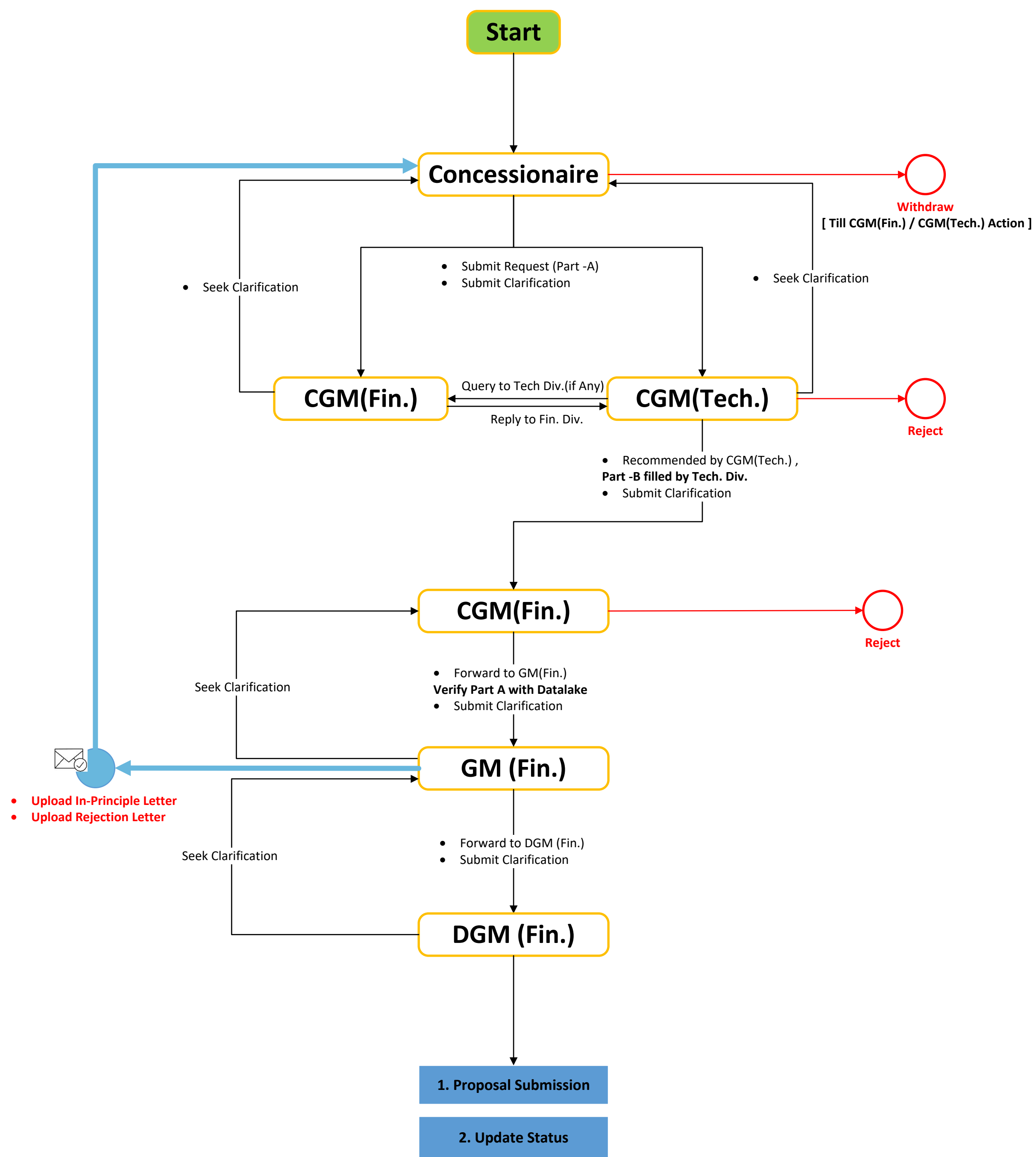
Copy to:

1. All CGMs/ GMs
2. PPS to all Members / CVO
3. PPS to Chairman, NHAI

Copy also for necessary action to: Data Lake Team – Project Manager – Kind Att. Sh Ram Singh

Fully Integrated Enterprise – wide Transaction Base Single Digital Platform

Workflow For Change of Ownership Module





STANDARD OPERATING PROCEDURE OF CHANGE OF OWNERSHIP



National Highway Authority of India

Standard Operating Procedure of “Change of ownership”

Table of Content for “Change of ownership”

1) Contractor Login.....	
2) CGM-Tech Login.....	
3) CGM-Finance Login.....	
4) GM-Finance.....	
5) DGM-Finance.....	
6) GM-Finance (Issue In-Principle Letter).....	
7) Annexure-A.....	

