

Frequently Committed Data Entry Errors on INFRACON by Key Personnel

Sl. No.	Data Entry Error	Remarks
1.	COMPANIES DETAILS – While uploading the past employment experience, many times it has been observed that the duration details of one Employer overlap with the subsequent Employer which is not possible	Must ensure that the duration details do not overlap among various Employers with whom the Key Personnel has worked.
2.	DETAILED WORK DETAILS – The start date and completion date of a work executed while in employment with a company does not match with the employment experience already entered for that particular company. This causes the system to reject such work experience.	Needs to be ensured that the start date and completion date of a work must fall within the employment duration with a particular company.
3.	HIGHWAY PROJECT LANE INFORMATION- Many times all the fields for filling length of 2/4/6-lane are being left blank which leads to rejection of the particular work experience.	Must ensure to fill up the length of 2/4/6-lane in the respective boxes so that the summation of 2/4/6-lane is equal to total length under the project.
4.	HIGHWAY PROJECT TERRAIN TYPE- No value is being entered under any of the terrain type boxes which makes the project uncountable as the project must have one of the terrain type.	Must ensure to fill up length in Km falling under a particular Terrain Type.
5.	BRIDGE PROJECT INFORMATION- Despite selecting a bridge project, no value is being entered under any category of the bridge which leads to rejection of the project.	Must ensure to fill up the no. of bridges in the respective category so that non-zero value gets entered in at least one of the dedicated box.
6.	ATTACHED DOCUMENT- It has been observed that the attached Work Experience document/self declaration does not clearly include the name of the work or the duration of deployment. Also many times the self declaration statement is quite generic and is in the form of mere undertaking about the truthfulness of the uploaded information.	Must ensure to upload proper work experience certificate/self declaration covering name of the work, position and duration of the assignment. Any misrepresentation shall lead to blacklisting of the Key Personnel.
7.	ARBITRATION CASE HANDLED- Despite YES selection, no value is filled against no. of cases. This leads to zero experience in arbitration.	Must ensure to enter non-zero value after YES selection.