



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport and Highways)

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### NHAI/Policy Guidelines/Consultancy Contracts /2020

No. 10.2.25/2020, Dated the 28<sup>th</sup> September, 2020

[Decision Taken on File No.NHAI/110180/01/2008-PQ, E-File No.-27742]

**Sub.: Finalization of Extension of Time (EOT) and Change of Scope (COS) proposals in Consultancy Contracts - Reg.**

Policy Guidelines No. 18.24/2017 dated 21.8.2017 provide for Delegation of Power in respect of grant of Extension of Time (EOT) and Change of Scope (COS) for DPR Consultancy and Supervision/ Independent Engineer/ Authority Engineer Consultancy Contracts. In partial modification of Delegation of Power under Serial. No. 6.5, 7.5 and 7.6 of the said policy guidelines, it has been decided to constitute a Committee comprising of Member (F), Member concerned and CGM (T), HQ [or GM (T) where CGM (T) not in position] to finalize the Extension of Time (EOT) and Change of Scope (COS) proposals for the following cases:

- (i) For DPR Consultancy:
  - (a) Grant of EOT in cases where extra cost is involved.
- (ii) For Project Supervision Consultant/ Independent Engineer/ Authority Engineer:
  - (a) Grant of EOT having financial implication of more than 50%.
  - (b) Change of Scope involving more than 50% of contract value.

2. For this purpose, the Datalake portal shall be used (URL: <https://datalake.nhai.gov.in/NHAI>). CGM (T) at HQ will upload the agenda items, necessarily with clear cut recommendations, on Datalake through their login and forward the same to COS/EOT Committee. The aforesaid committee shall meet every week on Thursday or as decided by the Committee to deliberate and take decisions on agenda items. The steps to be followed in this regard on Datalake are enclosed.

3. Once the competent authority has approved EOT/COS of Consultancy Contracts, the revised consultancy contract value as per approval is deemed to be the revised sanction and Finance Division shall make necessary corrections in the sanctions, accordingly, without any further reference/ file from Tech. Division.

4. The SRD&Q Division will be the nodal division in this regard.

5. This issues with the approval of Competent Authority.

(Digvijay Mishra)  
CGM (Coord.)

All officers at NHAI HQROs/PIUs/CMUs/Site Offices

Copy to:-

All Members/CVO  
PS to Chairman  
Hindi Division- for translation in Hindi

Ready to use steps to be followed:

**Step 1:** Url : <https://datalake.nhai.gov.in/NHA/>

**Step 2:** CGM Login: View and Manage COS /EOT

**Step 3:** Once CGM logged in, DPR COS, DPR EOT and AE/IE/SC COS -EOT modules will be visible. They have to select any module:

	Remarks By PD	RO Document	Remarks By RO	HQ Document	Remarks By HQ	CGM Document	Remarks By CGM	Actual Date of Approval	Eot Approved upto	Status
arning in 29850306.docx	7	Plantation Module.docx	8	Title_Infolve - Deep learning in agriculture637365446437442824.docx	8					Submitted by GM
										Submitted By AE

**Step 4:** Once any of the module will be selected then, they have to select Set Target Date first

	Remarks By PD	RO Document	Remarks By RO	HQ Document	Remarks By HQ	CGM Document	Remarks By CGM	Actual Date of Approval	Eot Approved upto	Status	No. of Days	Action
arning in 29850306.docx	7	Plantation Module.docx	8	Title_Infolve - Deep learning in agriculture637365446437442824.docx	8					Submitted by GM	Pending with CGM (0 Days)	Set Target Date
										Submitted By AE	Pending with PD (147)	

**Step 5:** Once Target Date Set, CGM has multiple options as per following screen:

Remarks By PD	RO Document	Remarks By RO	HQ Document	Remarks By HQ	CGM Document	Remarks By CGM	Actual Date of Approval	Eot Approved upto	Status	No. of Days	Action
1g in 0306.docx	7	Plantation Module.docx	8	Title _ Infolive - Deep learning in agriculture637365446437442824.docx	8				Submitted by GM	Pending with CGM (0 Days)	<ul style="list-style-type: none"> <li>Officer Empowered</li> <li>Approve</li> <li>Reject/Return</li> <li>Seek Clarification</li> <li>Conciliation/Complicated</li> <li>EOT/COS Committee</li> </ul>

If CGM wants to recommend same to EOT/COS Committee, then they have to select EOT/COS committee and upload agenda item with clear cut recommendation and the EOT/COS will be automatically forwarded to EOT/COS Committee. The status will be submitted to EOT/COS Committee.

**Step 6:** SRD&Q division will be able to see the document under their log in and they will consolidate the agenda received for consideration of the committee.

**Step 7:** SRD&Q will get the option to upload minutes of Meeting of the Committee for EOT/ COS and the same will be forwarded to Finance for revision of sanction.

Remarks By PD	RO Document	Remarks By RO	HQ Document	Remarks By HQ	CGM Document	Remarks By CGM	Actual Date of Approval	Eot Approved upto	Status	No. of Days	Action
1g in 0306.docx	7	Plantation Module.docx	8	Title _ Infolive - Deep learning in agriculture637365446437442824.docx	8				Submitted by GM	Pending with CGM (0 Days)	<ul style="list-style-type: none"> <li>EOT/COS Committee Minutes of Meeting/recommendation</li> </ul>

**Step 8:** CGM (T) has to prepare approval/ sanction letter based on decision of committee as per existing process.