CIRCULAR

(Procedure for Updation of INFRACON Profile)

Many requests have been received from INFRACON Users (Consultancy Firm/ Key Personnel) to permit them for editing of already uploaded data under their registered INFRACON ID. The most common reason being given is uploading of the Experience Certificate against the already uploaded projects.

In this context it is made amply clear that no historical data is permitted to be edited as per the INFRACON Policy. However, should it be required to merely upload the Experience Certificate against any already uploaded project, the formal request may be emailed to INFRACON "**support-infracon@nic.in**" while mentioning the serial no. of concerned project. The concerned Experience Certificate must be duly signed and dated along with the phrase "**Submitted to INFRACON for Uploading**". The Company Stamp should also be placed in case of Consultancy Firm.

When any inadvertent error has occurred in the uploaded data itself under any INFRACON ID, a request needs to be made through the concerned INFRACON ID for having it blocked & thereafter a new ID can be created with the correct data. It should also be noted that such request shall be considered only when this ID is not under consideration in any ongoing bidding process. The details of all such live bids shall also be provided while making the "Block ID Request".

Sandeep Kumar
GM (INFRACON)
NHIDCL