CHECKLIST FOR KEY PERSONNEL FOR REFERENCE BEFORE EDIT MODE CLOSING

Sl. No.	Most Common Data Entry Omission	Rectification	Example	Whether Rectified ?
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.	If a person has worked with Employer 'A' from 1.1.2015 to 31.12.2015 then the work duration with Employer 'B' must commence from a date after 31.12.2015	Yes / No
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.	Need to ensure that the start date and completion date of a work must fall within the employment duration with that particular company.	If a person has worked with Employer 'A' from 1.1.2015 to 31.12.2015 then the work details entered by the Key Personnel for worked done with company 'A' should fall between 1.1.2015 to 31.12.2015	Yes / No
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.	If the length of the project is 100 km then the person will enter bifurcation of 100 km under 2/4/6 lane so that, summation will be equal to the length of project i.e. 100 km. If project scope involves multiple lane configuration i.e. 2 lane/ 4 lane / 6 lane.	Yes / No
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 or more Terrain Type.	Must ensure to fill up length in Km falling under a particular Terrain Type.	If the length of the project is 100 km and 40 km falls in Plain Terrain and 60 km under Hill Terrain, the entry of 40 shall be made in the Plain Terrain Box and 60 in the Hill Terrain Box so that their total is 100. The person will also enter bifurcation of 100 km under flexi/rigid terrain type criteria.	Yes / No

SI. No.	Data Entry Omission	Rectification	Example	Whether Rectified ?
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 alongwith maximum span, count of major bridges (i.e. pile /well foundation, modern technology)	If the project has 5 bridges then person will enter bifurcation of the 5 bridges under the given five category of bridge based length i.e. Say 2(Greater than 6m and upto 60m) 0(Greater than 60m and upto 200m) 0(Greater than 200m and upto 500m) 3(Greater than 500m and upto 1000m) 0(Greater than 1000m), Then enter max. span under any of the 5 bridges, Also enter count of major bridges with pile/well foundation, modern technology and rehabilitation (the number shall be less than total no. of bridges having length more than 60m)	Yes / No
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.	Upload Experience Certificate / Undertaking Clearly mentioning the claimed work experience alongwith designation and duration. The unsigned/generic undertaking shall not be acceptable and such work experience shall be out rightly rejected	Yes / No
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.	If a person handled arbitration case then "Yes" needs to be selected and number of cases handled needs to be entered after that.	Yes / No