1. Contractor Login :

1. In Change of Ownership the below screen will appear, Click on the “New” button to initiate a new entry.

The screenshot shows the UAT (User Acceptance Testing) interface for the National Highways Authority of India. The top navigation bar includes the logo, 'Welcome - UAT', a search bar, and user information: 'User Name: CO_N0100112007MH', 'UPC: N/01001', 'Help Desk', and 'Logout'. The breadcrumb trail is 'Home / Commissioning / Substitution / Change of Ownership'. A dark blue header bar contains a 'New' button (highlighted with a red box) and a 'FILTER' button. Below this is a table with columns: Action, View, Status, UPC, Mode, Project Name, Submitted file by Contractor/Concessionaire, In-Principle Letter Issued by Fin. Division, E-File Documents by DGM-Finance, E-File status by DGM-Finance, Agenda No., E-File No., and File Status. The table is currently empty, displaying 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' with 'Previous' and 'Next' buttons.

2. After clicking on the **New** button the below screen will appear. Fill in the required field and click on “Next>>”.

Note: The user can save the input as a Draft using the “Save” button. These details will get saved and the user can refill/update or move to the next page by clicking on “Action” and then selecting “Update”.

The screenshot shows the 'Change of Ownership / Change in Share Holding in PPP Contracts' form. The top navigation bar is the same as the previous screenshot. The breadcrumb trail is 'Home'. Below the navigation bar, there are four numbered steps: 1 (Page 1), 2 (Page 2), 3 (Page 3), and 4 (Page 4). The form is titled 'Change of Ownership / Change in Share Holding in PPP Contracts'. It contains several input fields: Name (Authorized Person) *, Contact No. *, Email ID *, Name of SPV * (pre-filled with 'Shivalaya Construction Co. Pvt. Ltd.'), Percentage Change in Shareholding *, Board of Director meeting held On *, Consession Agreement Date * (pre-filled with '22/12/2021'), Letter No. *, and Letter Date * (pre-filled with '02/05/2023'). Below these fields, there is a section titled 'The Following is the existing shareholding and the proposed shareholding pattern :-'. This section contains a table with columns: Sr No., Name of shareholders, Description Of Shareholding As per Concession Agreement/ existing /proposed, Type of Shareholding, Shareholding pattern (No of Shares, Amount of Share capital (In Cr.), % of amount of share capital to total amount of share capital), Brief on change in shareholding alongwith NHAI NOC, Upload NOC by NHAI of change in shareholding, and an 'Add' button. The table has one row with a dropdown menu for 'Description Of Shareholding' and a 'Choose File' button for 'Upload NOC by NHAI of change in shareholding'. Below the table, there is a checkbox for 'In case there has been overall changes of shareholding beyond 25 % earlier corresponding NHAI approval letter' and a 'Generate Draft Letter *' button with a 'Generate' sub-button. At the bottom right, there are 'Cancel', 'Save', and 'Next >>' buttons, with the 'Next >>' button highlighted in a red box.

3. After clicking on **Next>>** the below screen will appear as Page 2. Fill in the required details and click on **“Generate Draft letter”**.

4. After generating the letter click on **“Next>>”**.

Note: The user can save the input as a Draft using the **“Save”** button. These details will get saved and the user can refill/update or move to next page by clicking on **“Action”** and then selecting **“Update”**.

NATIONAL HIGHWAYS AUTHORITY OF INDIA - UAT
Welcome -
UAT
Search
User Name: CO_N0100112007MH
UPC : N01001/ Help Desk Logout

Home

1
2
3
4

Page 1
Page 2
Page 3
Page 4

FORMAT FOR CONSIDERING CHANGE IN OWNERSHIP
Annexure I

Part A(To be filled by Concessionaire and submitted as a part of application)

1. Details of Projects

Details from Datalake	Details
Project Description	Vadodara Mumbai Expressway (Phase II - Pkg XVI) [Km. 43.000 to Km. 69.800 of Spur] (Amne - Bhoj)
Type of Project	Under Construction (AD issued)
Location / State	Maharashtra
Length of Project (KMs)	26.8000
Bid Project Cost (Rs. In Cr.) (In Case of HAM)	
Total Project Cost assessed by NHAI (Rs. In Cr.)	1450.00
Total Project Cost assessed by Lenders (Rs. In Cr.)	
Concession Period	16/10/2024
Date of Signing of CA	22/12/2021
Date of Financial Closure	02/06/2022
Financial Structure (Rs. In Cr.) Source of Funding under different heads	
Project Bid type	--Select--
Scheduled Completion Date	16/10/2024
Current Status of Project If PCOD (Length in KMs achieved) If COD (Length in KMs with length of De-scope if any)	
Actual Progress of the Project (%)	Financial : 0.01 Physical : 0.01

2. Whether Shareholding transfer on the order of NCLT ☐ Yes ☒ No

3. Senior Lenders Debt Outstanding (As per last approved repayment Schedule) ⓘ

Sr No.	Name of the Bankers/FIs/NBFCs	Upload Supporting Documents	Date (as on Pending)	Amount of Loan (In Cr.)	Action
1		<input type="button" value="Choose File"/> No file chosen			<input type="button" value="X"/>

