

भारतीय राष्ट्रीय राजमार्ग प्राधिकरण
(सड़क परिवहन और राजमार्ग मंत्रालय)
National Highways Authority of India

(Ministry of Road Transport and Highways)

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Dated: 08.09.2014

Policy Matters: Administration/Finance (143/2014)

(Decision taken on File No. NHAI/F&A/BTS-ATS/ implementation 2013-14)

Sub: Use of Bill Tracking System (BTS) and Application Tracking System (ATS) across all units of NHAI.

In the first phase BTS/ATS was implemented in NHAI HQ (Pol Circular No. Administration/ Finance 122/2013 dated 05.09.2013). In the second phase it has been decided to extend the use of this application to the field offices of NHAI (All ROs, PIUs and CMUs). This will enable all the Vendors/Suppliers/Contractors/Concessionaires dealing with NHAI to track the movement of their respective bills/applications in NHAI offices from the point of receipt till the time it is paid/approved/disposed off. Thus Vendor/Supplier/Contractor/Concessionaire, apart from viewing the processing time and disposal of their respective bill/application online, will also be able to see the amount of payment released to him.

2. In view of above, use of BTS/ATS across all units of NHAI has been made mandatory with effect from 15/09/2014. All Bills/Applications submitted to NHAI offices after 31/08/2014 must therefore have a system generated BTS/ATS tracking no. (to be generated by the Vendor/Supplier/Contractor/Concessionaire) and a system generated "acknowledgement of receipt" to be generated at the point of receipt in NHAI offices. No bill/application shall be received without fulfilling these two conditions. This applies to all field units, ROs as well as NHAI HQ. All users (Vendors/Suppliers/Contractors/Concessionaires and officers/employees of NHAI) are therefore requested to use BTS/ATS application on mandatory basis.

i) NHAI Users at ROs/PIUs/CMUs-

Submission of user detail to service provider- All offices of NHAI are required to submit the details of officers/employees in the following format to the service provider through mail so that their respective user IDs are created:-

Format for information-

Name of Unit-

Sl	Name	Designation	Department Technical/ Finance/Others	Nature of appointment Regular/Deputation/L ong term contract	Mob. No. & e-mail ID

Once user ID is created, user can login to the application through the link "Bill/Application Tracking System (BTS/ATS)" available on the NHAI website www.nhai.org (Home page). Detailed power point presentation, User's Manual and related circulars are available at this link for the benefit of users. In case any help is required user can contact Mr. Azad Katiyar - mob no 08742939932/Mr. Akshay Kumar - mob no 09818194688.

ii) Vendors/Suppliers/Contractors/Concessionaires dealing with NHAI-

All Vendors/Suppliers/Contractors /Concessionaires dealing with NHAI (HO/ ROs/PIUs/CMUs) should get their respective user IDs created free of cost using the link mentioned above. This will enable them to view online movement/progress of the bill/application submitted by them to NHAI (HO/ ROs/PIUs/CMUs) till the time it is finally disposed of through payment/approval.

To use this facility the contractors/ concessionaire/consultants/firms (Legal, Ad agency, Vehicle etc.) / vendors has to register online. On registration the user ID and password will be sent to them at the e-mail address provided by them. Post registration, the firms can submit the details of bills/applications online and can view the movement of bill/application in NHAI culminating into payment/approval. Vender/applicant are not required to upload the bills/applications online, they simply have to furnish bill/application details online, generate BTS/ATS ID, take a print out, attached the same with bill/application and submit it physically at the receipt counter of NHAI offices. A desktop computer along with network connectivity has been installed at receipt counter, NHAI Ground Floor, wherein contractors/ concessionaire/firms/ vendors can submit their bills/ invoices/ applications and obtain receipt. Similarly bills and applications pertaining to PIU and RO can be submitted at respective offices along with BTS/ATS print out by the contractors/ concessionaire/consultants/firms (Legal, Ad agency, Vehicle etc.). Detail process is given in the User's Manual for Vendor which is available at aforesaid link. On physical submission of bill/application at NHAI a system generated acknowledgment will be issued to the vender/applicant.

All the divisions of HO and ROs/PIUs/CMUs are requested to ask contractors/ concessionaire/consultants/firms (Legal, Ad agency, Vehicle etc.)/ vendors associated with them to submit their bills/ invoices/ applications for access (petrol pump, factory etc) using this online software so that they can view the progress/movement of the bill/application online.

In case of difficulty they can contact respective PIU/CMU/RO/HO.

iii) NHAI users at HQ-NHAI officials associated with the bill/application can directly login to the BTS/ATS system with the help of their respective

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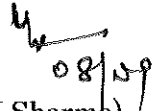
password (already generated) and view/reject/forward the bill/application along with its physical movement across the officer/divisions. Apart from User's Manual and Power point presentation circulars issued so far on the matter are available at the website of NHAI, which can be viewed/downloaded for reference. Existing users at HQ must note the following-

- a. Vendors should invariably be asked to generate a BTS/ATS ID using their own user ID and submit their bills/application at the front desk of NHAI and get a printed acknowledgement of receipt. Submission of bill at any place other than the front desk must be avoided.
- b. Users should also note that while sending bill from one officer/employee to other electronic movement of the same must also be ensured.
- c. HO user should check their profile in the system and update it.
- d. At the point of payment multiple bills of similar nature of same vendors can be clubbed for payment.
- e. BTS/ATS can also be linked to FTS (File Tracking System). Once it is linked with FTS, forwarding of either BTS or FTS will ensure forwarding of the document in both the modes.

3. All users should change their password on first login and keep on reviewing and updating their profile. In case of any doubt/query the service provider can be contacted through phone or mail at Mr. Azad Katiyar - phone no 08742939932/Mr. Akshay Kumar - phone no 09818194688 or mail ID- btsadmin@nhai.org through mail.

4. All users to note that use of this facility w e f 15.09.2014 is mandatory in respect of all the bills and applications processed by any of the officers (PIUs/CMUs/ROs/HO) of NHAI. Non-use of this facility will be viewed seriously and appropriate action will be taken against defaulting officer/employee.

5. This issues with the approval of Chairman.


08/09
(V.K.Sharma)

Chief General Manager (LA & Coord.)

To:

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