

# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport and Highways)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली - 110 075

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

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एक्स्ट्रा. / Extn.: 2223 / 2318 / 2468 / 2553

No.13030/87/2012-Vig.

27<sup>th</sup> August, 2012

### CIRCULAR

#### **Sub.: Procedure for handling Anonymous/Pseudonymous Complaints.**

It has been observed that a substantial number of Anonymous/Pseudonymous Complaints are received in Authority and most of such complaints are either by disgruntled elements or have wild allegations mostly without any substantive facts. The investigation of such complaints results into diversion of resources delaying investigation of complaints from the genuine complainants. The Central Vigilance Commission has also issued certain guidelines for handling Anonymous/ Pseudonymous Complaints.

Accordingly, keeping in view the CVC guidelines and to discourage fictitious complainants, following procedure shall be adopted for handling Anonymous/ Pseudonymous Complaints received in NHAI henceforth:

1. All complaints of Anonymous/Pseudonymous nature received at various levels i.e. Chairman, Members and CGMs shall be destroyed forthwith.
2. Many a times, more particularly at the times of promotions of individuals, inflow of such Anonymous/Pseudonymous complaints by disgruntled elements increases unexpectedly to blackmail honest officials. No action will be taken against such complaints in accordance with the CVC guidelines and CVO shall make efforts to find out origin of such Anonymous/Pseudonymous complaints so that if warranted, action can be taken against these negative elements.
3. N.H.A.I is also keen to entertain the genuine complainants who on account of fear do not wish to disclose their identities. These complaints should be submitted in accordance with the guidelines contained in the resolution on "Public Interest Disclosure and Protection of Informer (PIDPI)" of Govt. of India. Such complainants should give his/her name and address in the beginning or end of complaints and the envelope should be addressed to C.V.O., NHAI and superscribed "Complaint under the Public Interest Disclosure". Confidentiality of such complaints will be maintained in NHAI.



(R.P. Singh)  
Chairman

To,  
All Officers and Staff at HQs  
All ZOs/ROs/SLOs/PIUs/CMUs/SPVs



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No. 13030/8/2007-Vig

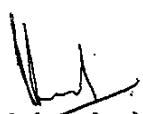
Date : April 09, 2007

#### Policy Circular No : 01/2007 – Vig.

It has been noticed that after affecting recoveries consequent to CVC's/CTE's/CVO/s inspections/investigations, the contractors/consultants have appealed against the recoveries in DRB/Arbitration and in some cases NHAI had to pay back the recovered amount with interest.

2. Therefore, after drafting the reply to the claims of contractor/consultant by the Technical Division, it should be got vetted from the Vigilance Division, so that correct perspective of the case can be presented by the NHAI, in DRB/Arbitration proceedings.

This issues with the approval of the Competent Authority.

  
(R Mukundan)  
Chief Vigilance Officer

To

All Members  
All CGMS

Copy to : PS to Chairman – for information please.



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संख्या 13030/8/2007-सतर्कता

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दिनांक: 09 अप्रैल, 2007

नीति परिपत्र संख्या: 01/2007-सतर्कता

यह देखा गया है कि मुख्य सतर्कता आयोग/मुख्य तकनीकी परीक्षक/मुख्य सतर्कता अधिकारी के निरीक्षणों/अन्वेषणों के परिणामस्वरूप की गई वसूली के विरुद्ध संविदाकारों/परामर्शदाताओं ने डीआरबी/माध्यस्थम (arbitration) में अपील की है और कुछ मामलों में भारतीय राष्ट्रीय राजमार्ग प्राधिकरण को वसूल की गई रकम ब्याज के साथ लौटानी पड़ी है।

2. अतः तकनीकी प्रभाग द्वारा संविदाकारों/परामर्श दत्ताओं के दावों का उत्तर तैयार करते समय इसे सतर्कता विभाग से पुनरीक्षित करवाया जाये, ताकि भारतीय राष्ट्रीय राजमार्ग प्राधिकरण द्वारा डीआरबी/माध्यस्थम कार्रवाही में मामले को सही तरीके से प्रस्तुत किया जा सके।

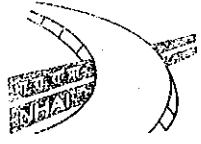
इसे सक्षम प्राधिकारी की अनुमति से जारी किया गया है।

मुख्य सतर्कता अधिकारी  
(आर. मुकुन्दन)

सेवा में,

- (i) समस्त सदस्य
- (ii) समस्त मुख्य महाप्रबंधक

प्रतिलिपि सूचनार्थ: अध्यक्ष के वैयक्तिक सहायक



**शारतीय राष्ट्रीय राजमार्ग प्राधिकरण**  
(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)  
**National Highways Authority of India**  
(Ministry of Shipping, Road Transport and Highways)  
जी-५ एवं ६, सेक्टर-१०, द्वारका, नई दिल्ली-११० ०७५  
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No. NHAI/13030/15/2008-Vig/[93]

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Dated : February 18, 2008

CIRCULAR No. 01/2008-Vig.

**Sub: Information on failure of Bridges**

\* \* \* \* \*

The information regarding number of failure of bridges pre/post construction may please be furnished on or before 20.02.2008

Pre-construction failure may include failure of form/supporting structure etc., with number of casualties, and details of bridge

  
(R. Mukundan)  
Chief Vigilance Officer

To

**All GMs**

Copy to :

1. PS to Chairman
2. All Members
3. All CGMs



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जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110 075

G-5 & No. 1303077/2009-Vig/246  
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August 13, 2009

### Policy Circular No. 01/2009(Vigilance)

#### Subject: Access of complaints to the CVO- Instructions regarding

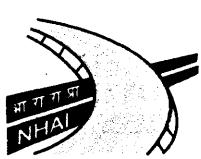
Central Vigilance Commission has observed that in an organization, the complaint is received in decentralized manner and the complaints are sent to CVO from these decentralized locations by the officers controlling these decentralized locations upon perceiving a vigilance angle in the said complaints and therefore there is every chance that a complaint with a vigilance over tone may not be forwarded to the CVO due to lack of appreciation or for other bonafide reasons. Therefore, in order to have uniform practice and procedure in handling and processing of complaint in the organization, it is imperative that a complaint handling policy is laid down for receipt, handling and processing of all types of complaints/ grievances from the public, contractors, vendors, suppliers etc. making it clear that any complaint having any element of alleged corruption, malpractices of misconduct etc. received by the official/ functionary should necessarily be forwarded to the CVO for scrutiny and action at the initial stage itself.

2. Keeping In view the above-mentioned observations of the CVC, it is hereby desired that all the complaints received in any of the NHAI offices/ divisions etc. having any element of alleged corruption, malpractices or misconduct etc. should necessarily be sent to the Chief Vigilance Officer, NHAI at the initial stage itself for deciding the presence of vigilance angle and processing of the said complaint in vigilance division. If the complaint brings out any fact/material that requires immediate action on part of concerned office/division and which cannot brook delay, then the copy of the complaint may be retained by concerned division/office for taking action on that particular issue other than on the those issues that requires consideration of Vigilance Division. The concerned office/division may also inform vigilance division about the retaining of copy of the complaint and relevant facts about the action under consideration on any particular issue while forwarding the complaint to CVO,NHAI.

This issue~~s~~with the approval of Chairman.

  
(R. Mukundan)  
Chief Vigilance Officer

All Officers in  
NHAI-Hq./PIUs/CMUs



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संख्या 13030/77/2009-सतर्कता/246

अगस्त 19, 2009

### नीतिगत परिपत्र संख्या 01/2009 (सतर्कता)

**विषय: मुख्य सतर्कता अधिकारी तक शिकायतें पहुंचने के बारे में अनुदेश।**

केन्द्रीय सतर्कता आयोग ने यह पाया है कि संगठन में विकेन्द्रीकृत रूप में शिकायतें प्राप्त होती हैं और इन विकेन्द्रीकृत स्थानों के नियंत्रक अधिकारी यह मानने के उपरांत कि यह मामला सतर्कता से संबंधित है, इन शिकायतों को मुख्य सतर्कता अधिकारी के पास भेज देते हैं। तथापि इस बात की संभावना हमेशा बनी रहती है कि मूल्यांकन के अभाव में अथवा किन्हीं अन्य सदाशयी कारणों से संबंधित शिकायतों को मुख्य सतर्कता अधिकारी के पास भेजा ही न जाए। अतः संगठन में सभी प्रकार की शिकायतों के संबंध में कार्रवाई करने के लिए एकरूपता की पद्धति को अपनाने हेतु यह आवश्यक है कि लोक, संविदाकारों, विक्रेताओं, आपूर्तिकर्ताओं से प्राप्त होने वाली सभी प्रकार की शिकायतें और उनके संबंध में की जाने वाली कार्रवाई करने के लिए एक नीति निर्धारित की जाए और उसमें यह स्पष्ट कर दिया जाए कि ऐसी सभी शिकायतें जिसमें भ्रष्टाचार, अनाचार, दुराचार आदि के आरोप शामिल हैं और जो किसी अधिकारी/पदाधिकारी को प्राप्त हुई है, उसे अनिवार्य रूप से मुख्य सतर्कता अधिकारी को छानबीन और कार्रवाई के लिए प्रारंभिक स्तर पर ही भेज दिया जाए।

2. केन्द्रीय सतर्कता आयोग के उपर्युक्त प्रेषण को ध्यान में रखते हुए यह अनुरोध है कि भारतीय राष्ट्रीय राजमार्ग प्राधिकरण के किसी भी कार्यालय/प्रभाग आदि द्वारा प्राप्त की गई आरोपित भ्रष्टाचार, अनाचार अथवा कदाचार आदि से संबंधित ऐसी सभी शिकायतें अनिवार्य रूप से प्रारंभिक स्तर पर ही उसमें मौजूद सतर्कता संबंधी बात का निर्णय करने हेतु और उसके संदर्भ में सतर्कता प्रभाग में कार्रवाई करने हेतु मुख्य सतर्कता अधिकारी, भारतीय राष्ट्रीय राजमार्ग प्राधिकरण को प्रारंभिक स्तर पर ही भेज दी जाए। यदि शिकायत में कोई ऐसा तथ्य/सामग्री शामिल है जिस पर संबंधित कार्यालय/प्रभाग द्वारा तत्काल कार्रवाई की जानी अपेक्षित है और उस कार्रवाई में देरी नहीं की जा सकती तो ऐसी स्थिति में संबंधित प्रभाग/कार्यालय उन बातों को छोड़कर जिन पर सतर्कता प्रभाग द्वारा विचार किया जाना जरूरी है, विशेष मुद्दों पर कार्रवाई करने हेतु कार्यालय/प्रभाग शिकायत की एक प्रति अपने पास रख लें। मुख्य सतर्कता अधिकारी, भारतीय राष्ट्रीय राजमार्ग प्राधिकरण को शिकायत भेजते समय संबंधित कार्यालय/प्रभाग, सतर्कता प्रभाग को इस बात की भी सूचना दें कि उन्होंने

शिकायत की एक प्रति अपने पास रख ली है तथा उस विशेष मुद्दे पर विचाराधीन कार्रवाई के तथ्यों के संबंध में भी सूचित कर दिया जाए।

इसे अध्यक्ष महोदय के अनुमोदन से जारी किया गया है।

मुझे 15/5/2016  
(आर. मुकुन्दन)

मुख्य सतर्कता अधिकारी

सभी अधिकारी,

भा.रा.रा.प्रा. मुख्यालय/ परियोजना कार्यान्वयन इकाई/ कारीडोर प्रबंध इकाई



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सङ्क परिवहन और राजमार्ग मंत्रालय)

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No.13030/14/2010-Vig./59

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February 9, 2011

### POLICY CIRCULAR NO. 01/ 2011

**Sub.: Regarding distribution of gifts openly by Contractors/  
Consultants/Concessionaire on important occasions – reg.**

It is brought to the notice of all concerned that during the 1<sup>st</sup> week of November, 2010, it was observed that large number of Contractors/ Concessionaires/ Consultants were openly distributing gifts/sweets/mementos to officers and officials of NHAI inside the office premises openly in a blatant manner.

2. The blatant manner in which such a show was being staged and run by the Contractors/Concessionaires/Consultants was not in keeping with the dignity and majesty of the organization and was projecting the officers/officials of NHAI in a poor light. Keeping the ethical and moral issues aside, officers/officials of NHAI were also statedly not exercising restraint on the acceptance of such favours from the Contractors/Concessionaires/Consultants but on the contrary were only appearing to be more keen in acceptance of such favours.

3. Chairman, NHAI, as the Head of the Department, has taken an adverse note of such activities occurring within the office premises, in full public view and glare, and has considered it as an act not befitting the image and prestige of the organization. He has also ordered that henceforth such activities should not be allowed to happen within the office premises.

4. NHAI (Conduct Discipline and Appeal) Regulations, 1997, also forbids acceptance of gifts – “An officer or employee shall not solicit or accept or permit any member of his family to accept any gift from a constituent of the Authority”. (para-10).

5. All officers/staff are, therefore, advised not to entertain any Contractor/ Consultant/Concessionaire by accepting their gifts/favour on any occasion including occasion of signing of agreements. Any instance of defiance/dis-obedience coming to notice will be viewed seriously.

*Apranod  
9/2/2011*  
(Aloke Prasad)  
Chief Vigilance Officer

### All Officers and Staff of NHAI Headquarters/PIUs/CMUs

Copy for information to: Chairman, NHAI  
All Members, NHAI



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सं.13030/14/2010-सतर्कता/५९

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दिनांक: 9 फरवरी, 2011

### नीति परिपत्र सं.01/2011

**विषय: महत्वपूर्ण अवसरों पर संविदाकारों/परामर्शदाताओं/रियायतग्राहियों द्वारा खुलेआम उपहार बांटे जाने के संबंध में।**

सभी संबंधित के संज्ञान में यह तथ्य लाया जाता है कि नवम्बर, 2010 के प्रथम सप्ताह में यह देखा गया कि बहुत-से संविदाकार/रियायतग्राही/परामर्शदाता कार्यालय परिसर में भारतीय राष्ट्रीय राजमार्ग प्राधिकरण के अधिकारियों और कर्मचारियों को खुलेआम उपहार/मिठाइयां/स्मृति-चिट्ठन-बॉट रहे थे।

2. जिस ढंग से संविदाकार/रियायतग्राही/परामर्शदाता यह कार्य कर रहे थे वह इस संगठन की प्रतिष्ठा तथा मानमर्यादा के अनुकूल नहीं है तथा इससे भारतीय राष्ट्रीय राजमार्ग प्राधिकरण के अधिकारियों/कर्मचारियों की छवि पर प्रतिकूल प्रभाव पड़ता है। नैतिक मूल्यों की अनदेखी करते हुए, भारतीय राष्ट्रीय राजमार्ग प्राधिकरण के अधिकारीगण/कर्मचारीगण भी संविदाकारों/रियायतग्राहियों/परामर्शदाताओं से उपकृत होने से गुरेज नहीं कर रहे थे, अपितु इसके विपरीत ऐसे उपहार स्वीकार करने में ज्यादा उत्सुक दिखाई दे रहे थे।

3. विभागाध्यक्ष के नाते, भारतीय राष्ट्रीय राजमार्ग प्राधिकरण के अध्यक्ष महोदय ने कार्यालय परिसर के भीतर सरेआम हो रही इन गतिविधियों पर प्रतिकूल टिप्पणी की है और यह कहा है कि ये गतिविधियां इस संगठन की छवि तथा प्रतिष्ठा के अनुकूल नहीं हैं। उन्होंने यह भी आदेश दिया है कि आगे से कार्यालय परिसर के भीतर ये गतिविधियां नहीं होने देनी चाहिए।

4. भारतीय राष्ट्रीय राजमार्ग प्राधिकरण (आचरण, अनुशासन और अपील) विनियम, 1997 में उपहारों को स्वीकार करने की मनाही है- “कोई अधिकारी या कर्मचारी प्राधिकरण के किसी घटक से किसी उपहार की न तो मांग करेगा और न ही उसे स्वीकार करेगा अथवा अपने परिवार के किसी सदस्य को स्वीकार करने की अनुमति देगा” (पैरा-10)।

5. अतः सभी अधिकारियों/कर्मचारियों को सलाह दी जाती है कि वे किसी संविदाकार/परामर्शदाता/ रियायतग्राही से किसी भी अवसर पर, जिसमें करार पर हस्ताक्षर होना भी शामिल है, उपहार आदि स्वीकार कर उसे प्रोत्साहित न करें। इस आदेश की अवहेलना/अवज्ञा का तथ्य संज्ञान में आने पर उसे गंभीरता से लिया जाएगा।

*Aman*  
(11/01/2011)  
(आलोक प्रसाद)  
मुख्य सतर्कता अधिकारी

**भारतीय राष्ट्रीय राजमार्ग प्राधिकरण मुख्यालय/परियोजना कार्यालय इकाइयों/कॉरीडोर प्रबंधन इकाइयों के सभी अधिकारीगण  
एवं स्टाफ**

**प्रतिलिपि, सूचनार्थ, निम्नलिखित को:**

अध्यक्ष, भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

भारतीय राष्ट्रीय राजमार्ग प्राधिकरण के सभी सदस्यगण



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport & Highways)

G-5 & 6, Sector-10, Dwarka, New Delhi-110045  
No. 13030/1/2004-Vig.

Phone : 91-11-25074100/25074200

Fax : 91-11-25093507/25093514

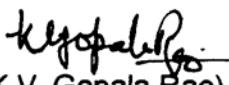
Extn. : 2223/2318/2468/2553

14<sup>th</sup> January, 2004

### Circular No. 1/2004

The following communications which have been received from Central Vigilance Commission are circulated herewith for necessary action.

(i)	CVCs OM No.06-03-02-CTE-34 dtd. 20.10.03	Subject- Back to Back tie up by PSUs-Instructions regarding.
(ii)	Ministry of Road Transport & Highways letter No. C-30019/4/2003- Vig. dated 17.10.2003- forwarding therewith a copy of the office order No. 44/9/03(No.98/ORD/1) dated 04.09.2003 received from Central Vigilance Commission	Subject- Irregularities in the award of contracts.

  
(K.V. Gopala Rao)  
Manager(Vig.)

#### Copy to :

All CGMs/GMs/DGMs/Managers

Copy for information : PS to Chairman/ PS to Member(A)/ PS to Member(Tech.)

No. 06-03-02-CTE-34  
Government of India  
Central Vigilance Commission  
(CTE's Organisation)

Santakta bhavan, Block-A,  
GPO Complex, INA,  
New Delhi-110023  
Dated: 20.10.2003

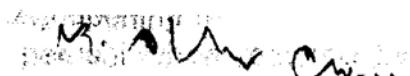
**OFFICE MEMORANDUM**

**Sub: Back to back tie up by PSUs- instructions regarding**

It has been observed during intensive examination of various works/contracts awarded by construction PSUs on back to back basis that the works are being awarded in an ad-hoc and arbitrary manner without inviting tenders and ascertaining the performance, capability and experience of the tenderers. In some cases, the works were awarded on single tender basis/limited tender basis though sufficient time was available with the Organisation to invite open tenders.

