



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

National Highways Authority of India

(Ministry of Road Transport and Highways)

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POLICY MATTERS – ADMINISTRATION / FINANCE 122/2013)

[Decision taken in File No. 11013/Manpower/2013/P&IS]

Sub. : Operation of Bill Tracking System (BTS) and Application Tracking System (ATS) at NHAI offices.

1. The parties like contractors, concessionaires, consultants and various legal and other firms are required to submit their bills/invoices for payment to NHAI. Similarly, applications are also received in NHAI from institutions and other commercial establishments for permitting access to the National Highways. The Authority has developed two softwares namely Bill Tracking System (BTS) and Application Tracking System (ATS) to enable these parties to view the status of their bills/applications as submitted by them.
2. The procedure for using these two applications would be as follows:
 - I. The parties submitting invoices would register themselves online on the relevant hyperlink i.e. BTS. The applicants for access case need not register themselves online.
 - II. The hyperlink of the BTS application is <http://203.197.203.219:8181/BTS/> and ATS application is <http://203.197.203.219:8181/ATS/>.
 - III. As soon as the registration is completed, the software would generate User ID and Password, which will be sent to the user at the e-mail address provided by them during registration (in BTS only).
 - IV. The parties will thereafter be required to fill in online the important details of their bills / applications. At this stage, the software will generate a tracking ID, which will be required by the parties for monitoring the status of their bills / applications.
 - V. After obtaining the tracking ID, the parties will be required to submit hard copies of their bills/applications to the concerned authorities. The bills/ applications will now carry the tracking ID on them. The bills/applications which are submitted at NHAI HQ can be submitted at the NHAI receipt counter at ground floor, where a desktop computer with network connectivity has been provided.
 - VI. The bills/applications will be received at the receipt counter and parties will be issued a computer generated acknowledgement giving sl. no, date and time of receipt.
 - VII. The details of the above process are given in the user manual available at two links for BTS and ATS on NHAI website www.nhai.org.
3. NHAI officials associated with the bill/application can directly login to the BTS/ATS system with the help of their respective password (already generated) and view/reject/forward the bill/application along with its physical movement across the officers/divisions.

4. The software has been tested for BTS and it has been decided that in the first phase it will be implemented in NHAI HQ from 16th September 2013, all bills and applications would be received online as per the process mentioned in para 2 above. The bills/ applications received after 15th September 2013 without BTS/ATS ID shall not be entertained. The concerned officials are requested to publicise and explain the new process to all the parties. For any difficulty or suggestions, the officials may kindly contact Sh. Vikas Malhotra, DGM (IT) on e-mail vikas@nhai.org.
5. Apart from user's manual and power point presentation at the website, which can be downloaded for reference, one person each from the software developer company, Mr. Vipin, Mob. 9560379977, e-mail vipin.sharma@nkpcproject.com and IT Facility Management Team, Mr. Kanhaiya, Mob 9871869722 and e-mail kanhaiyakumar143@gmail.com will also be available to help the users.
6. In the second phase BTS/ATS is to be implemented in ROs/PIUs/CMUs, exact date of implementation in these units shall be notified subsequently.
7. This issue with the approval of Chairman.

4
05/09

(V.K. Sharma)
CGM (Coord.)

To,

All officers and employees of HQ/ROs/PIUs/CMUs/Site Offices