



सत्यमेव जयते

# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय, भारत सरकार)

## National Highways Authority of India

(Ministry of Road Transport and Highways, Government of India)

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### Office Memorandum

**Subject: Go-Live of provision for hosting and tracking of Experience Certificate to Contractors in Data Lake 2.0.**

**Ref.: Policy Circular 11.74/2025 dated 04.09.2025 & Policy Circular 11.75/2025 dated 12.09.2025.**

With reference to the above, the provision for hosting and tracking experience certificates to the contractors has been introduced in Data Lake 2.0. This feature is available in the roles of ROs, PDs & GMs.

2. To issue the certificate, the officer needs to:
  - Select the relevant UPC and contractor.
  - Specify the tenure duration.
  - Upload the certificate.
3. All concerned are requested to start issuing experience certificates to contractors through Data Lake 2.0 henceforth.
4. The Standard Operating Procedure (SOP) to be followed is enclosed as Annexure – I for ready reference.

**Encl:** Annexure – I


**To:**

All ROs, PIUs & GMs

**Copy for kind information to:**

1. PPS to Chairman, NHA
2. Sr.PPS/PPS/PS to all Members/CVO
3. All CGMs

  
(Deepak Saxena)  
CGM (IT)



**Standard Operating Procedure  
for hosting & tracking  
Experience Certificate to Contractor**



National Highways Authority of India

## RO / GM / PIU Login:

This form can be filled by users having access under RO, GM or PIU Login roles. In the user login under 'Experience Certificate of Contractor', the following screen will appear:

The screenshot displays the 'Experience Certificate of Contractor' web interface. At the top, there are navigation links for 'Home / Experience Certificate of Contractor' and user roles: 'Register', 'Admin', 'Apply', and 'User'. The main form area is titled 'Experience Certificate of Contractor' and contains several input fields: 'UPC' (dropdown menu), 'Contractor' (dropdown menu), 'From Date' (text input), 'To Date' (text input), and 'Upload Experience Certificate' (file upload button labeled 'Choose File' with 'No file chosen' text). There is also an 'Uploaded Date' field showing '11/11/2025'. 'Cancel' and 'Submit' buttons are located at the bottom right of the form. Below the form, there are 'PDF' and 'Excel' download options, a 'Show 10 entries' dropdown, and a search bar. The data grid below has the following columns: S.No., UPC, Project Name, RO, PIU, Contractor, From Date, To Date, Experience Certificate, Uploaded Date, and Uploaded By. The grid contains one row of data: S.No. 1, UPC N/18000/C2001/DL, Project Name Test 1, RO BD Hyderabad, PIU Mahabubnagar, Contractor Spacechem Enterprises, From Date 05/11/2025, To Date 06/11/2025, Experience Certificate (with a download icon), Uploaded Date 04/11/2025 05:14:08 AM, and Uploaded By Admin. At the bottom of the grid, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

S.No.	UPC	Project Name	RO	PIU	Contractor	From Date	To Date	Experience Certificate	Uploaded Date	Uploaded By
1	N/18000/C2001/DL	Test 1	BD Hyderabad	Mahabubnagar	Spacechem Enterprises	05/11/2025	06/11/2025		04/11/2025 05:14:08 AM	Admin

The screen consists of two main sections:

- i. Data entry form at the top
- ii. Data grid at the bottom.

The user can enter details and upload the contractor's experience certificate through this form. Once submitted, all details appear automatically in the grid.

**Form Fields:**

<b>Field Name</b>	<b>Description</b>
UPC	Select the Unique Project Code from the dropdown list.
Contractor	Select the contractor name from the dropdown populated from Contractor Master.
From Date	Enter or select the start date of the work period for which certificate is to be issued.
To Date	Enter or select the end date of the work period.
Upload Experience Certificate	Upload the contractor's experience certificate in PDF format.
Upload Date	Auto captured system date when certificate is uploaded.

**Grid Details:**

After submission, the uploaded record will appear in the data grid below. The grid displays the following columns:

<b>Column Name</b>	<b>Description</b>
S. No.	Serial number of the record.
UPC	Unique Project Code linked with the project.
Project Name	Name of the project associated with the certificate.
RO	Regional Office associated with the project.
PIU	Project Implementation Unit linked to the project.
Contractor	Name of the contractor for whom certificate is uploaded.
From Date	Start date of the certified work period.
To Date	End date of the certified work period.
Experience Certificate	Clickable link to view or download uploaded certificate (PDF).
Uploaded Date	Date on which certificate was uploaded.
Uploaded By	Details of User (RO/GM/PIU) who uploaded the record.

## Functionalities

The following buttons are available on the “Experience Certificate of Contractor” screen for convenience:

<b>Button</b>	<b>Functionality</b>
PDF	Allows the user to download the displayed data in PDF format for record keeping.
Excel	Exports the data grid information into an Excel file.
Search/Filter	Enables users to search or filter records in the grid.
Refresh	Reloads the screen to fetch the most recent data or updates.
View	Opens the uploaded Experience Certificate for preview or verification.

### *Note:*

- Ensure that all mandatory fields are filled before submitting the form.
- Only PDF documents are allowed (max 5mb) for upload.
- Uploaded details are automatically displayed in the grid.