4. Senior Lenders Debt (Actual Outstanding): ⓘ

Sr No.	Name of the Bankers/FIs/NBFCs	Upload Supporting Documents	Date (as on Pending)	Amount of Loan (In Cr.)	Action
1		<input type="button" value="Choose File"/> No file chosen			<input type="button" value="X"/>

5. Sub ordinate Debt (Actual Outstanding): ⓘ

Sr No.	Name of the Bankers/FIs/NBFCs	Upload Supporting Documents	Date (as on Pending)	Amount of Loan (In Cr.)	Action
1		<input type="button" value="Choose File"/> No file chosen			<input type="button" value="X"/>

6. Net Worth and Technical Experience of the Proposed Shareholder(s) viz a viz RFP document of the project (in case change of share transfer is more than 49% of original shareholding):

a	Net Worth required as per RFP of the Project ¹	Amount In Cr.	<input type="button" value="Choose File"/> No file chosen
b	Net Worth of the proposed investor ¹	Amount In Cr.	<input type="button" value="Choose File"/> No file chosen
c	Technical Capability required as per RFP of the Project		
d	Technical Capability of the proposed investor ¹	Amount In Cr.	<input type="button" value="Choose File"/> No file chosen
e	Any other requirement as per RFP		

7. If Technical Capacity of the Proposed Shareholder(s) is not as per RFP document of the project(to be filled in case of share transfer beyond 49% of original shareholding): ☐ Not Applicable

a	Name of Proposed O&M Contractor	
b	Technical Capability for O & M (As per RFP, if Any)	
c	Technical Capability of the O & M Contractor to be appointed by proposed investor. ¹	
d	Upload Supporting Document	<input type="button" value="Choose File"/> No file chosen

8. Proposal for transfer to InvIT ☐ Not Applicable

Sr No.	Particulars	Brief Description	Upload Profile
a	Name of InvIT		<input type="button" value="Choose File"/> No file chosen
b	Name of Sponsor		<input type="button" value="Choose File"/> No file chosen
c	Name of Trustee		<input type="button" value="Choose File"/> No file chosen
d	Name of Project Manager		<input type="button" value="Choose File"/> No file chosen
e	Name of Investment Manager		<input type="button" value="Choose File"/> No file chosen
f	Provide registration certificate of InvIT with SEBI		<input type="button" value="Choose File"/> No file chosen

9. Details of the Present and Proposed Directors of SPV as authorised by AOA.

Sr No.	Name of the Director	DIN	Nominated by (Shareholders/ Shareholding Companies)	<input type="button" value="Add"/>
1				<input type="button" value="X"/>

10. In case of change in shareholding not allowed as per provisions of the Concession Agreement and the proposal has been submitted under the policy of 100% Equity divestment (Circular No. 1, 2, 3 & 4), the proposed investment shall be done as given below:

Sr No.	Name Of Shareholder	Amount of sale proceeds for each of the existing shareholders from disinvestment / sale of shareholding	Utilisation				<input type="button" value="Add"/>
			a) In Incomplete NHAI Projects	b) Any other Highway Projects	c) Any other power sector Projects	d) To retire their debt to Financial Institutions in any other infrastructure projects	
1							<input type="button" value="X"/>

11. Details of Lender as per Last approved loan agreement dated -

Sr No.	Name of the Lender	Amount sanctioned	Present outstanding	Email Id	Mobile No.	<input type="button" value="Add"/>
1						<input type="button" value="X"/>

11. Details of Lender as per Last approved loan agreement dated -

Sr No.	Name of the Lender	Amount sanctioned	Present outstanding	Email Id	Mobile No.	<input type="button" value="Add"/>
1						<input type="button" value="X"/>

12. Details of the person to be contacted, if any deficiency:

a	Name of the person	
b	Designation in Co-cessionaire Company	
c	Mobile No.	
d	E-mail id	

Generate Draft Letter

5. After clicking on **Next>>**, Page 3 will appear. Fill in the required fields and click on **“Generate Letter”**.

6. After generating the letter click on **“Next>>”**.

Note: The user can save the input as a Draft using the **“Save”** button. These details will get saved and the user can refill/update or move to the next page by clicking on **“Action”** and then selecting **“Update”**.