2. Some of the common irregularities/lapses observed during the examination of works were as under:
  - a) No transparency in selection of contractor for the back to back tie up which is the main source of corruption.
  - b) Collusion among the contractors was observed where more than one contractors were involved at various stages.
  - c) Ineligible contractor obtains the contract through the PSUs.
  - d) Purchase preference misused by the PSUs.
  - e) PSUs sublet the complete work to a private contractor without obtaining permission from the client which invariably put a condition insisting such permission since the client is generally not interested in such back to back sublet of the work.
  - f) Infructuous work (to the exchequer) due to the involvement of intermediary PSUs and cost of project goes up ultimately.
  - g) No supervision by the PSU as they put the staff mainly for coordination work.
  - h) Quality ultimately suffers due to lack of supervision by the PSUs.

3. Commission is of the view that the practice of award of works to PSUs on nomination basis by Govt. of India/PSUs needs to be reviewed forthwith.
4. The irregularities observed during intensive examination of work and difficulties being faced by the PSUs in inviting tenders were considered and it has been decided that the procedure to be followed for award of work by Construction PSUs shall be finalised taking into account the following points:
  - a) PSUs (when bag the contract from the client Department) as a contractor, has to execute the work by functioning like a contractor instead of sub-letting the 100% work on back to back basis.
  - b) Open tenders to be invited for selection of sub-contractors as far as possible
  - c) In case, it is not possible to invite open tenders, selection should be carried out by inviting limited tenders from the panel approved in the following manner. Panel of contractors are to be prepared for different categories, monetary limits, regions, in a transparent manner clearly publishing the eligibility criteria etc. The above panel is to be updated every year.
  - d) Commission is of the view that the practice of award of works to PSUs on Tenders to be opened confidentially by a high level committee to maintain the secrecy of rates, if required. Tender opening register should be maintained in this regard duly signed by the officers opening the tender and kept confidentially. This should be available for perusal when required by audit/vigilance. It is, therefore, suggested that the procedure to be followed for award of work by Construction PSUs shall be finalised taking into account the following points:
  - e) The terms and conditions of the contract of the client especially those pertaining to subletting of works should be strictly adhered to by the PSUs.
  - f) PSUs has to execute the work by functioning like a contractor instead of sub-letting Adequate staff to be deployed by the PSUs to ensure quality in construction etc.
  - g) Open tenders to be invited for selection of sub-contractors as far as possible. The record of enlistment/updation of contractors and tender opening register shall be produced to the CTEO as well as audit officials when demanded for scrutiny.
5. It is, therefore, suggested that the procedure for award of work on back to back basis be finalised keeping in view the above points and circulated amongst the concerned officials of your organisation for strict compliance in future works.



(R.A. Arumugam)  
Chief Technical Examiner

To

All CVOs of Ministries/Departments/PSUs etc.

सभी पत्र सचिव, भारत सरकार, सड़क परिवहन और राजमार्ग मंत्रालय को उनके नाम पर नहीं बल्कि प्रद के पते पर जाने चाहिए।

सार : "ट्रांसपोर्ट"

All Communications should be addressed to the Secretary to the Government of India, Ministry of Road Transport & Highways by title NOT by name.

Telegram : 'TRANSPORT'

Telex : 031-61157, 61158, 61159 VAHN IN



भारत सरकार  
Government of India  
सड़क परिवहन और राजमार्ग मंत्रालय  
Ministry of Road Transport and Highways  
परिवहन भवन/Parivahan Bhawan  
1, संसद मार्ग/1, Parliament Street  
नई दिल्ली-110001/New Delhi-110001

CONFIDENTIAL

No.C-30019/4/2003-Vig.

New Delhi, the 17<sup>th</sup> October, 2003.

To

The Chief Vigilance Officer,  
National Highways Authority of India,  
Plot No.G-5 & G-6,  
Dwarka,  
New Delhi-110 045.

Sub: Irregularities in award of contracts.

\*\*\*\*

Sir,

I am directed to forward herewith a copy of CVC's Office Order No.44/9/03 dated 4.9.2003 on the above subject for information and compliance.

Yours faithfully,

Encl.: As above.

17/10/03  
(NITA DHARMANI)  
Section Officer(Vig.)

No. 98/ORD/1  
Government of India  
Central Vigilance Commission

\*\*\*\*\*

Satarkata Bhavan, Block - 'A',  
GPO Complex, INA,  
New Delhi - 110 023

Dated 04.09.2003

Office Order No.44/9/03

To

All Chief Vigilance Officers

Sub: Irregularities in the award of contracts.

Sir/Madam,

While dealing with the case of a PSU, the Commission has observed that the qualification criteria incorporated in the bid documents was vague and no evaluation criterion was incorporated therein. It is also seen that the category-wise anticipated TEUs were not specified in the bid documents and the same was left for assumptions by Tender Evaluation Committee for comparative evaluation of financial bids, which led to comparative evaluation of bids on surmises and conjectures. Further, it was also provided as a condition in the tender bid that the tenderer should have previous experience in undertaking handling of similar work and/or transportation works preferably of ISO containers, however, no definition of 'similar works' was, indicated in the bid documents.

2. It should be ensured that pre-qualification criteria, performance criteria and evaluation criteria are incorporated in the bid documents in clear and unambiguous terms as these criterion very important to evaluate bids in a transparent manner. Whenever required the departments/organisations should have follow two-bid system, i.e. technical bid and price bid. The price bids should be opened only of those vendors who were technically qualified by the Dep'tt./ Organisation. The Commission would therefore advise that the Dep'tt./ Organisation may issue necessary guidelines in this regard for future tenders.

3. It has also observed that the orders were allegedly split in order to bring it within the powers of junior officers and that the proper records of machine breakdown were not being kept. It is therefore, decided that in the matters of petty purchase in emergency items all departments/organisations must keep proper records of all machine breakdown etc.

4. All CVOs may bring this to the notice of all concerned.

Yours faithfully,

No: 13030/1/2004-Vig.

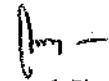
Dated: February 10<sup>th</sup> 2005

## CIRCULAR-1/2005

**Sub: Routine tests conducted on material samples by Supervision Consultants.**

During the course of investigation in some projects certain irregularities have been observed by CTE's organization of CVC in respect of maintaining records of tests conducted.

It may be ensured that the tests of samples are carried-out in the presence of Material Engineer or staff authorized by him and they are duly signed.



(Nirmal Jit Singh)  
Member (T) & CVO

To all PDs/GMs



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण  
(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)  
**National Highways Authority of India**  
(Ministry of Shipping, Road Transport & Highways)  
G-5 & 6, Sector-10, Dwarka, New Delhi-110075

Phone : 91-11-25074100/25074200  
Fax : 91-11-25093507/25093514  
Extn. : 2223/2318/2468/2553

No.13030/4/2006-Vig.

January 31, 2006

**POLICY CIRCULAR – 1/2006 (VIGILANCE)**

**Sub.: Utilization of Project Vehicles at Headquarters**

**Ref.: Circular No.14026/13/2002/A dated 12.04.2004**

Vide Circular dated 12.04.2004 referred above (copy enclosed), it has been decided that no project vehicles will be utilized at Headquarters. However, in the recent concluded contracts, it has been observed that a provision has been kept for project vehicles to be utilized at Headquarters. This is not in order.

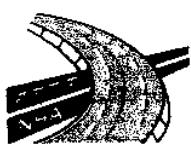
2. It is reiterated that no project vehicles will be utilized at Headquarters.
3. This issues with the approval of Chairman.

  
(R.Mukundan)  
Chief Vigilance Officer

Encl. As above

To

**All Officers of NHAI**



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पेत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Shipping, Road Transport and Highways)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110 075

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

टूरमास /Phone : 91-11-25074100/250742

फैक्स /Fax : 91-11-25093507 / 250935

एक्स. /Extn.: 2223 / 2318 / 2468 / 25

सं0 13030/4/2006-सतर्कता

31 जनवरी, 2006

### नीतिगत परिपत्र 1/2006 (सतर्कता)

विषय मुख्यालय में परियोजना के वाहनों का उपयोग

संदर्भ: परिपत्र संख्या 14026/13/2002/ए दिनांक 12.04.2004

दिनांक 12.04.04 के उपर्युक्त संदर्भित परिपत्र (प्रति संलग्न) द्वारा यह निर्णय लिया गया था कि मुख्यालय में परियोजना की किसी भी वाहन को उपयोग में नहीं लाया जायेगा। तथापि हाल ही में संपादित संविदाओं में यह देखने में आया है कि मुख्यालय में परियोजना के वाहनों का उपयोग किए जाने के लिए प्रावधान किया गया है। यह ठीक नहीं है।

2. पुनः यह उल्लेख किया जाता है कि मुख्यालय में किसी भी परियोजना वाहन को उपयोग में नहीं लाया जाएगा।

3. इसे अध्यक्ष महोदय के अनुमोदन से जारी किया गया है।

अ. श. कुमार  
(आर. मुकुंदन)

मुख्य सतर्कता अधिकारी

संलग्न: यथोपरि

सेवा में,

भारतप्रा के सभी अधिकारी

भारतीय राष्ट्रीय राजमार्ग प्राधिकरण  
(सड़क वरिवहन और राजमार्ग मंत्रालय)

National Highways Authority of India

(Ministry of Road Transport & Highways)  
G-5 & 6, Sector-10, Dwarka, New Delhi-110045

Phone : 91-11-25074100/25074200  
Fax : 91-11-25093507/25093514  
Extn. : 2223/2318/2468/2553

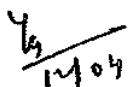
No.14026/13/2002/A

Dated: 12<sup>TH</sup> April, 2004

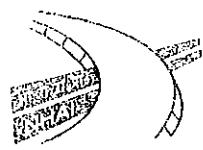
Subject: Use of Project vehicles at HQs.

It has been decided that Project vehicles from civil works contract may not be used by any officer in the Headquarters.

This issues with the approval of Chairman.

  
(VK Sharma)  
General Manager(Admn)

To  
All Concerned  
NHAI



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण  
(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)  
National Highways Authority of India  
(Ministry of Shipping, Road Transport and Highways)  
जी-5 एवं 6, सेक्टर-10, डार्का, नई दिल्ली-110 075  
G-5 & 6, Sector-10, Dwarka, New Delhi-110075  
No. NHAI/13030/16/2008-Vig/144

दूरध्वाश /Phone: 91-11-25074100/25074200  
फैक्स /Fax: 91-11-25093507 / 25093514  
एम्स /Extn.: 2223 / 2318 / 2468 / 2553

Dated : February 18, 2008

CIRCULAR No. 02/2008-Vig.

Sub: Information regarding discount offered by bidders

\* \* \* \*

Information regarding, name of package, in which the bidder has given voluntary discount/additional discount, after opening of the bid may please be intimated to Vigilance Division on or before 20.02.2008. The status of such tenders may also be intimated.

  
(R. Mukundan)  
Chief Vigilance Officer

To

All GMs

Copy to :

- 1) PS to Chairman
- 2) All Members
- 3) All CGMs



## भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

### National Highways Authority of India

(Ministry of Shipping, Road Transport and Highways)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110 075

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

फ़ोन/Phone: 011-25074100/25074200

फैक्स/Fax: 011-25093001 - 25093511

फैक्स/Fax: 2220 / 2318 / 2462 / 2553

No. NHAI/CV/03/2009-Vig (R&S)

September 2, 2009

### POLICY CIRCULAR NO.2/2009 (Vigilance)

Sub: References to the Commission for first stage advice – procedure regarding

A copy of CVC's Circular No.21/3/09 dated 06.08.2009 on the aforesaid subject is enclosed herewith for strict compliance.

(R. Mukundan)  
Chief Vigilance Officer

Encl.: As above

All Officers of the Vigilance Division



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Shipping, Road Transport and Highways)

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G-5 & 6, Sector-10, Dwarka, New Delhi-110075

दूरभाष /Phone : 91-11-25074100/25074200

फैक्स /Fax : 91-11-25093507 / 25093514

एक्स. /Extn.: 2223 / 2318 / 2468 / 2553

सं. भाराराप्रा/मु.स.अ./2009-सतर्कता/1882

सितम्बर 02, 2009

नीतिगत परिपत्र संख्या 2/2009 (सतर्कता)

विषय: आयोग को प्रथम स्तर की सलाह के लिए भेजे गए पत्र – से संबंधित प्रक्रिया।

उपर्युक्त विषय पर मुख्य सतर्कता आयोग के दिनांक 06.08.2009 के परिपत्र संख्या 21/8/09 की एक प्रति कड़ाई से अनुपालन के लिए इसके साथ संलग्न है।

मुं०. १८९५४  
(आर मुकुन्दन)

मुख्य सतर्कता अधिकारी

संलग्न: यथोपरि

सतर्कता प्रभाग के सभी अधिकारी

No.006/PRC/1  
Government of India  
Central Vigilance Commission  
\*\*\*\*\*

Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi- 110 023  
Dated the 6<sup>th</sup> August, 2009

**Circular No.21/8/09**

**Subject:** References to the Commission for first stage advice – procedure regarding.

**Reference:** (i) Commission's circular No.NZ/PRC/1 dated 26.2.2004;  
(ii) Commission's circular No.NZ/PRC/1 dated 9.5.2005;  
(iii) Commission's circular No. 006/PRC/1 dated 13.3.2006; and  
(iv) Commission's circular No.006/PRC/1 dated 1.12.2008

The Commission receives preliminary inquiry reports from the Chief Vigilance Officers (CVOs) of Departments/Organisations, seeking the first stage advice. Reports for similar action also emanate from the CVOs in response to the Commission's directions for investigation issued u/s 8(1)(d) of the CVC Act, 2003. However, these reports are often found lacking in cogent analysis of misconduct or allegations, evidence on record and the recommendation of line of action. The supporting documents catered are also very often disjointed, casually arranged or unduly bulky, making the examination cumbersome and leading to protracted correspondence and delays.

2. With a view to improving the quality and focus of these investigation reports, the Commission has devised a new reporting format. Accordingly, it is directed that henceforth, a vigilance report should broadly conform to the parameters specified in Annexure A. Further, as the Commission lays utmost emphasis on facts, evidence and recommendations made by the CVOs, an investigation report should invariably be accompanied by an Assurance Memorandum (Annexure B) signed by the CVO, taking due responsibility and giving assurance of a comprehensive application of mind while submitting the report.

3. In supercession, therefore, of earlier instructions of the Commission on submission of investigation reports, the following instructions should be followed scrupulously while seeking the first stage advice:

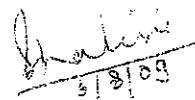
- (i) All vigilance reports of the CVOs should conform to the parameters prescribed in Annexure-A.
- (ii) They would be accompanied by an Assurance Memo, in the form of Annexure-B.

Contd...2/-

- (iii) Bio-data of suspect officials, figuring in the investigation reports, should be enclosed as per the format provided at Annexure-C.
- (iv) Tabular statements, as prescribed vide the Commission's circular dated 1.12.2008, shall continue and be kept objective and precise.
- (v) Draft charge-sheets and imputation of charge in respect of suspect officials where disciplinary action, such as major penalty or minor penalty proceedings, is proposed, would accompany the investigation reports.

4. The CVOs would ensure that all documents/exhibits, constituting the basic evidence for the charge, are systematically identified and arranged. Superfluous and voluminous documents, with little or no relevance to the misconduct under examination, should be retained at the CVOs' end. In case any additional material or evidence is required, it can always be recalled by the Commission before an advice is tendered.

5. The aforesaid reporting procedure would become operative with immediate effect.



Shailen  
3/8/09  
(Shailen Darbari)  
Director

All Chief Vigilance Officers

Encl: As proposed.

Annexure-A

Vigilance Report

**Title of the report**

**1. Source**

- Background of the report - whether based on source information; complaint referred to by the CVC, CTE/CTE type inspection or direct enquiry.

**2. Gist of allegations**

**3. Facts**

- The relevant facts relating to the issue under examination should be presented in chronological or activity-wise sequence.
- Each fact should be supported by documentary evidence (other forms of evidence may also be presented) denoted as E1, E2, and E3 etc. Since the facts occur in chronological order, the evidence E1, E2, E3, etc., should necessarily be arranged under the report in the same order, thus making it easier for reference.
- While annexing the evidence, the relevant portion of the document should be highlighted and annexed. For example, the evidence for educational qualifications for promotion should consist of the Xerox copy of only the clause prescribing the qualifications and not the whole 20 pages of the promotion policy.
- There may be several issues in a report which may be conveniently arranged as different paras viz. 2.1, 2.2 etc.
- All relevant facts needed to support the observations/conclusion should be gathered and presented. Irrelevant facts, bearing no consequence on the issues under inquiry should be avoided.
- Evidence presented should be credible and adequate.

**4. Observations**

- Ordinarily, observations are logical deductions arrived at through a set of facts. They are in the nature of objections or anomalies observed with reference to the gathered facts. There may be several observations arising out of the analysis of facts.

- Observations are also arrived at by evaluating the facts against certain criteria viz. rules, regulations, policies, procedures, norms, good practices or normative principles. Evidence of these criteria (extracts of rules, procedures, etc.) should also be presented as E1, E2, etc.

#### **5. Response of the officials concerned**

- It is necessary to elicit the reasons and clarifications of the management or the officers concerned for the anomalies pointed out in the observations. Every deviation from rules or procedure cannot be attributed to a malafide/corrupt intent. There may be situations where it may be difficult to achieve the objectives of a task by strictly abiding by the rules. Rules may be circumvented, while expediting the work or in the larger interest of the work, with good intentions. It is, therefore, essential for Vigilance to distinguish between acts of omission and acts of commission. Therefore, obtaining the response of the officers concerned is essential in order to arrive at an objective conclusion.
- Response of the management is also necessary in order to clarify differences in interpretation or an understanding of the issues between vigilance and the management.

#### **6. Counter to the response**

- In order to sustain the observations made by Vigilance, it is necessary to counter the defence given by the management/officers concerned with facts and supporting evidence. It should be clearly and convincingly brought out why the explanation given by the management is not tenable.

#### **7. Conclusion**

- Conclusion is the logical summation of the observations. The observations denoting various counts of irregularity, lapses or impropriety should finally lead to a logical conclusion on whether the case involves commission of irregularity/impropriety with the intention of corruption.
- Undue favour given to a party or obtained for self and its adverse impact on the government or the citizens in terms of

additional cost, poor quality or delayed service should be clearly highlighted.

#### **8. Responsibility of officials**

- Having determined the vigilance angle in the case, the next step is to fix the accountability of the individuals involved in the misconduct. Name of officers should be clearly stated in this para.
- The role of each officer should be judged with reference to his prescribed charter of duties. In case the tender committee is responsible for the misconduct then, as far as possible, all members should be equally and collectively held responsible.
- Comments of Disciplinary Authority should invariably be included.

#### **9. Recommendation for action**

- Recommendation for closure of the case in case there is no discernable vigilance angle or criminal misconduct, should be clearly spelt out.
- Bio-data of the officials reported against in the investigation report should be included in the given format.

#### **10. Recommendation for systemic improvement**

- Punitive action on detection of corruption does not by itself lead to a logical conclusion unless it is able to prevent recurrence of the lapse. Any fraud, corruption, irregularity or impropriety indicates a failure of control mechanism or gaps in systems and procedures. Therefore, each case throws up an opportunity to identify these control failures and suggest ways of plugging them to prevent recurrence of the lapse. Therefore, at the end of the report the CVO should also try to recommend systemic improvements in order to prevent the risk of a recurrence of the lapse/misconduct.