NATIONAL HIGHWAYS AUTHORITY OF INDIA - UAT Welcome - UAT Search User Name: CO_N0100112007MH UPC : N/01001/ Help Desk Logout

Home

1 Page 1 2 Page 2 3 Page 3 4 Page 4

Information to be submitted by the Concessionaire for Incoming Shareholders Annexure II

1. Details in respect of company/Firm (Indian/ Foreign):

Sr No.	Full Name of the company and its foreign collaborators, if any	Date of registration of the company	Address of Head office, Regional offices and registered office	Previous name of the company if any	Details of earlier approvals, if any (ref. No. & date)	Complete details about the proposed activities	Add
1							X

2. Details in respect of Directors/Key Executives:

Sr No.	Full Name of Board of Directors and key executives (wherever applicable)	Present position held with date (since when)	Date of Birth	Parentage(Father/Mother name)	Present & Permanent address	Nationality	Passport no. & issue date	Contact address & telephone number	Add
1									X

3. Details of Shareholders having more than 10% shareholding in the applicant company (all firms/companies/entities/individuals):

Sr No.	Full Name	Parentage(Father/Mother name)	Date of Birth	Permanent address	Present address	Present position held with	Nationality (if holding dual nationality, both must be clearly mentioned)	% of shares held in the Company	Add
1									X

4. Details of criminal cases, if any, against the Company/Director(s): ☐ Yes ☒ No

Generate Draft Letter Generate

Cancel Save Next >>

7. After clicking on **Next>>**, Page 3 will appear. Fill in the required fields and click on the **“Submit”** button.

8. Once the user clicks on **Submit** button, the status will appear on the main grid. After clicking on **Submit**, **Annexure-A** will appear.

Member/Board Resolution OR Letter of intention for sale/purchase (In case of individual as shareholders)

Sr No.	Particular	Document	Add
1		Choose File No file chosen	X

NOC from existing lenders

Sr No.	Lenders Name	Mobile No.	Email Id	NOC	Add
1				Choose File H...en	X

Is any other documents (Optional) ☐ Yes ☒ No

[Cancel](#) [Save](#) [Submit](#)

2. CGM-Tech Login

- 2.1. On the Main grid of Change of Ownership, the below screen will appear. Click on the **"Action"** button in the Action tab.

Home / Commissioning / Substitution / Change of Ownership

PDF Excel Show 10 entries Search: N/01001/12004/MH

Action	View	Status	UPC	Mode	Project Name	Submitted file by Contractor/Concessionaire	Recommended by Tech.Division (Part B)	In-Principle Letter Issued by Fin. Division	E-File Documents by DGM-Finance	E-File status by DGM-Finance	Agenda No.	E-File No.	File Status
Actions	View	Request submitted by Contractor	N/01001/12004/MH	HAM	Vadodara Mumbai Expressway (Phase II - Pkg XIII) [Km. 26.582 to Km. 50.700] (Shirad - Masvan)	Download Upload							

Showing 1 to 1 of 1 entries (filtered from 5 total entries) Previous 1 Next

- 2.2. After clicking on **Action** button the below screen will appear. User can select the option from the popup screen.

Home / Commissioning / Substitution / Change of Ownership

PDF Excel Show 10 entries Search: N/01001/12004/MH

Action	View	Status	UPC	Mode	Project Name	Submitted file by Contractor/Concessionaire	Recommended by Tech.Division (Part B)	In-Principle Letter Issued by Fin. Division	E-File Documents by DGM-Finance	E-File status by DGM-Finance	Agenda No.	E-File No.	File Status
Reject Recommendation (Part - B)	View	Request submitted by Contractor	N/01001/12004/MH	HAM	Vadodara Mumbai Expressway (Phase II - Pkg XIII) [Km. 26.582 to Km. 50.700] (Shirad - Masvan)	Download Upload							

Showing 1 to 1 of 1 entries (filtered from 5 total entries) Previous 1 Next

2.2.1. If the user select **Reject** then the flow will close with rejection letter as shown below.

Rejection Letter

Rejection Letter Type ☐ Generate Letter ☐ Upload Letter

Cancel Submit

Action	View	Status	UPC	Mode	Project Name	Submitted file by Contractor/Concessionaire	Recommended by Tech.Division (Part B)	In-Principle Letter Issued by Fin. Division	E-File Documents by DGM-Finance	E-File status by DGM-Finance	Agenda No.	E-File No.	File Status
Actions -	View -	Request submitted by Contractor	N/01001/10001/GJ	HAM	Vadodara Mumbai Expressway (Km to Ankleshwar) (Phase A - Pkg V)								

Showing 1 to 1 of 1 entries (filtered from 6 total entries)

2.2.2. If the user selects **Recommendation (Part-B)** then the user will fill the **Part-B**. After filling the required field, Click on “**Submit**”. Once user clicks on **Submit**, **Annexure-A** will appear.

Part B

1. Deviations in information provided By Concessionaire in Part A

2. List of all existing Claims/ Arbitration

a) Claims/Arbitration of Concessionaire

Sr No.	Particulars	Amount involved (In Cr.)	Current status	Add
1				

b) Claims/Arbitration of Authority

Sr No.	Particulars	Amount involved (In Cr.)	Current status	Add
1				

3. List of Recoveries /damages

Sr No.	Particulars	Remarks/Details	Add
1			X

4. Information regarding Toll Collection / Annuity / Premium : ☐ Not Applicable

a) Latest Toll collection details

Month	Amount(Rs. in lakhs)
For the month of:	

b) Details of Premium payable as per CA, amount due and not paid by Concessionaire, if any:

Sr No.	Details of Premium payable	Due amount (If Any)	Add
1			X

c) Amount of Annuity payable as per CA : ☐ Not Applicable

5. Copy of Concession Agreement ⁰ No file chosen

6. Defaults of Concessionaire (If any)

7. Approval of MORTH/Department of Industrial Policy & Promotion/ MHA/Competent Authority for approval of incoming investor(s) with regard to national security. (If required) : ⁰ ☐ Not Required

Sr No.	Incoming investor(s) Name	Documents	Add
1		<input type="button" value="Choose File"/> No file chosen	X

8. Observations of Vigilance/NCLT/CBI/SFIO/Any other Investigating Agency, if any : ☐ Not Applicable

Sr No.	Name of Agency	Observations	Documents	Add
1	--Select--		<input type="button" value="Choose File"/> No file chosen	X

9. Recommendation of Technical Division on the proposal

2.2.3. Once User click in “**Submit**” button, the information will get visible on main grid.

2.2.4 If user clicks on **Query By CGM (Tech.)**, then the below screen will appear. After filling the Noting, Click on “**Add Note**”.

NATIONAL HIGHWAYS AUTHORITY OF INDIA - UAT Welcome - A K UAT Search User Name: GGM-BM Help Desk Logout

Query By CGM(Tech.)

Notepad

Notting.pdf 1 / 1 22% + -

1

TABLE OF CONTENT

Uploaded Documents

Blank PDF ... 1 / 1 22% + -

1

3. CGM-Finance Login

3.1 In User login the below screen will appear when **Recommendation (Part-B)** is not filled. Click on **“Action”** button as shown below.

The screenshot shows the NHA UAT interface. The top navigation bar includes the NHA logo, 'Welcome - Sh. B M Rao', 'UAT', a search bar, and user information 'User Name, CGM-Fin'. The breadcrumb trail is 'Home / Commissioning / Substitution / Change of Ownership'. A 'FILTER' button is on the right. Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 8 total entries)'. The table has columns: Action, View, Status, UPC, Mode, Project Name, Submitted file by Contractor/Concessionaire, Recommended by Tech.Division (Part B), In-Principle Letter Issued by Fin. Division, E-File Documents by DGM-Finance, E-File status by DGM-Finance, Agenda No., E-File No., and File Status. The first row shows a status of 'Request submitted by Contractor' and a project name 'Vadodara Mumbai Expressway (Phase II - Pkg XIII) [Km. 26.582 to Km. 50.700] (Shirsad - Masvan)'. The 'Action' button in the first row is highlighted with a red box.

Action	View	Status	UPC	Mode	Project Name	Submitted file by Contractor/Concessionaire	Recommended by Tech.Division (Part B)	In-Principle Letter Issued by Fin. Division	E-File Documents by DGM-Finance	E-File status by DGM-Finance	Agenda No.	E-File No.	File Status
Action	View	Request submitted by Contractor	N/01001/12004/MH	HAM	Vadodara Mumbai Expressway (Phase II - Pkg XIII) [Km. 26.582 to Km. 50.700] (Shirsad - Masvan)								

3.2 After clicking on **Action** button below screen will appear.

The screenshot shows the NHA UAT interface after clicking the 'Action' button. The table structure is the same as in the previous screenshot. The 'Action' button in the first row is now 'Seek Clarification Query to CGM(Tech.)' and is highlighted with a red box. The status remains 'Request submitted by Contractor'.

Action	View	Status	UPC	Mode	Project Name	Submitted file by Contractor/Concessionaire	Recommended by Tech.Division (Part B)	In-Principle Letter Issued by Fin. Division	E-File Documents by DGM-Finance	E-File status by DGM-Finance	Agenda No.	E-File No.	File Status
Seek Clarification Query to CGM(Tech.)	View	Request submitted by Contractor	N/01001/12004/MH	HAM	Vadodara Mumbai Expressway (Phase II - Pkg XIII) [Km. 26.582 to Km. 50.700] (Shirsad - Masvan)								

3.3 The below screen will appear once **Recommendation (Part-B)** is filled then the below screen will appear. Click on **“Action”** button.

NATIONAL HIGHWAYS AUTHORITY OF INDIA - UAT Welcome - Sh. B M Rao UAT Search User Name, CGM-Fin Help Desk Logout

Home / Commissioning / Substitution / Change of Ownership

PDF Excel Show 10 entries Search: N/01001/10001/GJ

Action	View	Status	UPC	Mode	Project Name	Submitted file by Contractor/Concessionaire	Recommended by Tech.Division (Part B)	In-Principle Letter Issued by Fin. Division	E-File Documents by DGM-Finance	E-File status by DGM-Finance	Agenda No.	E-File No.	File Status
Actions -	View -	Part B Recommended By CGM(Tech.)	N/01001/10001/GJ	HAM	Vadodara Mumbai Expressway (Kim to Ankleshwar) (Phase IA - Pkg V)								