**ASSURANCE MEMO**

This is to provide reasonable assurance to the Commission:

- (a) That all necessary facts and relevant evidence have been gathered.
- (b) That all facts and supporting evidence have been duly verified.
- (c) That contested evidence, if any, have been conclusively decided with reference to the facts at the disposal of Vigilance.

Chief Vigilance Officer

## Annexure C

Format of Bio-Data of officer(s) against whom Commission's advice is sought

(To be incorporated in the Vigilance Report of the CVO)

1. Name of the officer
2. Designation  
(a) At present :  
(b) At the time of alleged misconduct :
3. Service to which belongs  
(Cadre and year of allotment in case of officers of the organized/All India Services)
4. Date of birth :
5. Date of superannuation :
6. Level/group of the present post and pay scale :
7. Date of suspension [if under suspension] :
8. Disciplinary Rules applicable to the officer :

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# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport and Highways)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली - 110 075

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

No.NHAI/13029/01/2010-Vig./65

दूरभाष /Phone : 91-11-25074100/25074200

फैक्स /Fax : 91-11-25093507 / 25093514

एक्स. /Extn.: 2223 / 2318 / 2468 / 2553

February 22, 2011

### POLICY CIRCULAR NO. 02 / 2011

#### Sub.: Cash Reward Scheme for informants who help fight corruption – Req.

In sync with Central Vigilance Commission's PROJECT VIGEYE (Vigilance Eye) on the initiatives of Vigilance Division of NHAI it has been decided by the Competent Authority to give appropriate **cash rewards** to **informants**, who provide **genuine source information** to the Chief Vigilance Officer regarding corruption or other malpractices.

2. The following are the broad guidelines for the proposed cash reward:-
  - (i) This scheme is open to all employees of NHAI as well as general public.
  - (ii) The informant should provide complete details including evidence wherever possible.
  - (iii) The details provided by the informants will be verified by the Vigilance Division. The details should enable the Vigilance Division for taking preventive/punitive vigilance action, after which the informant will become eligible for an appropriate cash rewards.
  - (iv) Cash reward will be from Rs.5,000/- to Rs.25,000/-. The quantum of cash reward will be commensurate with quality of information and quantum of gain/utility to NHAI.
  - (v) One person can receive maximum of 4 rewards or maximum of Rs.50,000/- in a financial year.
  - (vi) Appropriate departmental/penal action will be taken against the informant found to be giving false information specially with an intention to cause undue harassment to any person in any manner.
  - (vii) Decision of the CVO in the matter will be final.
3. This is to inform that **the identity of the informant will be kept strictly confidential**. This is in line with Central Vigilance Commission's theme of "Public Interest Disclosure and Protection of Informers (PIDPI) Resolution, 2004" popularly known as the "**Whistle Blowers Policy**" under which the Commission is committed to protect the safety and identity of whistle blowers and urges more persons to come forward to expose corruption in public life.
4. In the light of above, all the employees of NHAI as well as General Public are requested to take advantage of the Cash Reward Scheme of NHAI and assist the Vigilance Division in making NHAI a "Zero-Corruption" or a "Corruption-free Organization".
5. Information can be given to the Chief Vigilance Officer, NHAI on the following address with "Information under Cash Reward Scheme" superscribed on the information letter and envelope, so that confidentiality of the informant could be maintained:-

The Chief Vigilance Officer  
National Highways Authority of India,  
G-5 & 6, Sector-10, Dwarka,  
New Delhi-110 075  
Phone/Fax No.011-2509 3531  
Email: prasadloke@nhai.org

*Aprao 22/2/2011*  
(Aloke Prasad)  
Chief Vigilance Officer

All employees of NHAI and General Public



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण  
(सड़क परिवहन और राजमार्ग मंत्रालय)  
**National Highways Authority of India**  
(Ministry of Road Transport & Highways)  
G-5 & 6, Sector-10, Dwarka, New Delhi-110045

Phone : 91-11-25074100/25074200  
Fax : 91-11-25093507/25093514  
Extn. : 2223/2318/2468/2553

No.13030/1/2004-Vig.

14<sup>th</sup> January, 2004

**Circular No.2/2004**

**Sub. Disposal of Complaints – regarding.**

A copy of the CVCs Office Order No. 53/09/03 issued vide letter No. 002/?Vgl/61 dated 23.09.03 on the above subject is enclosed herewith for information and necessary action.

*K.V. Gopala Rao*  
(K.V. Gopala Rao)  
Manager(Vig.)

**Copy to :**

Sh. Ashok Kumar, DGM(QA & Vig.)  
Sh. R.K. Gupta, DGM(QA & Vig.)  
Sh. K.S. Sarma, Manager(QA & Vig.)  
Sh. B.K. Thakur, Manager(QA & Vig.)

No.002/VGL/61  
Government of India  
Central Vigilance Commission

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Satarkta Bhavan, Block 'A',  
GPO Complex, I.N.A.,  
New Delhi- 110 023  
Dated the 23<sup>rd</sup> September 2003

Office Order No. 53/9/03

To

All Chief Vigilance Officers

**Subject:- Disposal of complaints- regarding**

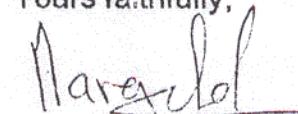
Sir/Madam,

The Commission has received a number of references from the various departments/organisations seeking clarifications whether a complaint forwarded by the Commission for report may be first got confirmed from the complainant before taking up for investigations.

2. The Commission has examined the issue and decided that once it calls for a report on a complaint, the departments/organisations, should treat it as a signed complaint though on the face of it the complaint may be anonymous/pseudonymous. Clarifications, if required, could be obtained from the complainant(s), as part of the enquiry into the matter.

3. CVOs may bring it to the notice of the concerned officials.

Yours faithfully,



(Mange Lal)  
Deputy Secretary  
Telefax- 24651010



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Shipping, Road Transport & Highways)

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

Phone : 91-11-25074100/25074200

Fax : 91-11-25093507/25093514

Extn. : 2223/2318/2468/2553

No. 13029/8/2001-Vig.

Dated: 14.02.05

### CIRCULAR NO- 2 /2005

During Intensive Technical Examination of Jaipur Bypass Zone "C" CTE's organization of CVC had observed that post-facto approval of consultancy work on single tender was obtained after execution of work.

As advised by CTE, the technical divisions may obtain prior approval of the competent authority before awarding any consultancy work in future.

  
Nirmal Jit Singh  
Member (T) & CVO

Copy to:

All CGMs/GMs in the Head Quarter

Copy also to PS/PA to Chairman/ All Members-for information



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

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(Ministry of Shipping, Road Transport and Highways)

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दूरभाष /Phone : 91-11-25074100/25074200

फैक्स /Fax : 91-11-25093507 / 25093514

एक्स. /Extn.: 2223 / 2318 / 2468 / 2553

23<sup>rd</sup> February 2006

No. 13030/1/2004-Vig.

### CIRCULAR NO. 2/2006-Vig.

#### **Subject: Tendering Process - Negotiation with L-1**

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Copies of Circular No. 005/VGL/66 dt. 9.12.2005 and Circular No. 005/CRD/12 dt. 25.10.2005 received from the Central Vigilance Commission are circulated herewith for information and necessary compliance.

2. This issues with the approval of CVO

Encl: As above.

*29/01/06  
23/2/06*  
(Anjum Sharma)  
Manager (Vig.)

All Members/CGMs NHAI.

Copy to: PS to Chairman

005/VGL/66  
Government of India  
Central Vigilance Commission  
\*\*\*\*\*

Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi- 110 023  
Dated the 9/12/2005

Office Order No. 71/12/05

**Subject:** Undertaking by the Members of Tender Committee/Agency.

In continuation of the Commission's directions vide Order 005/VGL/4 dated 16/3/2005 regarding transparency in the tender process, the Commission would advise that the members of the Tender Committee should give an undertaking at the appropriate time, that none of them has any personal interest in the Companies/Agencies participating in the tender process. Any Member having interest in any Company should refrain from participating in the Tender Committee.

2. CVOs should bring this to the notice of all concerned.

  
(Anjana Dubey)  
Deputy Secretary

All Chief Vigilance Officers

No.005/CRD/12  
Government of India  
Central Vigilance Commission

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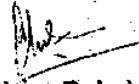
Satarkta Bhawan, Block-A,  
GPO Complex, I.N.A.  
New Delhi-110 023.  
Dated : 25/10/2005

Office order No.68/10/05

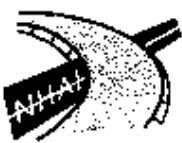
**Sub:- Tendering Process – Negotiation with L-1.**

A workshop was organised on 27<sup>th</sup> July 2005 at SCOPE New Delhi, by the Central Vigilance Commission, to discuss issues relating to tendering process including negotiation with L-1. Following the deliberations in the above mentioned Work Shop, the following issues are clarified with reference to para 2.4 of Circular No. 8(1) (h)/98(1) dated 18th November, 1998 on negotiation with L-1, which reflect the broad consensus arrived at in the workshop.

- (i) There should not be any negotiations. Negotiations if at all shall be an exception and only in the case of proprietary items or in the case of items with limited source of supply. Negotiations shall be held with L-1 only. Counter offers tantamount to negotiations and should be treated at par with negotiation.
  - (ii) Negotiations can be recommended in exceptional circumstances only after due application of mind and recording valid, logical reasons justifying negotiations. In case of inability to obtain the desired results by way of reduction in rates and negotiations prove infructuous, satisfactory explanations are required to be recorded by the Committee who recommended the negotiations. The Committee shall be responsible for lack of application of mind in case its negotiations have only unnecessarily delayed the award of work/contract.
2. Further, it has been observed by the Commission that at times the Competent Authority takes unduly long time to exercise the power of accepting the tender or negotiate or re-tender. Accordingly, the model time frame for according such approval to completion of the entire process of Award of tenders should not exceed one month from the date of submission of recommendations. In case the file has to be approved at the next higher level a maximum of 15 days may be added for clearance at each level. The overall time frame should be within the validity period of the tender/contract.
3. In case of L-1 backing out there should be re-tendering as per extant instructions.
4. The above instructions may be circulated to all concerned for compliance.

  
(Anjana Dube)  
Deputy Secretary

All Chief Vigilance Officers.



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport & Highways)

G-5 & 6, SECTOR-10, DWARKA, NEW DELHI-110045

PHONE : 91-11-5074100/5074200

Fax : 91-11-5080360/5080460

Extn : 2223/2318/2468/2553

No. NHAI/13013/38/2007-Vig. / 4588

August 20, 2007

### CIRCULAR No. 03/2007-Vig.

#### Sub: Black listing of officials of M/s L&T

\* \* \* \* \*

The followings officials, who are employees of M/s L&T and had worked in NHAI's works, are black listed for any, future employment, directly or indirectly connected with NHAI, either with the Contractors or with the Consultants –

- (i) Shri Kundan Kumar
- (ii) Shri Chandra Bhushan
- (iii) Shri Sujoy Adhikari
- (iv) Shri Naveen Kumar Nirala
- (v) Shri Subhamay Biswas

2. This issues with the approval of Competent Authority.

  
(R. Mukundan)  
Chief Vigilance Officer

To

- 1) All Members
- 2) All CGMs
- 3) All officers in NHAI, HQ
- 4) All PIUs/CMUs

Copy to :

- 1) PS to Chairman
- 2) Librarian



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport & Highways)

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Phone : 91-11-25074100/25074200

Fax : 91-11-25093507/25093514

Extn. : 2223/2318/2468/2553

**NHAI/13013/38/2007-Vig.**

**19.03.2008**

### Circular No. 3/2008

#### **Sub:- Withdrawal of Order dated 20.11.2007 Black Listing of officials of M/s. Rites Ltd.**

In pursuance of order dated 11.03.08 passed by Hon'ble Ms. Justice Hima Kohli of Delhi High Court in Writ Petition (Civil) No. 9343 of 2007 arising out of Civil Misc Petition No.17595/2001, Circular No. 8/2007-Vig. dated 20.11.07 issued by the undersigned from file no. NHAI/13013/38/2007-Vig. and order no. 07/1151 dated 06.12.07 issued by Sh. R.C Mehta, PD, EW-V, Chattisgarh, is hereby withdrawn with immediate effect untill further orders.



**(R. Mukundan)**  
**Chief Vigilance Officer**

#### **To**

1. All Members
2. All CGMs
3. All officers in NHAI HQ
4. All PIUs/CMUs

#### **Copy to:-**

1. PS to Chairman

#### **2. Librarian**



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport and Highways)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली - 110 075

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

No.13030/30/51/2009-Vig/243

दूरध्वाष /Phone : 91-11-25074100/25074200

फैक्स /Fax : 91-11-25093507 / 25093514

एक्स. /Extn.: 2223 / 2318 / 2488 / 2553

September 4, 2009

### Policy Circular No.3/2009 (Vigilance)

**Subject: Sensitizing the Public about corruption – display of standard notice board by Departments/ Organizations – reg.**

Kindly refer to Vigilance Division's Circular No. 7/2005 dated 2.8.2005 and 13030/62/2008-Vig/44 dated 22.10.2008 on the subject cited above.

2. CVC has reviewed the instructions enunciated in the ibid. circulars vide their circular no. 14/6/09 (No.99/VGL/16) dated 5<sup>th</sup> June 2009 and has issued fresh guidelines in the matter. It has now been decided to mention about Superintendent of Police, Central Bureau of Investigation on the display board with further rider that complaints to the CVC may be made in terms of its 'Complaint Handling Policy' etc. It further depicts that designation, complete address, telephone/fax no. and Email address of the Head of the Department, Chief Vigilance Officer and the Superintendent of Police, Central Bureau of Investigation and in so far as CVC is concerned, the designation and address is to be displayed.

3. Therefore, all the PDs/ROs of PIUs/CMUs/ROs are hereby directed to display the notice board in the following format in English, Hindi as well as in the vernacular language of the area:

**"DO NOT PAY BRIBES. IF ANYBODY OF THIS OFFICE ASKS FOR BRIBE OR IF YOU HAVE ANY INFORMATION ON CORRUPTION IN THIS OFFICE OR IF YOU ARE A VICTIM OF CORRUPTION IN THIS OFFICE, YOU CAN COMPLAIN TO THE HEAD OF THIS DEPARTMENT, OR THE CHIEF VIGILANCE OFFICER/THE SUPERINTENDENT OF POLICE, CENTRAL BUREAU OF INVESTIGATION AND THE SECRETARY, THE CENTRAL VIGILANCE COMMISSION".**

All complaints to the Central Vigilance Commission may be made in terms of its 'Complaint Handling Policy' which is available in public domain on the Commission's website i.e. [www.cvc.gov.in](http://www.cvc.gov.in). Complaints can also be lodged online on Commission's website

Shri Brijeshwar Singh, Chairman National Highways Authority of India G-5&6, Sector-10, Dwarka, New Delhi-110075 Tel: 25093503/1603 Fax No.:25093505 Email: <a href="mailto:chairman@nhai.org">chairman@nhai.org</a>	Shri R. Mukundan, Chief Vigilance Officer National Highways Authority of India G-5&6, Sector-10, Dwarka, New Delhi-110075 Tel: 25093531 2504100/1516 Fax No.:25093531 Email: <a href="mailto:rmukundan@nhai.org">rmukundan@nhai.org</a>	The Secretary, Central Vigilance Commission Satarkata Bhawan, Block-A, GPO Complex, I.N.A. New Delhi-110023	Superintendent of Police, CBI (The name & complete address with telephone/fax; e.mail etc. of the concerned jurisdictional SP, CBI may be obtained and displayed.)
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4. The above instructions may kindly be scrupulously followed and a report on installation of Display Board may kindly be forwarded to Vigilance Division by 24<sup>th</sup> September 2009 positively so that compliance report is sent to Central Vigilance Commission. It may kindly be noted that any irregularity observed in the compliance of above-cited instructions would be viewed seriously.

This issue with the approval of Chairman.



(R. Mukundan)  
Chief Vigilance Officer

All Project Directors & Regional Officers (PIUs/CMUs/ROs), NHAI/ Member (A)



## भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

### National Highways Authority of India

(Ministry of Shipping, Road Transport and Highways)

जी-५ एवं ६, सेक्टर-१०, द्वारका, नई दिल्ली-११० ०७५

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

दूरभाष /Phone : 91-11-25074100/25074200

फैक्स /Fax : 91-11-25093507 / 25093514

एक्स. /Extn.: 2223 / 2318 / 2468 / 2553

सं. 13030/51/2009-सतर्कता/२७३

सितम्बर 4, 2009

#### नीतिगत परिपत्र संख्या 3/2009 (सतर्कता)

**विषय:** अष्टाचार के संबंध में लोकजन को अवगत कराना – विभागों/ संगठनों द्वारा मानक सूचना बोर्ड प्रदर्शित करने के बारे में।

कृपया उपर्युक्त विषय पर दिनांक 2.8.2005 के सतर्कता प्रभाग के परिपत्र संख्या 7/2005 तथा दिनांक 22.10.2008 के 13030/62/2008- सतर्कता का अवलोकन करें।

2. केन्द्रीय सतर्कता आयोग ने दिनांक 5.6.2009 के अपने परिपत्र संख्या 14/6/09 (संख्या 99/वीजीएल/16) के द्वारा ऊपर उल्लिखित परिपत्रों में दिए गए अनुदेशों की समीक्षा की है और इस विषय पर नए दिशानिर्देश जारी किए हैं। अब यह निर्णय लिया गया है कि प्रदर्शन बोर्ड पर पुलिस अधीक्षक, केन्द्रीय जांच व्यूरो का उल्लेख किया जाए और उसमें भी यह स्पष्ट किया जाए कि केन्द्रीय सतर्कता आयोग को “शिकायतों का निपटान करने की नीति” आदि के रूप में शिकायतें भेजी जाएं। यह भी स्पष्ट किया जाता है कि विभागाध्यक्ष, मुख्य सतर्कता अधिकारी और पुलिस अधीक्षक, केन्द्रीय जांच व्यूरो का पदनाम, पूरा पता, टेलीफोन/फैक्स नंबर तथा ईमेल पता भी प्रदर्शित किया जाए और जहां तक केन्द्रीय सतर्कता आयोग का संबंध है, पदनाम और पता प्रदर्शित किया जाए।

3. अतः सभी परियोजना निदेशकों/ परियोजना कार्यालयों/ कॉरिडोर प्रबंधन इकाई के क्षेत्रीय कार्यालयों/ क्षेत्रीय कार्यालयों को एतद् द्वारा निर्देश दिया जाता है कि वे सूचना बोर्ड पर निम्नलिखित आरूप अंग्रेजी, हिन्दी तथा क्षेत्रीय भाषा में प्रदर्शित करें।

“रिश्वत न दें। यदि इस कार्यालय का काई भी व्यक्ति रिश्वत मांगता है अथवा इस कार्यालय में अष्टाचार संबंधी कोई सूचना आपके पास है अथवा यदि आप इस कार्यालय में अष्टाचार से पीड़ित हैं तो आप इस विभाग के अध्यक्ष, मुख्य सतर्कता अधिकारी/पुलिस अधीक्षक, केन्द्रीय जांच व्यूरो और सचिव, केन्द्रीय सतर्कता आयोग के पास शिकायत कर सकते हैं”