Showing 1 to 1 of 1 entries (filtered from 8 total entries) Previous 1 Next

3.4 After clicking on **Action** button the below screen will appear. User can select the option from the popup window.

NATIONAL HIGHWAYS AUTHORITY OF INDIA - UAT Welcome - Sh. B M Rao UAT Search User Name, CGM-Fin Help Desk Logout

Home / Commissioning / Substitution / Change of Ownership

PDF Excel Show 10 entries Search: N/01001/10001/GJ

Action	View	Status	UPC	Mode	Project Name	Submitted file by Contractor/Concessionaire	Recommended by Tech.Division (Part B)	In-Principle Letter Issued by Fin. Division	E-File Documents by DGM-Finance	E-File status by DGM-Finance	Agenda No.	E-File No.	File Status
Reject Seek Clarification Forward to GM(Fin.) Query to CGM(Tech.)		Part B Recommended By CGM(Tech.)	N/01001/10001/GJ	HAM	Vadodara Mumbai Expressway (Kim to Ankleshwar) (Phase IA - Pkg V)								

Showing 1 to 1 of 1 entries (filtered from 8 total entries) Previous 1 Next

3.4.1. When user clicks on **"Reject"** option the below screen will appear where user can **Generate/Upload** the letter. Click on **"Submit"** after choosing the option.

NATIONAL HIGHWAYS AUTHORITY OF INDIA - UAT Welcome - Sh. B M Rao UAT Search User Name, CGM-Fin Help Desk Logout

Home / Commissioning / Substitution / Change of Ownership

PDF Excel Show 10 entries Search: N/01001/10001/GJ

Rejection Letter

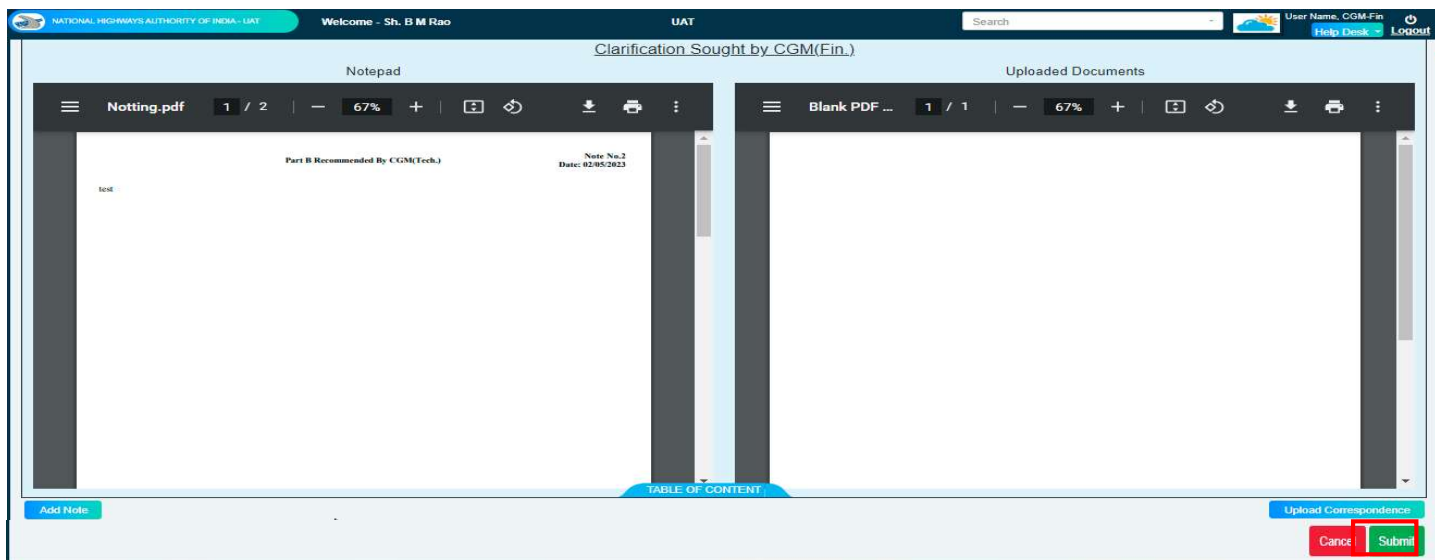
Rejection Letter Type. ☐ Generate Letter ☐ Upload Letter

Cancel Submit

Action	View	Status	UPC	Mode	Project Name	Submitted file by Contractor/Concessionaire	Recommended by Tech.Division (Part B)	In-Principle Letter Issued by Fin. Division	E-File Documents by DGM-Finance	E-File status by DGM-Finance	Agenda No.	E-File No.	File Status
Actions -	View -	Part B Recommended By CGM(Tech.)	N/01001/10001/GJ	HAM	Vadodara Mumbai Expressway (Kim to Ankleshwar) (Phase IA - Pkg V)								

Showing 1 to 1 of 1 entries (filtered from 8 total entries) Previous 1 Next

3.4.2. If user clicks on **"Seek clarification"** then the below screen will appear. After filling the information click on **"Submit"** button.



3.4.3. If user clicks on **Forward to GM (Fin.)** then **Annexure-A** will appear. Fill the information and Click in the **“Submit”** button.

3.4.4. If user clicks on **Query to CGM-Tech** then **Annexure-A** will appear. Fill the information and click on **“Submit”** button.

After Submitting the request the information will be visible on the main grid.

4. GM-Finance

4.1. In User Main grid the below screen will appear. Click on **“Action”** button.

Action	View	Status	UPC	Mode	Project Name	Submitted file by Contractor/Concessionaire	Recommended by Tech.Division (Part B)	In-Principle Letter Issued by Fin. Division	E-File Documents by DGM-Finance	E-File status by DGM-Finance	Agenda No.	E-File No.	File Status
Action	View	Request Forwarded to HQ-GM(Fin.)	N/D1001/10001/GJ	HAM	Vadodara Mumbai Expressway (Kim to Ankleshwar) (Phase IA - Pkg V)								

4.2. After clicking on **Action** button the below screen will appear, where user can choose from the options mentioned below.

Home / Commissioning / Substitution / Change of Ownership

PDF Excel Show 10 entries Search: N/01001/10001/GJ

Action	View	Status	UPC	Mode	Project Name	Submitted file by Contractor/Concessionaire	Recommended by Tech.Division (Part B)	In-Principle Letter Issued by Fin. Division	E-File Documents by DGM-Finance	E-File status by DGM-Finance	Agenda No.	E-File No.	File Status
Seek Clarification Forward to DGM(Fin.)		Request Forwarded to DGM(Fin.)	N/01001/10001/GJ	HAM	Vadodara Mumbai Expressway (Km to Ankleshwar) (Phase IA - Pkg V)								

Showing 1 to 1 of 1 entries (filtered from 8 total entries)

Previous 1 Next

4.2.1. On clicking **“Seek Clarification”**, **Annexure-A** will appear. Fill the information and click on **“Submit”** button.

4.2.2. On clicking **“Forward to DGM-Fin.”**, **Annexure-A** will appear. Fill the information and click on **“Submit”** button.

5. DGM-Finance

5.1. In User Main grid the below screen will appear. Click on **“Action”** button. After clicking on **Action** button ,below screen will appear.

Home / Commissioning / Substitution / Change of Ownership

PDF Excel Show 10 entries Search: N/01001/10001/GJ

Action	View	Status	UPC	Mode	Project Name	Submitted file by Contractor/Concessionaire	Recommended by Tech.Division (Part B)	In-Principle Letter Issued by Fin. Division	E-File Documents by DGM-Finance	E-File status by DGM-Finance	Agenda No.	E-File No.	File Status
Seek Clarification Upload E-Office Proposal		Request Forwarded to DGM(Fin.)	N/01001/10001/GJ	HAM	Vadodara Mumbai Expressway (Km to Ankleshwar) (Phase IA - Pkg V)								

Showing 1 to 1 of 1 entries (filtered from 8 total entries)

Previous 1 Next

5.1.1. On clicking **“Seek Clarification”**, **Annexure-A** will appear. Fill the information and click on **“Submit”** button.

On clicking **“Upload E-Office Proposal”**, the below screen will appear. Fill the information and click on **“Submit”** button. After clicking on **Submit** ,**Annexure-A** will appear. Fill the information and Click in **“Submit”** button.

Upload Proposal Submission

E-Office File No.

Proposal Submit to: --Select--

Agenda Approved By: --Select--

Remarks(if any):

Upload documents(if any):

S.No.	Document name	Upload Document
1	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen

5.2. On the main grid the below screen will appear. Click on **“Update E-file Status”**.

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Showing 1 to 1 of 1 entries (filtered from 8 total entries)

Action	View	Status	UPC	Mode	Project Name	Submitted file by Contractor/Concessionaire	Recommended by Tech.Division (Part B)	In-Principle Letter Issued by Fin. Division	E-File Documents by DGM-Finance	E-File status by DGM-Finance	Agenda No.	E-File No.	File Status
<input type="button" value="Update E-file Status"/>		Proposal submitted by DGM(Fin.)	N/01001/10001/GJ	HAM	Vadodara Mumbai Expressway (Kim to Ankleshwar) (Phase IA - Pkg V)								

Showing 1 to 1 of 1 entries (filtered from 8 total entries)

5.3. After clicking on **Submit** button the below screen will appear.Fill the information required and click on **“Submit”** Button. After clicking on **Submit** ,**Annexure-A** will appear. Fill the information and Click in **“Submit”** button.