केन्द्रीय सतर्कता आयोग को सभी शिकायतें “शिकायत निपटान नीति” के रूप में भेजी जाएं जो आयोग की वेबसाइट [www.cvc.gov.in](http://www.cvc.gov.in) पर पब्लिक डोमेन में उपलब्ध हैं। शिकायतें आयोग की वेबसाइट पर आनलाइन भी दर्ज कराई जा सकती हैं।

श्री ब्रजेश्वर सिंह, अध्यक्ष, भारतीय राष्ट्रीय राजमार्ग प्राधिकरण, जी-5 और 6, सेक्टर- 10, द्वारका, नई दिल्ली- 110075 दूरभाष:25093503/1603 फैक्स: 25093505 ईमेल: <a href="mailto:chairman@nhai.org">chairman@nhai.org</a>	श्री आर. मुकुन्दन, मुख्य सतर्कता अधिकारी, भारतीय राष्ट्रीय राजमार्ग प्राधिकरण, जी-5 और 6, सेक्टर- 10, द्वारका, नई दिल्ली- 110075 दूरभाष:25093531/ 2504100/1516 फैक्स: 25093531, ईमेल: <a href="mailto:rmukundan@nhai.org">rmukundan@nhai.org</a>	सचिव, केन्द्रीय सतर्कता आयोग, सतर्कता भवन, ब्लाक-ए, जीपीओ कांपलेक्स, आई.एन.ए., नई दिल्ली- 110023	पुलिस अधीक्षक, केन्द्रीय जांच व्यूरो, (संबंधित क्षेत्र के पुलिस अधीक्षक, केन्द्रीय जांच व्यूरो का नाम, टेलीफोन/फैक्स नंबर, ईमेल आदि सहित पूरा पता प्रदर्शित किया जाए)
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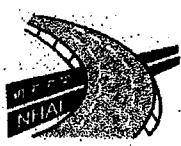
4. उपर्युक्त निदेशों का सावधानीपूर्वक अनुपालन किया जाए और प्रदर्शन बोर्ड स्थापित करने के संबंध में रिपोर्ट सतर्कता प्रभाग को 24.9.2009 तक अवश्य भेज दी जाए ताकि केन्द्रीय सतर्कता आयोग को अनुपालना रिपोर्ट भेजी जा सके। यह नोट कर लिया जाए कि उपर्युक्त अनुदेशों के अनुपालन में पाई गई किसी भी अनियमितता को गंभीरता से लिया जाएगा।

इसे अध्यक्ष के अनुमोदन से जारी किया गया है।

मेरा १५८८८८  
(आर. मुकुन्दन)  
मुख्य सतर्कता अधिकारी

संलग्न: यथोपरि

सभी परियोजना निदेशक तथा क्षेत्रीय अधिकारी (परियोजना कार्यान्वयन इकाई/ कारीडोर प्रबंधन इकाई/ क्षेत्रीय कार्यालय), भा.रा.रा.प्रा./ सदस्य (प्रशासन)



## भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

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जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110 075

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फैक्स /Fax: 91-11-25093507 / 25093514

एक्स. /Extn.: 2223 / 2318 / 2468 / 2553

No. 13030/30/51/2009-Vig | २७८

17.9.2009

### CORRIGENDUM

**Subject: Sensitizing the Public about corruption- display of standard notice board by Departments/ Organizations – reg.**

Kindly refer to Vigilance Division's Policy Circular No. 3/2009 (Vigilance) issued vide letter no. 13030/30/51/2009-Vig/273 dated 4.9.2009 on the subject cited above.

2. The telephone nos. of the Chairman and the Chief Vigilance Officer mentioned in the table under para no. 3 of the above-referred Policy Circular may kindly be read as under instead of earlier mentioned telephone nos.:

Shri Brijeshwar Singh, Chairman National Highways Authority of India G-5&6, Sector -10, Dwarka, New Delhi-110075 <b>Tel: 011-25093503</b> <b>011-25074100 / 25074200/ Extn. 1603</b> Fax No. 011-25093505 Email: <a href="mailto:chairman@nhai.org">chairman@nhai.org</a>	Shri R. Mukundan, Chief Vigilance Officer, National Highways Authority of India G-5&6, Sector -10, Dwarka, New Delhi-110075 <b>Tel: 011-25093531</b> <b>011-25074100/ 25074200 / Extn.1516</b> Fax No. 011-25093531 Email: <a href="mailto:rmukundan@nhai.org">rmukundan@nhai.org</a>
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(R. Mukundan)  
Chief Vigilance Officer

All Project Directors & Regional Officers (PIUs/CMUs/ROs), NHAI/ Member (A)



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

(Ministry of Road Transport and Highways)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली - 110 075  
G-5 & 6, Sector-10, Dwarka, New Delhi-110075

No.13030/37/2008-Vig

दूरभाष

100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

एक्स. / Extn.: 2223 / 2318 / 2468 / 2553

Dated : 01/03/2011

**Policy Circular No. 03/2011 (Vigilance)**

All officers/officials of NHAI may please find enclosed copy of CTE (CVC) Circular No. 02/02/2011 dated 17.02.2011 regarding additional guidelines issued by the Commission on grant of "Mobilization Advance" for strict compliance.

*Aloke Prasad*  
1/3/2011

**(Aloke Prasad)**  
**Chief Vigilance Officer**

Copy to :

- |                                      |   |
|--------------------------------------|---|
| (1) Chairman, NHAI                   | <input type="checkbox"/> For information        |
| (2) All Members                      | <input type="checkbox"/>                        |
| (3) All CGMs                         | <input type="checkbox"/>                        |
| (4) All Project Directors            | <input type="checkbox"/>                        |
| (5) All DGMs (Tech.), NHAI Hqs.      | <input type="checkbox"/>                        |
| (6) All Managers (Tech.), NHAI, Hqs. | <input type="checkbox"/> For strict compliance. |



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

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एक्स. /Extn.: 2223 / 2318 / 2468 / 2553

सं.13030/37/2008-सतर्कता

दिनांक: 01/03/2011

### नीति परिपत्र सं. 03/2011(सतर्कता)

संग्रहण पैशांगी(मोबीलाइजेशन एडवांस) प्रदान करने के संबंध में आयोग द्वारा जारी किए गए अतिरिक्त दिशानिर्देशों के संबंध में दिनांक 17.02.2011 के सीटीई(सीवीसी) के परिपत्र सं.02/02/2011 की प्रति भारतीय राष्ट्रीय राजमार्ग प्राधिकरण के सभी अधिकारियों/कर्मचारियों द्वारा कड़ाई से अनुपालन हेतु इसके साथ संलग्न है।

*Akash*  
(आलोक प्रसाद)  
मुख्य सतर्कता अधिकारी

#### प्रतिलिपि निम्नलिखित को:

- (1) अध्यक्ष, भारतीय राष्ट्रीय राजमार्ग प्राधिकरण
- (2) सभी सदस्यगण

] सूचनार्थ

- (3) सभी मुख्य महाप्रबंधक
- (4) सभी परियोजना निदेशक
- (5) सभी उप महाप्रबंधक(तक.), भाराराप्रा मुख्यालय
- (6) सभी प्रबंधक(तक.), भाराराप्रा मुख्यालय

] कड़ाई से अनुपालन के लिए

No. 01-11-CTE-SH-100  
Central Vigilance Commission

\*\*\*\*\*

Satarkta Bhawan, Block 'A'  
GPO Complex, L.N.A.  
New Delhi-110023  
Dated the 17<sup>th</sup> Feb, 2011

136

Circular No. 02/02/11

**Sub: Mobilization Advance**

Commission had earlier issued guidelines on granting of 'Mobilisation Advance' vide OM No. UU/POL/18 dated 08.12.1997, OM No. 4CC-I-CTE-2 dated 08.06.2004 and OM No. 4CC-I-CTE-2 dated 10.04.2007.

2. The matter has been further reviewed and it has decided by the Commission that following additional guidelines may be followed in case of grant of Mobilisation Advance.

- (i) The Bank Guarantee etc. taken towards security of 'Mobilisation Advance' should be at least 110% of the advance so as to enable recovery of not only principal amount but also the interest portion, if so required.
- (ii) The mobilisation advance should not be paid in less than two instalments except in special circumstances for the reasons to be recorded. This will keep check on contractor misutilizing the full utilisation advance when the work is delayed considerably.
- (iii) A clause in the tender enquiry and the contract of eases providing for interest free mobilisation advances may be stipulated that if the contract is terminated due to default of the contractor, the 'Mobilisation Advance' would be deemed as interest bearing advance at an interest rate of \_\_\_\_\_ %, (to be stipulated depending on the prevailing rate at the time of issue of NIT) to be compounded quarterly.

  
(Anil Singh)  
Chief Technical Examiner

All Chief Vigilance Officers





## भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport & Highways)

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Phone : 91-11-25074100/25074200

Fax : 91-11-25093507/25093514

Extn. : 2223/2318/2468/2553

No.13030/प/2004-Vig.

**Confidential/ Most Immediate**

14<sup>th</sup> January, 2004

### **CIRCULAR No.3/2004**

- Sub. Report of the Committee constituted to draft a detailed procedure for submission, safe custody and evaluation of technical and financial bids as well as other aspects of open tender system.**

The NHAI has constituted a Committee to lay down the detailed procedure for submission, safe custody and evaluation of Technical and Financial Bids as well as other aspects of the open tender system. The report has been placed before the morning meeting for final adoption.

2. Meanwhile, it has been decided that the recommendations in the report of the committee may be implemented as an interim measure. All CGMs, GMs and PDs of all PIUs are requested to implement the recommendations of the committee with immediate effect.

3. This issues with the approval of Chairman.

**(ANAND BORDIA)  
Member(F) & CVO**

To,

All CGMs, GMs and PDs of all PIUs.

**NATIONAL HIGHWAYS AUTHORITY OF INDIA**

**Sub: Report of the Committee constituted to draft a detailed procedure for submission, safe custody and evaluation of technical and financial bids as well as other aspects of open tender system.**

With reference to note no. 11014/1/2003-MF dated 20.11.2003 of Member (Fin.) on above subject, the report and the recommendations of the Committee are enclosed herewith.

K. Venkata Ramana  
DGM (CK)  
*[Signature]*  
05/12/2003

R.K. Gupta  
DGM (Vig.)  
*[Signature]*

P. Pathak  
GM(Fin.)  
*[Signature]*

B.N. Singh  
GM(PC)  
*[Signature]*

S. Loganathan  
GM(Admn.)  
*[Signature]*

P.S. Tyagi  
GM(MC)  
*[Signature]*

**Member (Fin.)**

1. The report may be circulated amongst the Members for comments and thereafter placed before the morning meeting for final adoption.
2. So as not to lose any time, the ~~re~~ recommendations may be implemented as an interim ~~me~~ measure without waiting for a formal circular. For this purpose the Vig. Divn. would circulate it immediately after it is seen and approved by the Chairman.

*Chairman*

*M(F)*

*Moved by M(F) M/s D.S.*

*12/12/2003*

*[Signature]*

*20/12/03*

*Manager Fin.*

*M/s*

(1) **Report of the Committee:** This report gives detailed procedure to be followed in the following stages of selection of the Civil Works Contractors:-

- A) Sale/Issue, Receipt and Evaluation of Pre-Qualification Documents;
- B) Sale/Issue and Receipt of Bids;
- C) Opening and Evaluation of Bids; and
- D) Recommendations of Evaluation Committee for award of work.

(2) The bidding documents being finalized by various divisions of NHAi need to be modified to match with the recommendations in this report.

(3) One of the recommendations of the committee is that in view of huge number of works under NS-EW Corridor to be put under tendering process, an exclusive Procurement Division may be set up with full complement of staff. Such a separate cell only would be able to maintain uniformity in the bidding documents and in the tendering process.

#### **(A) PQ Documents**

##### **Sale / Issue of PQ documents :**

Through advertisement as per NHAi policy in newspaper and website display, the prospective applicants shall be invited to submit their PQ document in order to establish their pre-qualification before making them eligible for submission of bids.

There shall be no restrictions for selling PQ Documents, i.e. the PQ documents are to be sold to all the applicants/bidders whom so ever apply. A PQ Document Issue Register shall be maintained by the concerned Technical Division.

PQ application of JV shall be considered even if a partner of JV has purchased the PQ documents in his name.

The last date for receipt and issue of PQ documents shall be kept same (to avoid any problems to applicants downloading the PQ document from website).

##### **Submission and Receipt of PQ documents**

The Applicants shall submit the details only on issued/downloaded PQ Application and in hard bound form with all pages numbered serially and by giving an index of submissions. PQ Applications submitted in other forms like spiral bound form; loose form, etc., shall be rejected. Copies of PQ Applications shall not be submitted and considered.

*KVS* *Contd ... 2*

*C*

*J*

*B.S.J.*

*G*

*P.Patnaik*

PQ Documents shall be submitted at ground floor Reception of NHAI Building only and the persons delivering the documents shall not be allowed to enter beyond the Reception. The designated officer of Technical Division shall provide the receipt register indicating various contents to be filled in by the Receptionist and guide the Receptionist about giving acknowledgement; recording the details in Receipt Register, etc. If necessary a dedicated person may be kept in the Reception on the last date of receipt of PQ Documents. The Receptionist shall give the acknowledgement to the persons delivering the documents towards the receipt of PQ documents duly mentioning date & time of receipt. The receptionist must also record the date and time of receipt on the sealed envelop containing the PQ document. In the receipt register, the receptionist must also record the details viz; name of work, name of applicant, date and time of the receipt of PQ documents. All these documents are to be handed over to the concerned official of Technical Division immediately after the deadline for submission of PQ documents and on the same day in any event. On the last date, the designated officer of the concerned technical division will also check the register immediately after the closing hours and put his signature as a proof of closing the register at the prescribed time.

### Evaluation of PQ Applications

Evaluation Committee: For opening and evaluation of PQ Documents, a committee shall be constituted with the approval of the Chairman. It shall consist of two officers of the concerned technical division, two officers of other Tech. Divisions and one officer of the Finance Division.

The evaluation of PQ Applications shall be carried out by the Evaluation Committee strictly based on the evaluation criteria finalized in conformity with the PQ document and approved by the evaluation committee prior to the opening of PQ Applications.

Soon after the receipt of PQ Applications, the applications must be opened in the presence of all the committee members. The Index and the Letters of Application only shall be signed by each member of the Committee as it is not possible to sign all pages. Further, signing of all pages is not required as PQ Applications shall be submitted by the Applicants in hard bound form.

All the members of the Committee shall see the details corresponding to main qualifying criteria like average annual turnover; one similar work completed; and bid capacity of each applicant and initial the corresponding pages of PQ Applications in support of this.

In case a clarification is sought from any applicant, the date by which a response must be received should be specified so as to avoid any slippage in the overall programme for completing the evaluation.

The results of PQ shall be informed to the Applicants only after the Chairman approves the recommendations of the Evaluation Committee.

No representations from the Applicants for reconsideration of their qualifications after completion of evaluation process shall be considered by the Committee.

Contd ... 3

**B) Sale/Issue and Receipt of Bidding Documents**

As per pre-qualified list of the bidders finalized by the evaluation committee and approved by the competent authority, the bidders shall be informed in writing by Fax followed by a letter about their pre-qualification and inviting them to purchase the bidding documents.

**Sale/Issue and Receipt of Bids:**

In case of Bids on Pre-qualification basis, the bidding documents shall not be placed on website. However, in case the procurement is on the basis of post qualification system, the bidding documents may be placed on website but the submitted bids by prospective bidders must be hard bound separately for technical & financial bids.

The Bidding document shall be issued in <sup>hard</sup> bound form only with page numbering and an index. Each page of the bidding document must be put with round seal of NHAI. The BOQ portion of the bidding documents is spaced sufficiently so as to enable the bidders to enter rates (in Figures and Words) and amounts legibly.

The bidding documents are issued only on payment of requisite fee in accepted mode of payment by Demand Draft. The documents shall be issued to the authorized representatives of the bidders after obtaining their acknowledgement in the Bidding Documents Issue Register. On first page of bidding document, the name of the bidder to whom the document is issued shall be recorded with date/time and signature of designated issuing officer of NHAI.

If requested by any bidder in writing, the bids shall also be sent by Courier at the risk of bidders duly collecting Rs. 500/- in the form of DD towards Courier charges and NHAI shall not take any responsibility for delivery of bids by courier.

Bids shall be received only at Ground Floor Reception of NHAI by the Receptionist and no bidder shall be allowed to enter into NHAI building with the bids.

**Submission of Bid Documents :**

The bidder should submit only the bidding document issued by NHAI and in hard bound form with page numbering and index. Any additional information shall also be furnished by the bidder in hard bound form with proper indexing and page numbering. The details submitted in other forms like spiral bound form, loose form, etc. will be rejected. Copies of bidding documents shall not be submitted and considered.

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The bidding documents shall be submitted at ground floor Reception of NHAI Building only and the persons delivering the documents shall not be allowed to enter beyond the Reception. The designated officer of Technical Division shall provide the receipt register indicating various contents to be filled in by the Receptionist and guide the Receptionist about giving acknowledgement; recording the details in Receipt Register, etc. If necessary a dedicated person may be kept in the Reception on the last date of receipt of Bidding Documents. The Receptionist shall give the acknowledgement to the persons delivering the bids towards the receipt of bid documents and modification/withdrawal letters duly mentioning date/time of receipt. The receptionist must also record the date and time of receipt on the sealed envelop containing the bidding documents and letters of modifications/withdrawals. In the receipt register, the receptionist must also record the details viz; name of work, name of bidder, date and time of the receipt of bidding documents and letters of modifications/withdrawals, if any. All these documents are to be handed over to the designated officer of the concerned technical division immediately after the deadline for submission of bids on the same day in any event. On the last date, the designated officer of the concerned technical division will also check the register immediately after the closing hours<sup>and put his signature as a proof of closing the register at the prescribed time.</sup>

**(C) Opening and Evaluation of Bids**

**Opening of Technical Bids -**

For opening and evaluation of technical and financial bids and for giving recommendations to the Chairman for award of work, a committee shall be constituted with the approval of the Chairman. It shall consist of two officers of the concerned technical division; two officers of other Tech Divisions and one officer of the Finance Division.

On the last date, the deadline for submission of Bid may be kept as 11.00 hrs and the opening of technical bids may be started on the last date for submission of bid at 12.00 hrs. In case of non availability of any member of the committee on the date of opening, a substitute is to be nominated by divisional head. If it is not possible to open the technical bids on the same day for any reason, the committee will decide unanimously another date/time and all the bidders shall be informed accordingly.

Before opening of bids, the attendance sheet must be prepared and the authorized representatives of the bidders (persons having authorization letters only shall be allowed in opening) must sign the attendance sheet as a mark of their presence in the technical bid opening process. The authorisation letters shall be attached to the attendance sheet.

Envelope marked "withdrawal" shall be opened and read out first. Bid for which notice of withdrawal has been submitted before the deadline for submission of the bids shall not be opened and shall be returned to the bidders as unopened after completion of bidding process.

As the bids are to be submitted in hard bound form signing of covering letters and index page by all the committee members is sufficient.

Late Bids shall not be opened by the Committee.

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### **Bid Security**

At the time of opening of the technical bids, a statement may also be prepared simultaneously containing the details of the bid security submitted by the bidders.

It must be ensured that the amount of bid security is as per the requirements of the bidding document and it must be in the form and manner as indicated in the bidding document.

The validity of bid security must also be calculated and worked out on individual bid basis and be compared with the minimum desired validity period. Any bid having bid security for lesser value and shorter validity period shall be treated as non-responsive. The fact must be mentioned in the statement and the remaining technical bid and the sealed financial bid will be returned to the bidder after the award of work/completion of bidding process.

The signatures of the authorized representatives of the bidders shall also be obtained as a mark of acknowledgement of the facts of the bid security.

Simultaneously, confirmations of the bid securities from the bankers (issuing bank and one higher office of that Bank) shall be obtained in writing by fax followed by Regd. Post/Courier.

### **Custody of Financial Bids after opening of the Technical Bids:**

The outer envelop of the Financial Bids and the letters of modifications must be signed by all Committee Members. A list containing the details of number of envelopes including letters of modifications in each bid shall be prepared and signed by all the Committee Members. The bidders representatives shall also confirm the number of envelopes forming part of their financial bid by signing on the list.

These documents shall be kept in a properly tied and sealed container/cloth signed by all the committee members.

It is preferable, if, signatures of a few of the bidders representatives participating in the technical bid opening are also taken on the outer sealed cover of the container of Financial Bids. The bids shall be kept in the custody of convener of the committee/designated officer.

### **Evaluation of Technical Bids:**

The evaluation of technical bids may be carried out by the Evaluation Committee strictly based on the criteria laid down in the bidding documents (same Evaluation Criteria as used for evaluation of PQ Applications may be used).

The Evaluation Committee after evaluation of technical bids shall prepare a list of technically successfully bidders.

A detailed statement shall be prepared by the Evaluation Committee stating therein clearly the reasons for failing the non-successful bidders and the statement along with the minutes of the proceedings of the Evaluation Committee must be signed by all the committee members.

*[Signature]* *[Signature]* *[Signature]* *[Signature]* *[Signature]* Contd ... 6

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Approval of Chairman is necessary to the list of technically successful bidders before informing the bidders and opening of Financial bids.

The successful bidders should be sent written intimation regarding the time and date of opening of the financial bids with a request that the authorized representatives of the bidders may attend the opening of financial bids with proper authorization letters. The bidders representatives having authorization letters only shall be allowed in above meeting.

**Opening of Financial Bids:**

The opening of financial bids shall start at 10:00 hours with a view to complete the opening and evaluation of bids by the committee on the same day.

The signatures of the bidders representatives (only those having authorisation letters are to be allowed in opening) must be taken on the attendance sheet and all the authorization letters shall be attached to the attendance sheet.

The sealed container containing the financial bids and the modifications must be shown to all the committee members and the representatives of the bidders in order to ensure that the contents are intact. The container shall then be opened and the envelopes containing the financial bids and the modifications be shown to the committee members and to the bidders representatives.

The bids shall then be opened in a sequel manner displaying the envelopes to the concerned bidder.

All the outer envelopes containing the bids and modifications must be kept till the evaluation is complete.

It shall be ensured to see whether any separate letter is there along with the financial bid indicating the modifications to the bid value by the bidder.

After opening of each financial bid and modification, the same must be initialed by all the committee members.

All the Financial Bids shall be opened first. The final quoted amount, rebate/ premium and the net amount shall be announced publicly in front of the bidders representatives and the same shall also be entered simultaneously in the bid opening statement.

The original bids then shall be stamped/recorderd by the Committee indicating the number of corrections/cuttings and number of over-writings already done by the bidder as observed by the Committee at first instance. It shall also be indicated whether all those corrections/cuttings/over-writings are authenticated by the authorized person on behalf of the bidder. In case of non-authentication, the fact must also be mentioned and signed by the Committee on relevant page of the bid.

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All corrections/cuttings and over-writings shall be circled in red ink and initialed by all the committee members. All corrections/cuttings and over writing of the bidders in the rates entered in words shall be rewritten by one member of the Committee and signed by all other members in red ink.

All the Committee members must put their signatures on each page of the BOQ including the summary carrying the page wise totals; the bid forwarding letter & index; and the modification letter.

The Committee must also verify that there should not be any apparent deviation in the rates indicated in words and figures. If such deviations are there, they shall be encircled in red ink and be initialed by the committee members.

#### **Evaluation of Financial Bids :**

The financial bids opened shall be checked by the Committee for any arithmetical errors. To facilitate the arithmetical checking the rates quoted in words by the bidder be entered in the computer (to be displayed on screen through OHP) which will automatically calculate the correct amount after multiplying with pre-fed BOQ. One Representative of IT division shall arrange the Computer, OHP, etc required for this purpose and assist the committee till the evaluation is completed.

All rates shall be quoted by the bidders on the BOQs issued by NHAI. The instructions given in the bidding document must be strictly followed while carrying out the arithmetical corrections. If on checks there are differences between the rates quoted by the bidder in words and figures or in amounts worked out by him, the following procedure shall be followed:

- When there is a difference between the rates in figures and in words, the rates written in words shall be taken as correct and the amounts shall be corrected accordingly.
- When the amount of any item is not entered by the bidder or it does not correspond with the rates written in words, then such amount shall be entered based on the rate quoted by the bidder in words.
- If the bidder enters the rate of any item in words but fails to enter the rate in figures then the Committee shall enter such rate in figures (to be signed by all Committee members). However, if for any item the rate is not quoted in words, then the bid shall be declared non-responsive.

Note : The following points shall also be observed and necessary corrections shall be carried out by the Committee if not done by the bidder in red ink. In case of figures, the word 'Rs.' should be written before the figure of rupees and word 'P' after the decimal figures, e.g. 'Rs.2.15 P' and in case of words, the word, 'Rupees' should precede and the word 'Paise' should be written at the end. Unless the rate is in whole rupees and followed by the word 'only' it should invariably be upto two decimal places. While quoting the rate in BoQ, the word 'only' should be closely following the amount in words and it should not be written in the next line.

The corrections must be marked in red ink and the corrected totals be carried over to the summary sheet and final corrected amount be indicated incorporating all the corrections rebate/premium etc. All the corrections and the final corrected amount must be authenticated by all the Committee Members.

The corrected bid amount and the net bid amount after affecting the rebates/premiums, if any, shall also be entered in the statement.

The original financial bids must be put in a separate container and be sealed and authenticated by the Committee Members and the same must be kept in the safe custody of the Committee.

**(E) Recommendations of Evaluation Committee for award of work**

In case the Committee feels that the quoted bid price is very low, the Committee may recommended appropriate additional Performance Security.

After the evaluation of the bids, the Evaluation Committee must give its recommendations in absolute and clear words indicating the name of the bidder whose bid is recommended by them along with the total bid amount recommended for acceptance/approval by the Competent Authority. Accordingly, the minutes of the Evaluation Committee must be prepared wherein any doubt or discussions of the Committee Members inter-se must be highlighted in detail before giving final recommendations of the Committee as stated above.

K. Venkata Ramana  
DGM (CK)

B.N. Singh  
GM(PC)

R.K. Gupta  
DGM (Vig.)

S. Loganathan  
GM(Admn.)

P. Pathak  
GM(Fin.)

P.S. Tyagi  
GM(MC)

No.002/VGL/61  
Government of India  
Central Vigilance Commission

\*\*\*\*\*

Satarkta Bhavan, Block 'A',  
GPO Complex, I.N.A.,  
New Delhi- 110 023  
Dated the 23<sup>rd</sup> September 2003

Office Order No. 53/9/03

To

All Chief Vigilance Officers

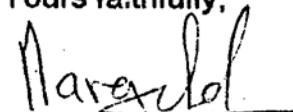
Object:- Disposal of complaints- regarding

Sir/Madam,

The Commission has received a number of references from the various departments/organisations seeking clarifications whether a complaint forwarded by the Commission for report may be first got confirmed from the complainant before taking up for investigations.

2. The Commission has examined the issue and decided that once it calls for a report on a complaint, the departments/organisations, should treat it as a signed complaint though on the face of it the complaint may be anonymous/pseudonymous. Clarifications, if required, could be obtained from the complainant(s), as part of the enquiry into the matter.
3. CVOs may bring it to the notice of the concerned officials.

Yours faithfully,



(Mange Lal)  
Deputy Secretary  
Telefax- 24651010



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण  
(सड़क परिवहन और राजमार्ग मंत्रालय)

National Highways Authority of India  
(Ministry of Road Transport & Highways)  
G-5 & 6, SECTOR-10, DWARKA, NEW DELHI-110045

PHONE : 91-11-5074100/5074200  
Fax : 91-11-5080360/5080460  
Ext. : 2223/2318/2468/2559

Confidential

No. 13030/7/2005-Vig.

Dated: 12<sup>th</sup> April, 2005  
15<sup>th</sup>

### CIRCULAR NO. 3/2005

**Subject: Submission of Factual Reports by PIUs/CMUs on newspaper reports.**

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NHAI Headquarters at times receives complaints based on newspaper reports alleging poor quality of work by the Civil Work Contractor, collapse of structures & irregularities in compensation for land acquisition etc.

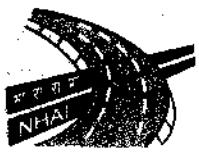
2. Investigation/Factual Reports on such complaints are sought by Prime Minister's Office (PMO), Central Vigilance Commission (CVC) and Department of Road Transport and Highways (DORTH) and the same are required to be furnished to them expeditiously.

3. While there could be biased reporting in these press reports, it takes considerable time in obtaining factual reports from PIUs/Technical Divisions. In case, advance information is readily available in the NHAI HQs, requisite Factual Reports can be sent to PMO, CVC & DORTH without loss of time.

4. In view of above, all Project Directors, PIUs, NHAI may starting April, 2005 send immediate Factual Reports within 1 week from the date of press report to the concerned Technical Divisions with copies endorsed to Vigilance Division as soon as any press reports appear in newspapers in respect of poor quality of work, collapse of structures and allegations of irregularities in payment of compensation for land acquisition.

(Nirmal Jit Singh)  
Member T & CVO

All Projects Directors, PIUs/CMUs, NHAI  
All GMs (Technical Divisions), NHAI HQs



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport & Highways)  
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Fax : 91-11-25093507/25093514  
Extn. : 2223/2318/2468/2553

NHAI/13014/3/2003-Vig. / 724

April 19, 2006

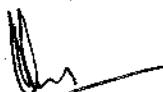
### CIRCULAR No. 03/2006/Vigilance

**Sub:** Award of work to M/s Snowy Mountains Engineering Corporation Ltd.,(SMEC)

It has been decided that whenever M/s Snowy Mountains Engineering Corporation Ltd., (SMEC) is awarded work in NHAI, the following further conditions are to be stipulated;

- (i) An additional performance guarantee of 50% of Performance Guarantee should be taken for the contract awarded during the next one year.
  - (ii) The performance of the Consultant may be reviewed after one year, if the performance is satisfactory, then the additional Performance Guarantee can be released.
  - (iii) Close monitoring of their work.
  - (iv) Any specific lapse should immediately be intimated to Vigilance Division.
2. The above stipulation is valid for a period of one year.
3. This circular supersedes the Vigilance Division's circular No. 13014/4/2002 -Vig. dated 11.11.2002.

This issues with the approval of Chairman.

  
(R. Mukundan)  
**Chief Vigilance Officer**

To  
**All Members**  
**All CGMs**

Copy to  
**PS to Chairman**



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

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भारातप्रा/13014/3/2003-सतर्कता/724

19 अप्रैल, 2006

### परिपत्र संख्या 03/2006/सतर्कता

विषय: मैसर्स स्नोवी माउण्टेन्स इंजीनियरिंग कॉर्पोरेशन लिमिटेड (एसएमईसी) को ठेका प्रदान करना।

निर्णय लिया गया है कि जब कभी भी मैसर्स स्नोवी माउण्टेन्स इंजीनियरिंग कॉर्पोरेशन लिमिटेड (एसएमईसी) को भारतीय राष्ट्रीय राजमार्ग प्राधिकरण में ठेका दिया जाये, उसमें निम्नलिखित और शर्तें अनुबंधित की जाएँ :

- (i) अगले एक साल में दिए जाने वाले ठेके में निष्पादन प्रतिभूति के 50 प्रतिशत की अतिरिक्त निष्पादन प्रतिभूति ली जाए।
  - (ii) एक साल बाद परामर्शदाता के निष्पादन की समीक्षा की जाए, यदि निष्पादन संतोषजनक है तो अतिरिक्त निष्पादन प्रतिभूति वापस कर दी जाए।
  - (iii) उनके कार्य पर नजदीकी नजर रखी जाए।
  - (iv) पाई गई किसी भी विशिष्ट कमी से सतर्कता प्रभाग को तुरंत अवगत कराया जाए।
2. उक्त अनुबंध एक साल के लिए वैध है।
3. यह परिपत्र सतर्कता प्रभाग के 11.11.2002 के परिपत्र सं. 13014/4/2002-सतर्कता के अधिक्रमण में है।

इसे अध्यक्ष महोदय के अनुमोदन से जारी किया गया है।

*मुख्य सतर्कता अधिकारी*  
(आर. मुकुंदन)  
मुख्य सतर्कता अधिकारी

सेवा में  
सभी सदस्य  
सभी मुख्य महाप्रबंधक

प्रतिलिपि  
अध्यक्ष के निजी सचिव



**भारतीय राष्ट्रीय राजमार्ग प्राधिकरण**  
(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

**National Highways Authority of India**

(Ministry of Shipping, Road Transport and Highways)

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एक्स. /Extn.: 2223 / 2318 / 2468 / 2555

No.13029/24/2001-Vig(Part-II)

Date : June 15, 2006

**CIRCULAR No. 04/2006 - Vigilance**

**Sub: Use of vehicles provided through Civil/Consultancy Contracts**

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In Civil/Consultancy Contracts there is provision for providing vehicles to NHAI field staff/Consultants. As per the agreement the provider should also obtain insurance coverage.

2. It is observed that in majority of the packages, hired private vehicles have been provided. The insurance produced by vehicle owner stipulate that, "the policy does not cover the use for hire, reward or for organized racing, reliability trials, speed testing, the carriage of goods, in connection with any trade or business or use for any purpose in connection with motor trade". Hence providing such type of vehicle and insurance is clearly a violation of Contract clause and also Motor Vehicle Act.

3. As per Motor Vehicle Act using of private vehicles as taxi/public transport is an offence. It can lead to heavy penalties, impounding of vehicle, suspension/cancellation of registration. Recently Transport Department, Government of NCT of Delhi has issued an advertisement in newspapers in this regard (Copy enclosed)

4. In view of the above, it is directed that the vehicle being used by PIU/Consultant provided by Contractor/Consultant should comply with the Contract provisions and should also have valid insurance cover.

This issues with the approval of Chairman.

*ccg QZ*  
(K. C. Basavaraju)  
Manager (QA & Vigilance)

To,  
**All Members**  
**All CGMs/GMs/GM (Admn.)/GM (Fin.)**  
**All PIUs.**



## भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

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फैक्स /Fax : 91-11-25093507 / 25093514

एक्स. /Extn.: 2223 / 2318 / 2468 / 2553

दिनांक : 15 जून, 2006

### परिपत्र संख्या 4/2006-सतर्कता

विषय: सिविल/ परामर्शदात्री संविदाओं के माध्यम से उपलब्ध कराए गए वाहनों का प्रयोग

सिविल/परामर्शदात्री संविदाओं में भारतीय के फील्ड कर्मचारियों/परामर्शदात्रों को वाहन दिए जाने का प्रावधान है। अनुबंध के अनुसार प्रदायकर्ता को इनका बीमा भी लेना चाहिए।

2. यह देखा गया है कि अधिकांश पैकेजों में निजी वाहन किराए पर लेकर उपलब्ध कराए गए हैं। वाहन मालिक द्वारा उपलब्ध कराए गए बीमे में यह उल्लेख किया गया है कि “पालिसी में वाहन का किराए के लिए प्रयोग, पुरस्कार अथवा संगठित दौड़, विश्वसनीयता परीक्षण, गति परीक्षण, सामान की ढुलाई, किसी व्यापार अथवा व्यवसाय अथवा मोटर व्यवसाय के लिए उपयोग शामिल नहीं हैं।” अतः इस प्रकार के वाहन तथा बीमा उपलब्ध कराया जाना साफ तौर पर संविदा शर्तों के साथ-साथ मोटर वाहन अधिनियम का भी उल्लंघन है।

3. मोटर वाहन अधिनियम के अनुसार निजी वाहनों का टैक्सी/सार्वजनिक परिवहन के तौर पर उपयोग किया जाना एक अपराध है। ऐसा करने से भारी जुर्माना देना पड़ सकता है, वाहन जब्त किया जा सकता है तथा पंजीकरण को निलम्बित/रद्द किया जा सकता है। हाल ही में परिवहन विभाग, राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार ने समाचार पत्रों में इस संबंध में एक ज्ञापन जारी किया है (प्रतिलिपि संलग्न है)।

4. उपर्युक्त को देखते हुए निदेश दिया जाता है कि संविदाकार/परामर्शदाता द्वारा परियोजना कार्यान्वयन इकाइयों/परामर्शदाता को उपलब्ध कराए गए वाहन संविदा प्रावधानों का अनुपालन करें और इनका वैध बीमा भी हो।

इसे अध्यक्ष महोदय के अनुमोदन से जारी किया गया है।

क्र. स्ट्र. ब्रह्मेन्द्र

(क्र. सी. बासवराज)

प्रबंधक (गुणवत्ता आश्वासन एवं सतर्कता)

सेवा में,

सभी सदस्य

सभी मुख्य महाप्रबंधक/महाप्रबंधक/महाप्रबंधक (प्रशासन)/महाप्रबंधक (वित्त)

सभी परियोजना कार्यान्वयन इकाई

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**Using private vehicles as a taxipublic transport is an offence.**  
It can lead to heavy penalties, impounding of vehicle, suspension/cancellation of registration.



## TRANSPORT DEPARTMENT

Government of NCT of Delhi  
Visit our website: [www.transport.delhigovt.in](http://www.transport.delhigovt.in)

**Helpline Number: 42-400400**

TIMES OF INDIA dt. MAY 14, 2006 p-8,



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport & Highways)

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

Phone : 91-11-25074100/25074200  
Fax : 91-11-25093507/25093514  
Extn. : 2223/2318/2468/2553

No. NHAI /13030/24/2007-Vig|3\*

Dated : August 20, 2007

### CIRCULAR No. 04/2007-Vig.

**Sub: Transparency in works/purchases/consultancy contracts awarded on nomination basis**

\* \* \* \* \*

A copy of circular no. 23/07/07 and 15/5/06, received from Central Vigilance Commission is enclosed herewith for information and compliance.