5.4. After submitting, the information will be visible on the main grid as shown below.

Action	View	Status	UPC	Mode	Project Name	Submitted file by Contractor/Concessionaire	Recommended by Tech. Division (Part B)	In-Principle Letter Issued by Fin. Division	E-File Documents by DGM-Finance	E-File status by DGM-Finance	Agenda No.	E-File No.	File Status
	View	E-File status updated by DGM(Fin.)	N/01001/10001/GJ	HAM	Vadodara Mumbai Expressway (Kim to Ankleshwar) (Phase I A - Pkg V)	Download View	Download View		Download View	Download View	Agenda No-100	File No-100	Approved by Member (Fin.)

6. GM-Finance(Issue In-Principle Letter)

6.1. On the main grid the below screen will appear. Click on **“Action”** button as mentioned below.

Action	View	Status	UPC	Mode	Project Name	Submitted file by Contractor/Concessionaire	Recommended by Tech. Division (Part B)	In-Principle Letter Issued by Fin. Division	E-File Documents by DGM-Finance	E-File status by DGM-Finance	Agenda No.	E-File No.	File Status
Actions	View	E-File status updated by DGM(Fin.)	N/01001/10001/GJ	HAM	Vadodara Mumbai Expressway (Kim to Ankleshwar) (Phase I A - Pkg V)	Download View	Download View		Download View	Download View	Agenda No-100	File No-100	Approved by Member (Fin.)

6.2. After clicking on **Submit** button the below screen will appear. Click on **“Issue In-Principle Letter”**.

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Home / Commissioning / Substitution / Change of Ownership

PDF Excel Show 10 entries Search:

Action	View	Status	UPC	Mode	Project Name	Submitted file by Contractor/Concessionaire	Recommended by Tech.Division (Part B)	In-Principle Letter Issued by Fin. Division	E-File Documents by DGM-Finance	E-File status by DGM-Finance	Agenda No.	E-File No.	File Status
		E-File status updated by (Fin.)	N/01001/10001/GJ	HAM	Vadodara Mumbai Expressway (K/m to Ankleshwar) (Phase I-A - Pkg V)						Agenda No-100	File No-100	Approved by Member (Fin.)

Showing 1 to 1 of 1 entries (filtered from 8 total entries) Previous 1 Next

6.3. After clicking on **Issue In-Principle Letter**, the below screen will appear where user can **Generate/Upload** the letter. Click on **“Submit”** after choosing the option.

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PDF Excel Show 10 entries Search:

In-Principle Approval Letter Issue

In-Principle Approval Letter Issue Type ☐ Generate Letter ☐ Upload Letter

Cancel **Submit**

Action	View	Status	UPC	Mode	Project Name	Submitted file by Contractor/Concessionaire	Recommended by Tech.Division (Part B)	In-Principle Letter Issued by Fin. Division	E-File Documents by DGM-Finance	E-File status by DGM-Finance	Agenda No.	E-File No.	File Status
Actions -	View -	E-File status updated by DGM(Fin.)	N/01001/10001/GJ	HAM	Vadodara Mumbai Expressway (K/m to Ankleshwar) (Phase I-A - Pkg V)						Agenda No-100	File No-100	Approved by Member (Fin.)

Showing 1 to 1 of 1 entries (filtered from 8 total entries) Previous 1 Next

6.4. After clicking on **Submit** button **Annexure-A** will appear. Fill the information and click on **“Submit”** button.

6.5. After clicking on **Submit** button the information will get visible on the main grid as mentioned below.

NATIONAL HIGHWAYS AUTHORITY OF INDIA - UAT Welcome - Sh. Subhash Khurana UAT Search User Name, GM-Finance Help Desk Logout

Home / Commissioning / Substitution / Change of Ownership

PDF Excel Show 10 entries Search: N/01001/10001/GJ

Action	View	Status	UPC	Mode	Project Name	Submitted file by Contractor/Concessionaire	Recommended by Tech.Division (Part B)	In-Principle Letter Issued by Fin. Division	E-File Documents by DGM-Finance	E-File status by DGM-Finance	Agenda No.	E-File No.	File Status
	View -	In Principle Letter Issued By HQ-GM (Fin.)	N/01001/10001/GJ	HAM	Vadodara Mumbai Expressway (K/m to Ankleshwar) (Phase I-A - Pkg V)						Agenda No-100	File No-100	Approved by Member (Fin.)

Showing 1 to 1 of 1 entries (filtered from 8 total entries) Previous 1 Next

7. Add Note –Annexure 1

The screenshot displays a software interface for adding a note. It features two side-by-side document viewers. The left viewer, titled "Notepad", shows a document named "Notting.pdf" on page 1 of 3, with a zoom level of 67%. The right viewer, titled "Uploaded Documents", shows a document named "Blank PDF ..." on page 1 of 1, also with a zoom level of 67%. Both viewers have a dark header bar with navigation icons and a light blue body. A vertical blue bar on the left side of the interface contains a series of icons. At the bottom, there is a light blue bar with a "TABLE OF CONTENT" button in the center. Below this bar, there are four buttons: "Add Note" (blue), "Upload Correspondence" (blue), "Cancel" (red), and "Submit" (green).