2. In this circular Instead of 'Board of respective PSU's' it may please be read as 'NHAI Board'.

Encl: As above

  
(R. Mukundan)  
Chief Vigilance Officer

To

- 1) All Members
- 2) All CGMs
- 3) All officers in NHAI HQ
- 4) All PIUs/CMUs

Copy to :

- 1) PS to Chairman
- 2) Librarian



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

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एक्स. /Extn.: 2223 / 2318 / 2468 / 2553

भा.रा.रा.प्रा./13030/24/2007-सतर्कता | १३१

अगस्त 20, 2007

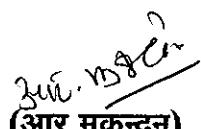
### परिपत्र संख्या 04/2007-सतर्कता

**विषय:-** नामाकंन (नॉमिनेशन) आधार पर निर्माण कार्य/क्रय/परामर्शी ठेके प्रदान करने के संबंध में पारदर्शिता।

केन्द्रीय सतर्कता आयोग से प्राप्त हुए परिपत्र दिनांक 23.07.2007 एवं 15.05.2006 की एक प्रति इसके साथ सूचना और अनुपालन के लिए संलग्न है।

2. इस परिपत्र में “संबंधित लोक उद्यम ब्यूरौ के बोर्ड” की बजाय इसे “भा.रा.रा.प्रा. बोर्ड” पढ़ा जाये।

संलग्नक: यथोपरि

  
(आर.मुकुन्दन)  
मुख्य सतर्कता अधिकारी

सेवा में,

- 1) सभी सदस्य
- 2) सभी मुख्य महा-प्रबंधक
- 3) सभी अधिकारी भा.रा.रा.प्रा., मुख्यालय
- 4) सभी प.का.ई./सी.एम.यू

प्रतिलिपि:

- 1) अध्यक्ष के निजी सचिव
- 2) पुस्तकालय अध्यक्ष

No.005/CRD/19  
Government of India  
Central Vigilance Commission

\*\*\*\*\*

Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi- 110 023  
Dated the 5<sup>th</sup> July 2007

Office Order No.23/7/07

**Subject:- Transparency in Works/Purchase/Consultancy contracts awarded on nomination basis.**

Reference is invited to the Commission's circular No.15/5/06 (issued vide letter No.005/CRD/19 dated 9.5.2006), wherein the need for award of contracts in a transparent and open manner has been emphasized.

2. A perusal of the queries and references pertaining to this circular, received from various organizations, indicates that several of them believe that mere post-facto approval of the Board is sufficient to award contracts on nomination basis rather than the inevitability of the situation, as emphasized in the circular.

3. It is needless to state that tendering process or public auction is a basic requirement for the award of contract by any Government agency as any other method, especially award of contract on nomination basis, would amount to a breach of Article 14 of the Constitution guaranteeing right to equality, which implies right to equality to all interested parties.

4. A relevant extract from the recent Supreme Court of India judgement in the case of Nagar Nigam, Meerut Vs A1 Faheem Meat Export Pvt. Ltd. [arising out of SLP(civil) No.10174 of 2006] is reproduced below to reinforce this point.

"The law is well-settled that contracts by the State, its corporations, instrumentalities and agencies must be normally granted through public auction/public tender by inviting tenders from eligible persons and the notifications of the public-auction or inviting tenders should be advertised in well known dailies having wide circulation in the locality with all relevant details such as date, time and place of auction, subject matter of auction, technical specifications, estimated cost, earnest money deposit, etc. The award of Government contracts through public-auction/public tender is to ensure transparency in the public procurement, to maximize economy and efficiency in Government procurement, to promote healthy competition among the tenderers, to provide for fair and equitable treatment of all tenderers, and to eliminate irregularities, interference and corrupt practices by the authorities concerned. This is required by Article 14 of the Constitution. However, in rare and exceptional cases, for instance, during natural

calamities and emergencies declared by the Government; where the procurement is possible from a single source only; where the supplier or contractor has exclusive rights in respect of the goods or services and no reasonable alternative or substitute exists; where the auction was held on several dates but there were no bidders or the bids offered were too low, etc., this normal rule may be departed from and such contracts may be awarded through 'private negotiations'."

(Copy of the full judgement is available on the web-site of the Hon'ble Supreme Court of India, i.e., [www.supremecourtofindia.nic.in](http://www.supremecourtofindia.nic.in) )

5. The Commission advises all CVOs to formally apprise their respective Boards/managements of the above observations as well as the full judgement of the Hon'ble Supreme Court for necessary observance. A confirmation of the action taken in this regard may be reflected in the CVO's monthly report.

6. Further, all nomination/single tender contracts be posted on the web-site ex post-facto.



(Rajiv Verma)  
Under Secretary

To

All Chief Vigilance Officers

No.005/CRD/19  
Government of India  
Central Vigilance Commission

\*\*\*\*\*

Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi- 110 023  
Dated the 9<sup>th</sup> May 2006

**CIRCULAR No.15/5/06**

**Subject:- Transparency in Works/Purchase/Consultancy contracts awarded on nomination basis.**

The Commission had, in it's OM No. 06-03-02-CTE-34 dated 20.10.2003 on back to back tie up by PSUs, desired that the practice of award of works to PSUs on nomination basis by Govt. of India/PSUs needed to be reviewed forthwith. It is observed that in a number of cases, Works/Purchase/Consultancy contracts are awarded on nomination basis. There is a need to bring greater transparency and accountability in award of such contracts. While open tendering is the most preferred mode of tendering, even in the case of limited tendering, the Commission has been insisting upon transparency in the preparation of panel.

2. In the circumstances, if sometimes award of contract on nomination basis by the PSUs become inevitable, the Commission strongly feels that the following points should be strictly observed.

- (i) All works awarded on nomination basis should be brought to the notice of the Board of the respective PSUs for scrutiny and vetting post facto.
- (ii) The reports relating to such awards will be submitted to the Board every quarter.
- (iii) The audit committee may be required to check at least 10% of such cases.

3. This may be noted for strict compliance.

(V. Kannan)  
Director

All Chief Vigilance Officers

Copy to:

- (i) All Secretaries of Govt. of India
- (ii) All CEOs/Head of the organisation



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Dated : August 20, 2007

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Encl: As above

  
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To

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भा.रा.रा.प्रा./13030/24/2007-सतर्कता | १३१

अगस्त 20, 2007

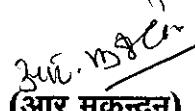
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(आर.मुकुन्दन)  
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- 4) सभी प.का.ई./सी.एम.यू

प्रतिलिपि:

- 1) अध्यक्ष के निजी सचिव
- 2) पुस्तकालय अध्यक्ष

No.005/CRD/19  
Government of India  
Central Vigilance Commission

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Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi- 110 023  
Dated the 5<sup>th</sup> July 2007

Office Order No.23/7/07

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(Rajiv Verma)  
Under Secretary

To

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Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi- 110 023  
Dated the 9<sup>th</sup> May 2006

**CIRCULAR No.15/5/06**

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Director

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## भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

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फैक्स /Fax : 91-11-25093507 / 25093514

एम्स. /Extn: 2223 / 2318 / 2468 / 2553

No. NHAI/13013/33/2007-Vig.

10.07.2008

### CIRCULAR NO.4/2008

#### **Sub:-Awarding of work on Nomination basis to M/s Webel Mediabtronics Limited a Government of West Bengal Undertaking-regarding**

While investigating a complaint, it has been observed that M/s **Webel Mediabtronics Limited** a Government of West Bengal Undertaking has been awarded the work of shifting of electrical poles/lines in various Divisions in National Highways Authority of India on nomination basis. Competent Authority has decided that henceforth no work shall be awarded to M/s Webel Mediabtronics Limited a Government of West Bengal Undertaking on nomination basis.

This issues with the approval of Competent Authority.

  
**(R. Mukundan)**  
Chief Vigilance Officer

To

1. All Members
2. All CGMs
3. All Officers in NHAI HQ
4. All PIUs/CMUs

Copy to:-

1. PS to Chairman
2. Librarian



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

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भाराराप्रा/13013/33/2007-सतर्कता

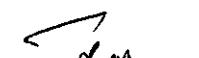
18.07.2008

### परिपत्र संख्या 04/2008-सतर्कता

विषय: नामांकन (नॉमिनेशन) आधार पर कार्य का ठेका मैसर्स वैबल मीडियाट्रॉनिक्स लिमिटेड, पश्चिम बंगाल सरकार के उपक्रम को देने के संबंध में

शिकायत की जांच के दौरान यह मालूम हुआ है कि भारतीय राष्ट्रीय राजमार्ग प्राधिकरण के विभिन्न प्रभागों ने बिजली के खंभे/लाइनों को शिफ्ट करने के कार्य का ठेका नामांकन (नॉमिनेशन) के आधार पर मैसर्स वैबल मीडियाट्रॉनिक्स लिमिटेड, पश्चिम बंगाल सरकार के उपक्रम को दिया है। सक्षम प्राधिकारी द्वारा निर्णय लिया गया है कि मैसर्स वैबल मीडियाट्रॉनिक्स लिमिटेड, पश्चिम बंगाल सरकार के उपक्रम को नामांकन (नॉमिनेशन) के आधार पर आगे किसी भी कार्य का ठेका नहीं दिया जाएगा।

इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया गया है।

  
(आर. मुकुन्दन)  
मुख्य सतर्कता अधिकारी

सेवा में,

1. सभी सदस्य
2. सभी मुख्य महाप्रबंधक
3. भाराराप्रा मुख्यालय में सभी अधिकारी
4. सभी प.का.इकाइयाँ/कॉ.प्र.इकाइयाँ

प्रतिलिपि

1. अध्यक्ष के निजी सचिव
2. पुस्तकालयाध्यक्ष



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport and Highways)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली - 110 075

G-5 & G, Sector-10, Dwarka, New Delhi-110075

No.1303074/2010-Vig.

दूरभाष / Phone: 91-11-25074100/25074200

फैक्स / Fax: 91-11-25093507 / 25093514

एक्स. / Extn.: 2223 / 2318 / 2468 / 2553

June 24, 2010

### POLICY CIRCULAR NO.4 (Vigilance Division)

#### Sub:- Severing of dealings with Sh. Jatinder Pal Singh-Reg.

Joint Secretary & Chief Vigilance Officer, MoRT&H, on the advice of CBI has desired the officers/officials of NHAI to sever their ties if any and not to have any official or personnel dealings with Sh. Jatinder Pal Singh of M/s. Naundih Overseas Pvt. Ltd., D-6/13 Vasant Vihar, New Delhi.

2. In the interest of the Authority, all officers/officials of NHAI are, therefore, advised not to have any official or personal dealing with Sh. Jatinder Pal Singh of M/s. Naundih Overseas Pvt. Ltd. D-6/13, Vasant Vihar, New Delhi. Any instance of such dealing coming to notice will be viewed seriously.
3. All officers/officials of NHAI are further advised to give specific input about the persons/firms/companies, official dealing with whom could be prejudicial to the interest of the Authority.
4. This issues with the approval of Chairman, NHAI.

*Apr 24/6/10*  
(Aloke Prasad)  
Chief Vigilance Officer

- (i) Chairman, NHAI
  - (ii) Member(A)
  - (iii) Member(T)-SIP
  - (iv) Member(T)-BNS
  - (v) Member(T)-VLP
  - (vi) All PDs
- { for information



**भारतीय राष्ट्रीय राजमार्ग प्राधिकरण**  
(सड़क परिवहन और राजमार्ग मंत्रालय)  
**National Highways Authority of India**  
(Ministry of Road Transport and Highways)  
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एक्स. /Extn.: 2223 / 2318 / 2468 / 2553

सं.13030/37/2008-सतर्कता/82-

दिनांक: 16/03/2011

**नीति परिपत्र सं. 04/2011(सतर्कता)**

“टेंडर प्रणाली में पारदर्शिता” के संबंध में केंद्रीय सतर्कता आयोग के दिनांक 11.02.2011 के परिपत्र सं.01/02/2011 की प्रति भारतीय राष्ट्रीय राजमार्ग प्राधिकरण के सभी अधिकारियों/कर्मचारियों द्वारा कड़ाई से अनुपालन हेतु इसके साथ संलग्न है।

*Approved  
16/3/2011*  
(आलोक प्रसाद)  
मुख्य सतर्कता अधिकारी

**प्रतिलिपि निम्नलिखित को:**

- (1) अध्यक्ष, भारतीय राष्ट्रीय राजमार्ग प्राधिकरण  
(2) सभी सदस्यगण

] सूचनार्थ

- (3) सभी मुख्य महाप्रबंधक  
(4) सभी परियोजना निदेशक  
(5) सभी उप महाप्रबंधक(तक.), भाराराप्रा मुख्यालय  
(6) सभी प्रबंधक(तक.), भाराराप्रा मुख्यालय

] कड़ाई से अनुपालन के लिए



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

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(Ministry of Road Transport and Highways)

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एक्स. /Extn.: 2223 / 2318 / 2468 / 2553

Dated : 16.03.2011

No.13030/37/2008-Vig | 82

### Policy Circular No. 04/2011 (Vigilance)

All officers/officials of NHAI may please find enclosed copy of CVC's Circular No.01/02/2011 dated 11.02.2011 regarding "Transparency in Tendering System" for strict compliance.

*APR 2011  
6/3/2011*  
(Aloke Prasad)  
Chief Vigilance Officer

#### Copy to :

- (1) Chairman, NHAI
- (2) All Members

For information

- (3) All CGMs
- (4) All Project Directors
- (5) All DGMs (Tech.), NHAI Hqs.
- (6) All Managers (Tech.), NHAI, Hqs.

For strict compliance.



सत्यमेव जयते



Telegraphic Address :  
"SATARKTA: New Delhi"

E-Mail Address  
cenvigil@nic.in

Website  
www.cvc.nic.in

EPABX  
24651001 - 07

फैक्स/Fax : 24616286

## केन्द्रीय सतर्कता आयोग CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लैक्स,  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023  
Satarkta Bhawan, G.P.O. Complex,  
Block A, INA, New Delhi 110023

No.011/VGL/014  
सं./No.....

11<sup>th</sup> February, 2011  
दिनांक / Dated.....

### Circular No.01/02/11

#### **Sub: Transparency in Tendering System**

There have been instances where the equipment/plant to be procured is of complex nature and the procuring organization may not possess the full knowledge of the various technical solutions available in the market to meet the desired objectives of a transparent procurement that ensures value for money spent simultaneously ensuring upgradation of technology & capacity building.

2. The Commission advises that in such procurement cases where technical specifications need to be iterated more than once, it would be prudent to invite expression of interest and proceed to finalise specifications based on technical discussions/presentations with the experienced manufacturers/suppliers in a transparent manner. In such cases, two stage tendering process may be useful and be preferred. During the first stage of tendering, acceptable technical solutions can be evaluated after calling for the Expression of Interest (EOI) from the leading experienced and knowledgeable manufacturers/suppliers in the field of the proposed procurement. The broad objectives, constraints etc. could be published while calling for EOI. On receipt of the Expressions of Interest, technical discussions/presentations may be held with the short-listed manufacturers/suppliers, who are prima facie considered technically and financially capable of supplying the material or executing the proposed work. During these technical discussions stage the procurement agency may also add those other stakeholders in the discussions who could add value to the decision making on the various technical aspects and evaluation criteria. Based on the discussions/presentations so held, one or more acceptable technical solutions could be decided upon laying down detailed technical specifications for each acceptable technical solution, quality bench marks, warranty requirements, delivery milestones etc., in a manner that is consistent with the objectives of the transparent procurement. At the same time care should be taken to make the specifications generic in nature so as to provide equitable opportunities to the prospective bidders. Proper record of discussions/presentations and the process of decision making should be kept.

-2-

3. Once the technical specifications and evaluation criteria are finalized, the second stage of tendering could consist of calling for techno commercial bids as per the usual tendering system under single bid or two bid system, as per the requirement of each case. Final selection at this stage would depend upon the quoted financial bids and the evaluation matrix decided upon.

4. Commission desires that organizations formulate specific guidelines and circulate the same to all concerned before going ahead with such procurements.

  
(Anil Singhal)  
Chief Technical Examiner

To

All Secretaries of Ministries/Departments  
All CEOs/Heads of Organisations  
All Chief Vigilance Officers



आनन्द बोर्डिया  
सदस्य (वित्त)

**Anand Bordia**

Member (Finance)

Tel. : 011-25074100 } Ext. : 1612  
          : 011-25074200 }  
          : 011-25093506  
Fax : 011-25074100 } Ext. : 2617  
          : 011-25074200 }  
E-mail : abordia@nhai.org

**भारतीय राष्ट्रीय राजमार्ग प्राधिकरण**  
**NATIONAL HIGHWAYS AUTHORITY OF INDIA**

(MINISTRY OF ROAD TRANSPORT & HIGHWAYS)

(सड़क परिवहन एवं राजमार्ग मंत्रालय)

G-5 & 6, SECTOR-10, DWARKA, NEW DELHI-110070

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110070

NHAI/13030/1/2004-Vig. /70

28  
January 27, 2004

**CIRCULAR NO. 4/ 2004**

**Sub: Issue of Drawings by Engineer (Supervision Consultant).**

During examination of works it has been observed that in some of the Civil Works Contracts, NHAI has issued drawings at tender stage “for bidding purpose only” and in some “good for construction drawings”.

In addition to above, Engineer (Supervision Consultant) has to update and approve/prepare additional drawings during the currency of execution of works.

For proper administration of contract, it is essential that the “Good for construction drawings” are finally issued to the Civil Works Contractor, which are serially numbered and originate from single source. Keeping it in view, it is decided that Engineer/Engineer representative will issue all the “good for construction drawings” required for execution of the works in conformity to Contract Conditions, duly serially numbered, signed by him and marked as “good for construction”. A list and set of such drawings shall be available with PIU and Engineer/Engineer’s representative.

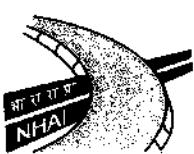
These instructions should be conveyed to “Engineer” of the all projects. Project Directors shall ensure its compliance.

This issues with the approval of the Competent Authority.

**(ANAND BORDIA)**  
**Chief Vigilance Officer**

**Copy To:**

1. Copy to All Members/CGM/GMs at HQ



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Shipping, Road Transport & Highways)

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Extn. : 2223/2318/2468/2553

No.13013/80/2004-Vig./58

Immediate  
Dated: 11<sup>th</sup> May 2005

### CIRCULAR NO.04/2005-VIG.

**Sub:- Report of the Committee constituted to draft a detailed procedure for submission, safe custody and evaluation of technical and financial bids as well as other aspects of open tender system.**

\*\*\*

Vide circular No. 03 of 2004-Vig.<sup>14.1.2004</sup> detailed guidelines have been circulated to all the officers in the Hqs. and the Project Directors in the Project Implementation Units indicating clearly the procedure to be followed in submission, safe custody and evaluation of technical and financial bids as well as other aspects of open tender system. One of the conditions relates to acceptance of technical and financial bids in hard bound form with page numbering and proper indexing. It has, however, been observed that different evaluation committees have been adopting different yardsticks while interpreting the condition of technical and financial bids being hard bound. It is clarified that "hard bound" implies such binding between two covers through stitching or otherwise whereby it may not be possible to replace any paper without disturbing the document. It is requested that all evaluation committees should adopt a uniform approach and consistent application of the extant guidelines and reject the bids which are not in conformity with these guidelines.

This issues with the approval of Chairman.

  
(NIRMAL JIT SINGH)  
Member (T) & CVO

To  
All Members,

All CGMs & GMs

All PDs, PIUs



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

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एक्स. / Extn.: 2223 / 2318 / 2468 / 2553

No. NHAI/13029/11/2007-Vig. / 91

**URGENT/**  
**MOST IMMEDIATE**  
Date: 12<sup>th</sup> September, 2007

### **C I R C U L A R No . 5/2007 (Vigilance)**

**Subject: Rechecking of Bill Of Quantities (BOQ) for all the ongoing Contract Packages in NHAI – reg.**

During the Intensive Technical Examination of Works undertaken by the CTE's Organisation of CVC, it has been observed in one of the Contract Packages that there is discrepancy in the rate quoted in figures and words for one of the items. Due to the above discrepancy, there is a total financial implication of about Rs. 17 Crores. Such a glaring lapse has been viewed seriously by CVC.

2. In view of the above, it has been decided that the BOQs for all the ongoing Contract Packages be rechecked in order to find out such discrepancies, if any, in the BOQs so that necessary corrective action can be taken by NHAI.

3. The above exercise may be carried out by all the Divisions and action taken report giving the information in the enclosed format may be furnished to the Vigilance Division by 15.9.2007.

  
(R Mukundan)  
Chief Vigilance Officer

**Encl: As above.**

To,

All CGMs

*Copy to:*

- i) All Members
- ii) PS to Chairman
- iii) All GMs
- iv) Librarian



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

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एक्स. / Extn.: 2223 / 2318 / 2468 / 2553

तत्काल/अति शीघ्र

भा.रा.रा.प्रा./13029/11/2007-सतर्कता / 91

दिनांक: 12 सितम्बर, 2007

### परिपत्र संख्या 5/2007-सतर्कता

विषय:- भारतीय राष्ट्रीय राजमार्ग प्राधिकरण में जारी सभी संविदा पैकेजों के लिए प्रमात्रा विवरण की दुबारा जाँच- के संबंध में ।

केन्द्रीय सतर्कता आयोग के मुख्य तकनीकी संगठन द्वारा निमार्ण कार्यों की गहन तकनीकी जाँच के दौरान यह पाया गया है कि एक संविदा पैकेज में एक मद के लिए अंकों और शब्दों में कोट की गई दर में विसंगतियाँ थीं । उक्त विसंगतियों के कारण लगभग 17 करोड़ रुपये का कुल वित्तीय भार पड़ा। इस तरह की भारी चूक को केन्द्रीय सतर्कता आयोग द्वारा गंभीरता से लिया गया है ।

2. उपर्युक्त को देखते हुए यह निर्णय लिया गया है कि ऐसी विसंगतियों को सामने लाने के लिए सभी जारी संविदा पैकेजों के प्रमात्रा विवरणों की दुबारा जाँच की जाये ताकि भारतीय राष्ट्रीय राजमार्ग प्राधिकरण द्वारा आवश्यक संशोधनात्मक कार्यवाही की जा सके ।

3. उपर्युक्त कार्यवाही सभी प्रभागों द्वारा की जाये और संलग्न प्रपत्र में जानकारी देते हुए की गई कार्यवाही की रिपोर्ट 15.09.2007 तक सतर्कता प्रभाग को भेजी जाये ।

३०८-१५४८-  
(आर.मुकुन्दन)  
मुख्य सतर्कता अधिकारी

### संलग्नक: यथोपरि

सेवा में,

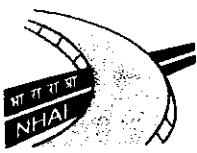
सभी मुख्य महा-प्रबंधक

प्रतिलिपि:

1. सभी सदस्य
2. अध्यक्ष के निजी सचिव
3. सभी महा-प्रबंधक
4. पुस्तकालया अध्यक्ष

## **Rechecking of Bill Of Quantities (BOQ) for all the ongoing Contract Packages in NHAI**

## भारतीय राष्ट्रीय राजमार्ग प्राधिकरण में जारी सभी संविदा पैकेजों के लिए प्रमात्रा विवरण की दुबारा जाँच



## भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सेत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

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No.13030/37/2008-Vig./123

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फैक्स /Fax: 91-11-25093507 / 25093514

एक्स. /Extn.: 2223 / 2318 / 2468 / 2553

August 11, 2008

### CIRCULAR NO.5/2008 (Vigilance)

#### Sub.: Referring cases of procurement to Central Vigilance Commission

Please find enclosed herewith a copy of Circular No.008/CRD/008 dated 24.07.2008 issued by the Chief Technical Examiner, Central Vigilance Commission, on the aforesaid subject, for strict compliance in NHAI.

2. This issues with the approval of the Competent Authority.

(R. Mukundan)

Chief Vigilance Officer

To

All Members

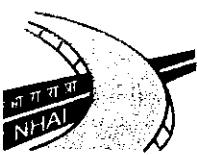
All CGMs

All GMs

All PIUs/CMUs

Copy to:

1. PS to Chairman
2. Librarian/Hindi Officer



## भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

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संदर्भ G.S. & 6, Sector 10, Dwarka, New Delhi-110075

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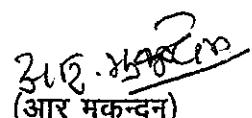
11 अगस्त, 2008

### परिपत्र संख्या 5/2008 (सतर्कता)

**विषय : अधिप्राप्ति के मामले केन्द्रीय सतर्कता आयोग को भेजना।**

उपर्युक्त विषय पर मुख्य तकनीकी परीक्षक, केन्द्रीय सतर्कता आयोग द्वारा जारी दिनांक 24.07.2008 के परिपत्र संख्या 008/सीआरझी/008 की एक प्रति भारतीय राष्ट्रीय राजमार्ग प्राधिकरण में सख्ती से अनुपालन के लिए इसके साथ भेजी जा रही है।

2 इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

  
(आर मुकुन्दन)  
मुख्य सतर्कता अधिकारी

सेवा में,

1. सभी सदस्य
2. सभी मुख्य महाप्रबंधक
3. सभी महाप्रबंधक
4. सभी प.का.इ. / कारिङ्गोर मैनेजमेन्ट यूनिड

### प्रतिलिपि :

1. अध्यक्ष के निजी सचिव
2. पुस्तकालयाध्यक्ष/ हिन्दी अधिकारी

No.008 /CRD/008  
Government of India  
Central Vigilance Commission  
\*\*\*\*\*

Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi-110 023  
Dated the 24<sup>th</sup> July 2008

Circular No. 008/CRD/008 dated 24/07/08

Subject: – Referring cases of Procurement to the Commission

The Commission has noted a significant rise in the number of references made to it involving procurement at different stages. These relate to specific cases and are not generic in nature. Essentially they belong to the domain of managerial decision making and the matter needs to be decided at that level.

The Central Vigilance Commission and its Chief Vigilance Officers, as a matter of policy do not interfere in the process of decision making, which is a management function of the respective organisation.

The Commission has issued various circulars/guidelines /instructions in order to promote transparency, improve competition and ensure equity among participants. However, if any organisation faces difficulty in the application of any of the circulars/guidelines/instructions issued by the Commission, then it may approach the Commission bringing out the difficulties along with a proposed generic solution listing out the ingredients of the special circumstances for examination and review by the Commission. References of a general nature having elements of managerial decision making and concerning a particular procurement should be avoided.

*Ramachandran*

(V. Ramachandran)  
Chief Technical Examiner  
Central Vigilance Commission

All Chief Vigilance Officers in the Ministries/Departments/PSEs/ Public Sector Banks/Insurance Companies/ Autonomous Organisations/Societies



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport and Highways)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली - 110 075

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

No. NHAI/13030/24/2007-Vig/90

दूरध्वाश /Phone : 91-11-25074100/25074200

फैक्स /Fax : 91-11-25093507 / 25093514

एक्स. /Extn.: 2223 / 2318 / 2468 / 2553

21<sup>st</sup> July, 2010

### CIRCULAR NO. 5/2010-VIG.

Sub: Transparency in works/purchases/consultancy contracts awarded on nomination basis

\* \* \* \*

This has reference to Vigilance Division Circular No. 04/2007-Vig., wherein Central Vigilance Commission's Circular No. 23/7/07 dated 05.07.2007 subsequent to issue of its circular dated 15/5/06 dated 09.05.2006 on works on the basis of back to back tie-up by PSUs on nomination basis by PSUs, for compliance.

2. In continuation the Commission has issued further amendment vide its Office Order No. 19/5/10 dated 19.05.2010 (copy enclosed). It is desired that the same may be complied to.

Encl: As above.

*Accts*  
48/21/7/110

(Aloke Prasad)  
Chief Vigilance Officer

To

All GMs

Copy to:

- i) PS to Chairman
- ii) All Members
- iii) All CGMs

*Original to :*

*Library*



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

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G-5 & 6, Sector-10, Dwarka, New Delhi-110075

सं. भाराराप्रा/13030/24/2007-सतर्कता/90

दूरभाष / Phone : 91-11-25074100/25074200

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एक्स. / Extn.: 2223 / 2318 / 2468 / 2553

21 जुलाई, 2010

### परिपत्र सं.5/2010-सतर्कता

**विषय:** नामांकन (नॉमीनेशन) के आधार पर निर्माण/खरीद/परामर्शी कार्य संबंधी दिए गए ठेकों में पारदर्शिता।

सतर्कता प्रभाग के परिपत्र संख्या 04/2007-सतर्कता का संदर्भ लें जिसमें सरकारी उपक्रमों द्वारा नामांकन (नॉमीनेशन) के आधार पर बैंक टू बैंक टाई-अप के आधार पर निर्माण कार्य के संबंध में केन्द्रीय सतर्कता आयोग द्वारा जारी किए गए दिनांक 15/05/2006 और 09/05/2006 के परिपत्र के पश्चात् दिनांक 05/07/2007 का उनका परिपत्र संख्या 23/07/07 अनुपालन के लिए जारी किया है।

इसी क्रम में आयोग ने दिनांक 19/05/2010 के अपने कार्यालय आदेश संख्या 19/05/10 (प्रतिलिपि संलग्न) द्वारा आगे और संशोधन जारी किया है। अनुरोध है कि इसका अनुपालन किया जाए।

### संलग्नक: यथोपरि

  
(आलोक प्रसाद)  
मुख्य सतर्कता अधिकारी

सेवा में,

सभी महाप्रबंधक

प्रतिलिपि:

- (i) अध्यक्ष के निजी सचिव
- (ii) सभी सदस्यगण
- (iii) सभी मुख्य महाप्रबंधक

No.005/CRD/19(part)  
Government of India  
Central Vigilance Commission

S/2/MRCY  
26/5

26

Satarkata Bhawan, GPO Complex,  
INA, New Delhi,  
Dated 19<sup>th</sup> May, 2010

OFFICE ORDER No.19/05/10

**Sub: Transparency in Works/Purchase/Consultancy contracts awarded on Nomination basis.**

Commission vide Circular No.15/5/06 dated 09/05/2006 had prescribed certain measures to be followed on works/purchase/consultancy contracts awarded on nomination basis by PSUs. These instructions have since been reviewed in the Commission and the Commission is of the view that the Board of the PSU is not required to scrutinize or post facto vet the actions of the operational managers and their decisions to award work on nomination basis.

2. Therefore, the following amendment is being made in sub-para (i) of Para 2 of Commission's above circular:-

"All works awarded on nomination basis should be brought to the notice of the Board of the respective PSUs for scrutiny and vetting post facto"

Read as

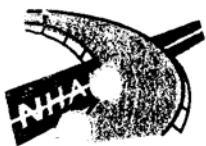
"All works awarded on nomination basis should be brought to the notice of the Board of the respective PSUs for information".

  
(Vineet Mathur)  
Director

**All Chief Vigilance Officers of CPSUs.**

Copy to:

- (i) All Secretaries of Govt. of India
- (ii) All CEOs/Heads of Organizations



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport & Highways)

G-5 & 6, SECTOR-10, DWARKA, NEW DELHI-110045

Ph. : 91-11-50803

91-11-50809

91-11-508033

Fax : 91-11-508046

91-11-508045

91-11-508036

NHAL/13030/1/2004 -Vig./७१

February 04, 2004

### CIRCULAR No. 5 /2004

#### **Sub: Hiring of vehicle from Civil Works Contractor/Supervision Consultant**

It has come to the notice of the Vigilance Division that there are provisions for hiring of vehicles for employer & engineer in Civil Works Contract as well as Supervision Consultancy agreement. Since most of the PIUs are executing more than one civil Works Contract, there are options available to Project Director with regard to hire of vehicles for employer & engineer and the option most cost effective to NHAI should be chosen. For this, the following factors must be taken into account:

- 1) In case of specific key personnel of the Supervision Consultant, the vehicle may be hired either from the Contract package for which these key personnel are working or from the provision of the Supervision Consultancy contract, which ever is cheaper to NHAI.
- 2) In case of common personnel of Supervision Consultancy Contract like Team Leader, Deputy Team Leader etc., the vehicle may be hired from any of the contract packages or from the Supervision consultancy package, which ever is cheaper to NHAI.
- 3) In case of Project Director, the vehicle may be hired from the Contract package which costs least to NHAI and in case of other officers of NHAI like Managers etc., the vehicle may be hired from the contract package for which the officer is working.

**(ANAND BORDIA)**  
Chief Vigilance Officer

#### Copy to:

1. Copy to All Members/CGM/GMs at HQ.
2. Copy to All Project Directors
3. Copy to All Supervision Consultants





# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Shipping, Road Transport & Highways)

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Fax : 91-11-25093507/25093514

Extn. : 2223/2318/2468/2553

13013/35/2003-Vig./347

Date: 6.6.2005

### CIRCULAR No-5 /2005

During Investigation of a complaint on tender procedure of hoardings invited by one of the PIU of NHAI , the CVC has advised *to ensure that the estimates are properly worked out, adequate time is given to the tenderers and arbitrary clauses should not form part of the tenders.*

As advised by CVC, the Technical Divisions are requested to take note of the above.

  
Nirmal Jit singh  
Member (T) & CVO

Copy to:

All CGMs/GMs in the Head Quarter

Copy also to PS/PA to Chairman/All Members-for information



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

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जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली - 110 075

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

13030 / 04 / 2011—सतर्कता / 14 /

दूरभाष / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

एक्स. / Extn.: 2223 / 2318 / 2468 / 2553

दिनांक: 27 जुलाई 2011

### परिपत्र सं0 05 / 2011 सतर्कता

परामर्शी का चयन एवं नियुक्ति के संबंध में केन्द्रीय सतर्कता आयोग के दिनांक 24 / 06 / 2011 परिपत्र सं0 08 / 06 / 2011 की प्रति भारतीय राष्ट्रीय राजमार्ग प्राधिकरण के सभी अधिकारियों/कर्मचारियों द्वारा कड़ाई से अनुपालन हेतु इसके साथ संलग्न है।

*Araoar*  
27/7/11  
(आलाक प्रसाद)  
मुख्य सतर्कता अधिकारी

प्रतिलिपि निम्नलिखित को:

1 अध्यक्ष, भारतीय राष्ट्रीय राजमार्ग प्राधिकरण } सूचनार्थ  
2 सभी सदस्यगण }

3 सभी मुख्य महाप्रबंधक }  
4 सभी परियोजना निदेशक }  
5 सभी उपमहाप्रबंधक (तक), भाराराप्रा मुख्यालय }  
6 सभी प्रबंधक (तक), भाराराप्रा मुख्यालय }

कड़ाई से अनुपालन के लिए



## भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

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दूरध्वाप /Phone : 91-11-25074100/25074200

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एक्स. /Extn.: 2223 / 2318 / 2468 / 2553

No. 13030/04/2011-Vig./j4 |

27 July 2011

### CIRCULAR NO. 05/2011 (Vigilance)

All officers/officials of NHAI may please find enclosed copy of CVC's Circular No. 08/06/11 dated 24<sup>th</sup> June 2011 regarding "Selection and employment of Consultants" for strict compliance.

(Aloke Prasad)

Chief Vigilance Officer

Copy to :

- (1) Chairman, NHAI
- (2) All Members

For information

- (3) All CGMs
- (4) All Project Directors
- (5) All DGMs (Tech.), NHAI Hqs.  
All Managers (Tech.),

For strict compliance

Telegraphic Address :  
"SATARKTA" New Delhi

E-Mail Address  
cenvigil@nic.in

Website  
[www.cvc.nic.in](http://www.cvc.nic.in)

EPABX  
24651001 - 07

फैक्स/Fax : 24616286



## केन्द्रीय सतर्कता आयोग CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लैक्स,  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023  
Satarkta Bhawan, G.P.O. Complex.  
Block A, INA, New Delhi 110023

011/VGL/063

सं./No. ....

दिनांक / Dated..... 24<sup>th</sup> June, 2011

Circular No. 08/06/11

### **Subject: Selection and employment of Consultants.**

The issue of role and professional liability of consultants in government contracts has been under consideration in the Commission for quite some time. The Commission has decided that following guidelines, be kept in view while finalising the contracts for engaging consultants.

**I. Conflict of Interest.** The consultant shall not receive any remuneration in connection with the assignment except as provided in the contract. The consultant and its affiliates shall not engage in consulting or other activities that conflict with the interest of the employer under the contract.

The contract shall include provisions limiting future engagement of the consultant for other services resulting from or directly related to the firm's consulting services in accordance with following requirements:-

(a) The consultants shall provide professional, objective, and impartial advice and at all times hold the employer's interests paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other employers, or that may place them in a position of being unable to carry out the assignment in the best interest of the employer. Without limitation on the generality of the foregoing, consultants shall not be hired under the circumstances set forth below:

(i) **Conflict between consulting activities and procurement of goods, works or non-consulting services (i.e., services other than consulting services covered by these Guidelines)** – A firm that has been engaged by the employer to provide goods, works, or non-consulting services for a project, or any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm, shall be disqualified from subsequently providing goods, works, or services (other than consulting services covered by these Guidelines) resulting from or directly related to the consulting services for such preparation or implementation. This provision does not apply to the various firms (consultants, contractors, or suppliers) which together are performing the Contractor's obligations under a turnkey or design and build contract.

(ii) **Conflict among consulting assignments** – Neither consultants (including their personnel and sub-consultants), nor any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm, shall be hired for any assignment that, by its nature, may be in conflict with another assignment of

the consultants. As an example, consultants assisting a employer in the privatization of public assets shall neither purchase, nor advise purchasers of, such assets. Similarly, consultants hired to prepare Terms of Reference (TOR) for an assignment shall not be hired for the assignment in question.

(iii) **Relationship with Employer's staff** - Consultants (including their experts and other personnel, and sub-consultants) that have a close business or family relationship with a professional staff of the Employer (or of the project implementing agency) who are directly or indirectly involved in any part of: (i) the preparation of the TOR for the assignment, (ii) the selection process for the contract, or (iii) the supervision of such contract may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer throughout the selection process and the execution of the contract.

(iv) **A consultant shall submit only one proposal**, either individually or as a joint venture partner in another proposal. If a consultant, including a joint venture partner, submits or participates in more than one proposal, all such proposals shall be disqualified. This does not, however, preclude a consulting firm to participate as a sub-consultant, or an individual to participate as a team member, in more than one proposal when circumstances justify and if permitted by the RFP.

(b) **Unfair Competitive Advantage** - Fairness and transparency in the selection process require that consultants or their affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Employer shall make available to all the short listed consultants, together with the request for proposals, all information that would in that respect give a consultant a competitive advantage.

**2. Professional Liability** - The consultant is expected to carry out its assignment with due diligence and in accordance with prevailing standards of the profession. As the consultant's liability to the Employer will be governed by the applicable law, the contract need not deal with this matter. The client (purchaser) may, however, prescribe other liabilities depending on the requirement in each case without any restriction on the Consultant's liability as per the applicable law.

The Commission desires that the above guidelines be brought into the notice of all concerned.



(J. Vinod Kumar)  
Officer on Special Duty

To

1. All Chief Vigilance Officers of Ministries / Departments / PSUs / Banks / Insurance Companies / Autonomous Organizations / Societies / UTs
2. All Secretaries to the Government of India.
3. All CEOs / Heads of Organizations of PSUs / Banks / Insurance Companies etc



## भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Shipping, Road Transport and Highways)

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Fax : 91-11-25093507/25093514

Extn. : 2223/2318/2463/2553

NHAI/13030/27/2007-Vig.

18.10.2007

### CIRCULAR NO.6/2007-VIG.

**Sub: Deficiency observed by CVC in DPR preparation.**

In the meeting held in the CVC on 20.09.2007, Chief Technical Examiner had mentioned that in the DPR of Chandikole to Paradip on NH-5A (SPV) – Port Connectivity Project, the Consultant had not followed the specifications as prescribed in the MoST data book. Further the rates estimated were also on the higher side.

NHAI vide letter no. 11041/20/2002-Admn dated 07.08.2003 had issued a standard RFP document for design consultancy in which DPR has been streamlined and necessary instructions on estimation of quantities and project costs (para 5 on page 54) were issued.

It is once again reiterated that DPR should be strictly prepared in line with the procedure prescribed in the standard RFP document circulated vide letter dated 07.08.2003.

  
(R Mukundan)  
Chief Vigilance Officer

To :

- (i) All Members
- (ii) All CGMs
- (iii) All Officers in NHAI

Copy to : (i) PS to Chairman  
(ii) Librarian



**भारतीय राष्ट्रीय राजमार्ग प्राधिकरण**  
(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)  
**National Highways Authority of India**  
(Ministry of Shipping, Road Transport and Highways)  
जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110 075  
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दूरभाष /Phone : 91-11-25074100/25074200  
फैक्स /Fax : 91-11-25093507 / 25093514  
एक्स. /Extn.: 2223 / 2318 / 2468 / 2553

भाराराप्रा/13030/27/2007-सतर्कता

18.10.07

**परिपत्र संख्या 06/2007-सतर्कता**

विषय: विस्तृत परियोजना रिपोर्ट तैयार करने में केंद्रीय सतर्कता आयोग द्वारा पाई गई कमियाँ

केंद्रीय सतर्कता आयोग में 20.09.07 को हुई बैठक में मुख्य तंकनीकी परीक्षक ने यह उल्लेख किया था कि राष्ट्रीय राजमार्ग -5ए (एस पी वी) चाँदीखोल-पाराद्वीप, पत्तन संयोजन परियोजना की विस्तृत रिपोर्ट में परामर्शदाता ने पोत परिवहन सड़क परिवहन और राजमार्ग मंत्रालय द्वारा निर्धारित डाटा बुक के अनुसार विनिर्देशनों को नहीं अपनाया है। इसके अलावा अनुमानित दरें भी महंगी हैं।

भा.रा.रा.प्रा ने दिनांक 07.08.03 के पत्र संख्या 11041/20/2002-प्रशासन द्वारा डिजाइन परामर्शी के लिए मानक आर एफ पी दस्तावेज जारी किया था जिसमें विस्तृत परियोजना रिपोर्ट को कारगर बनाया गया है तथा प्रमात्राओं के अनुमान और परियोजना लागत के संबंध में (पृष्ठ 54 के पैरा 5 में)आवश्यक अनुदेश जारी किए हैं।

आपसे पुनः अनुरोध है कि दिनांक 07.08.2003 के पत्र द्वारा परिचालित किए गए मानक आर एफ पी दस्तावेज में निर्धारित पद्धति के अनुसार ही विस्तृत परियोजना रिपोर्ट तैयार कराई जाए।

(आर. मुकुन्दन)  
मुख्य सतर्कता अधिकारी

सेवा में,

- (1) सभी सदस्य
- (2) सभी मुख्य महाप्रबंधक
- (3) भाराराप्रा में सभी अधिकारी

प्रतिलिपि:- (1) अध्यक्ष के निजी सचिव  
(2) पुस्तकल्याध्यक्ष



**भारतीय राष्ट्रीय राजमार्ग प्राधिकरण**  
(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

**National Highways Authority of India**

(Ministry of Shipping, Road Transport and Highways)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110 075

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

No.13013/6/2007-Vig./654

दूरभाष /Phone : 91-11-25074100/25074200  
फैक्स /Fax : 91-11-25093507 / 25093514  
एक्स. /Extn.: 2223 / 2318 / 2468 / 2553

August 21, 2008

**CIRCULAR No.6/2008 (Vigilance)**

**Sub.: Debarring/black-listing of M/s.Hazmer Infracon India Pvt. Ltd., Hyderabad**

M/s.Hazmer Infracon India Private Limited, Plot No.287/A, MLA Colony, Road No.12, Banjara Hills, Hyderabad-34 is debarred/black-listed for any future works, directly or indirectly connected with NHAI, for a period of 5 (five) years.

2. This issues with the approval of the Competent Authority.

  
(R.Mukundan)  
Chief Vigilance Officer

To

All Members

All CGMs

All GMs/DGMs/Managers

All PIUs/CMUs of NHAI

Copy to:

1. PS to Chairman
2. Librarian/Hindi Officer



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Shipping, Road Transport and Highways)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110 075

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

दूरभाष /Phone : 91-11-25074100/25074200

फैक्स /Fax : 91-11-25093507 / 25093514

एक्स. /Extn.: 2223 / 2318 / 2468 / 2553

सं. 13013/6/2007- सतर्कता /654

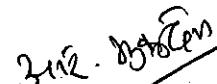
21 अगस्त, 2008

### परिपत्र सं. 6/2008 (सतर्कता)

विषय :- मैसर्स हजमेर इंफ्राकॉन इंडिया प्राइवेट लिमिटेड, हैदराबाद को बहिष्कृत करना/ काली सूची में डालना।

मैसर्स हजमेर इंफ्राकॉन इंडिया प्राइवेट लिमिटेड, प्लॉट संख्या 287/ए, एमएलए कॉलोनी, रोड नं. 12, बंजारा हिल्स, हैदराबाद - 34 को भारतीय राष्ट्रीय राजमार्ग प्राधिकरण से प्रत्यक्ष अथवा अप्रत्यक्ष रूप में जुड़े भावी किसी भी निर्माण कार्य से 5 (पाँच) वर्ष की अवधि के लिए बहिष्कृत किया जाता है/काली सूची में डाला जाता है।

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया गया है।

  
(आर. मुकुन्दन)  
मुख्य सतर्कता अधिकारी

सेवा में

सभी सदस्य

सभी मुख्य महाप्रबंधक

सभी महाप्रबंधक/उप महाप्रबंधक/प्रबंधक

भाराराप्रा की सभी परियोजना कर्यान्वयन इकाइयाँ/कॉरीडोर प्रबंधन इकाइयाँ

प्रतिलिपि :-

1. अध्यक्ष के निजी सचिव
2. पुस्कालयाध्यक्ष/हिंदी अधिकारी



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport and Highways)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली - 110 075

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

दूरभाष / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

एक्स. / Extn.: 2223 / 2318 / 2468 / 2553

No. 13030/04/2011-Vig./206

September 2011

### CIRCULAR NO. 06/2011 (Vigilance)

**Sub:** Recoveries arising out of Intensive Examination Conducted by Chief Technical Examiner Organization (CTEO) of the commission.

Please find enclosed herewith a copy of Circular No. 11/09/11 dated 12<sup>th</sup> September 2011 issued by the Chief Technical Examiner, Central Vigilance Commission, on the aforesaid subject, for strict compliance in NHAI.

2. This issues with the approval of the Competent Authority.

*Apronod  
30/9/2011*  
(Aloke Prasad)  
Chief Vigilance Officer

To,

- (1) Chairman, NHAI
- (2) All Members

] For information

- (3) All CGMs
- (4) All Project Directors
- (5) All DGMs (Tech.), NHAI Hqs.
- (6) All Managers (Tech.),

] For strict compliance

#### Copy to:

- (7) Librarian/Hindi Officer



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport and Highways)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली - 110 075

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

दूरभाष / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

एक्स. / Extn.: 2223 / 2318 / 2468 / 2553

13030 / 04 / 2011—सतर्कता / 206

दिनांक: सितम्बर, 2011

### परिपत्र सं 06 / 2011 सतर्कता

विषय: केन्द्रीय सतर्कता आयोग के मुख्य तकनीकी परीक्षक संगठन के द्वारा संचालित सघन परीक्षण के उपरान्त उत्पन्न वसूली के संबंध में

उपर्युक्त विषय पर मुख्य तकनीकी परीक्षक केन्द्रीय सतर्कता आयोग द्वारा जारी दिनांक 12.09.2011 के परिपत्र सं 11 / 09 / 2011 की एक प्रति भारतीय राष्ट्रीय राजमार्ग प्राधिकरण में अनुपालन हेतु संलग्न की जा रही है।

2 इसे संक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

सेवा में

- 1 अध्यक्ष, भारतीय राष्ट्रीय राजमार्ग प्राधिकरण  
2 सभी सदस्यगण

}

सूचनार्थ

- 3 सभी मुख्य महाप्रबंधक  
4 सभी परियोजना निदेशक  
5 सभी उपमहाप्रबंधक (तक), भाराराप्रा मुख्यालय  
6 सभी प्रबंधक (तक), भाराराप्रा मुख्यालय

}

कड़ाई से अनुपालन के लिए

प्रतिलिपि :

- 7 पुस्तकालयाध्यक्ष

142/PFS/2011/Circular/11  
26/09/11

No TE(NH)/2011/Recoveries/144262  
Central Vigilance Commission

Satarkta Bhawan, Block A,  
GPO Complex, INA,  
New Delhi - 110 023.  
Dated the 12<sup>th</sup> Sept 2011

Circular no No. 11/09/11

**Sub:- Recoveries arising out of intensive examination conducted by Chief Technical Examiner Organisation (CTEO) of the commission**

Instances have come to notice that some organizations while notifying / effecting recoveries from the contractors bills indicate that the recoveries are consequent to the observations made by the CTEO.

In this connection, it may be noted that the contracts are primarily between the executing agency and the contractor. Any endorsements that the recoveries are being made at the instance of a third party could weaken the department's case during arbitration or court proceedings. Further, the observations / advice of the Commission are required to be considered by the executing agencies in terms of the contract and recoveries are to be enforced as admissible as per the conditions of the contract. The organizations are advised that justification / reasons for recoveries in line with contract clauses should be recorded while notifying / effecting recoveries from the contractors.

It is requested that these instructions may be notified to all concerned.

  
(Anil Singh)

Chief Technical Examiner

To

✓ All Chief Vigilance officers/Heads of organisations



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport & Highways)

G-5 & 6, Sector-10, Dwarka, New Delhi-110045

No.13030/1/2004-Vig.

Phone : 91-11-25074100/25074200

Fax : 91-11-25093507/25093514

Extn. : 2223/2318/2468/2553

**Confidential/ Most Immediate**

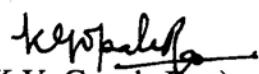
1<sup>st</sup> March, 2004

### **CIRCULAR No. 6/2004**

The following communication which has been received from Central Vigilance Commission is circulated herewith for strict compliance.

CVC's OM No. 8/2/04 dated 5.2.2004

Subject- Common Irregularities in  
the award of contracts.

  
(K.V. Gopala Rao)  
Manager(Vigilance)  
01.03.2004

Copy to :

All CGMs/ GMs/DGMs/Managers

Copy for information- PS to Chairman/ PS to Member(A)/ PS to Member(Tech.)

No.OFF-1-CTE-I  
Government of India  
Central Vigilance Commission

Satarkata Bhawan, Block A  
GPO Complex, INA,  
New Delhi-110023.  
Date 5.2.2004

OFFICE MEMORANDUM - 8/2/04

**Subject : Common Irregularities in the award of contracts.**

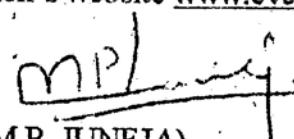
The CTE Organisation of the Central Vigilance Commission conducts independent intensive examinations of various types of works and contracts executed by the organisations under its purview. The lapses and deficiencies observed during the course of such examinations are brought to the notice of the CVOs, for suitable corrective action. With a view to prevent recurrence of such lapse and irregularities and for improving the systems and procedures in the organisations, a few booklets have also been issued by the CTEO. However, it is observed that certain common deficiencies and irregularities continue to plague the systems in a large number of organisations. Some of these, noticed during recent inspections are enumerated as under :

- Appointment of consultants continue to be done in an arbitrary manner. At times two or even three consultants are appointed for a work with no clear cut and some times overlapping responsibilities. A PSU, in a recent case, in addition to the engineering and project management consultants appointed an 'inspection and expediting' consultant with no well defined role for them.
- The tendency of over dependence on the consultants continues. All activities are left completely to the consultants. In a recent inspection of an Oil PSU, the tenders for a big work of about Rs.20 crores were issued on the basis of a single page estimate submitted by the consultants and the same was revised by the latter upwards by 20%, after opening of price bids, in order to justify the quoted rates. A detailed and realistic estimate must be prepared before issue of tender.
- Some organisations prefer limited tendering system, restricting competition to their approved contractors. The selection of these contractors at times is arbitrary and due to lack of competition or cartel formation amongst such group of contractors, the contracts are awarded at high rates. This needs to be discouraged and the organisations must ensure that contracts are awarded on the basis of competitive bidding at reasonable rates.
- The works are awarded without preparing any market rate justification. The comparison at times is made with works which were awarded few years back.

This procedure cannot be considered objective and appropriate for justifying the awarded rates. The justification should be based on realistic prevailing rates.

- In a recent inspection of an Oil PSU, it was noticed that revised price bids were asked from all the bidders, as rates were high vis-a-vis the estimate. This tantamounts to negotiations with firms other than L-1 and is a clear violation of CVC instructions in this regard. The negotiations should be an exception rather than a rule and should be conducted if required, only with the L-1 bidder.
- The organisations generally make provisions for a very small amount of say Rs.50,000/- or Rs.1 lac as earnest money. This amount is grossly insufficient to safeguard the organisation's interest in high rate tenders running into several crores of rupees. This needs to be revised to a sufficient amount.
- The post award amendments issued by the organisations, at times recommended by consultants, without taking into account the financial implications favour the contractors. Such post award deviations without financial adjustments are unwarranted and against the principles of competitive tendering.
- The tender documents, and the agreement are maintained in loose condition, are not page numbered and not signed by both the parties. This is highly objectionable. In order to ensure that the agreements are enforceable in court of law, it is imperative that the agreements are well bound, page numbered, signed by both the parties and well secured. This shall also prevent any possibility of interpolation and tampering of the documents.
- Loose & incomplete implementation of contract clauses pertaining to insurance, Workmen's Compensation Act, ESIC, Labour Licences etc. has been noticed, which give undue financial benefit to the contractors.
- Time is the essence of any contract. It has been observed that at times the work is extended and even payments released without a valid extension to the agreement. This has legal implications and in case of disputes, may jeopardise the interests of the organisation. Timely extensions to the contracts and BGs if any must be ensured.

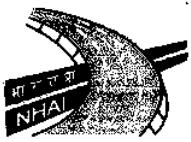
In order to make contract management more transparent and professional CVOs are requested to circulate this memorandum to the concerned officials in their organisations. This OM is also available in the Commission's website [www.cvc.nic.in](http://www.cvc.nic.in).



(M.P. JUNEJA)  
Chief Technical Examiner

To

All CVOs of Ministries / Departments / PSUs / Banks / Insurance Cos. /  
Autonomous Organisations / Societies / UTs



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(मोल परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Shipping, Road Transport & Highways)

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

Phone : 91-11-25074100/25074200

Fax : 91-11-25093507/25093514

Extn. : 2223/2318/2468/2553

No. 13030/10/2005-Vig.

Dated: 7.06.2005

### CIRCULAR No. 6

**Subject: Notice inviting Tenders – recording clear and logical reasons in the file for rejection/recall of Tenders.**

\*\*\*

A copy of Office Order No. 15/3/05 dated 24.03.2005 received from Central Vigilance Commission is circulated herewith for information and necessary action.

2. This issues with the approval of Member (T) & CVO.

Encl: As above.

(Arun Kumar Kailoo)  
Manager (Vigilance)

**All Members/CGMs, NHAI**

No. OFF-1-CTE-1(Pt) V  
Government of India  
Central Vigilance Commission

\*\*\*\*\*

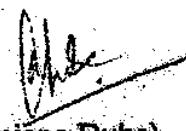
Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi- 110 023  
Dated the 24<sup>th</sup> March 2005

Office Order No. 15/3/05

**Subject:** Notice inviting tenders – regarding.

The Commission has observed that some of the Notice Inviting Tenders (NITs) have a clause that the tender applications could be rejected without assigning any reason. This clause is apparently incorporated in tender enquiries to safeguard the interest of the organisation in exceptional circumstance and to avoid any legal dispute, in such cases.

2. The Commission has discussed the issue and it is emphasized that the above clause in the bid document does not mean that the tender accepting authority is free to take decision in an arbitrary manner. He is bound to record clear, logical reasons for any such action of rejection/recall of tenders on the file.
3. This should be noted for compliance by all tender accepting authorities.



(Anjana Dube)  
Deputy Secretary

All Chief Vigilance Officers



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport & Highways)

G-5 & 6, Sector-10, Dwarka, New Delhi-110045

F.No. 13029/2/2004-Vig. | Q6

Phone : 91-11-25074100/25074200  
Fax : 91-11-25093507/25093514  
Extn. : 2223/2318/2468/2553

19.3.2004

### CIRCULAR No .6/2004 (a)

- Sub. 1. Improving Vigilance Administration- Increasing Transparency in procurement/Sale- use of web-site regarding.
2. Improving Vigilance Administration-Increasing transparency in procurement/tender Process-use of website-regarding.

Enclosed please find the CVCs Office Order No.9/2/04 dated 9.2.2004 and 10/2/04 dated 11.2.2004 on the subject cited above. Strict compliance on the instructions issued by the CVC regarding use of website for tendering process be ensured. You are also requested to submit a monthly report in the enclosed Performa for onward transmission of the information to CVC.

2. This issues with the approval of Member(F) & CVO.

Encl : As above.

To  
All CGMs/ GMs/PDs

Copy to :  
PS to Chairman.  
PS to Member(Admin.)  
PA to Member(F)  
PA to Member(T)

*K.V. Gopala Rao*  
(K.V. Gopala Rao)  
Manager(Vigilance)

**National Highways Authority of India**  
**Name of the Division.....**  
**Month..... Year.....**

Sl.No.	Details Advertisement (Date & Number) issued	Whether put on website, if so, on what date.	Reasons for not putting on web site.
1	2	3	4

**Signature of the GM concerned/ PD**

No.98/ORD/1  
Government of India  
Central Vigilance Commission  
\*\*\*\*\*

Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi- 110 023  
Dated the 9<sup>th</sup> February 2004

to 4

Office Order No. 9/2/04

To :

All Chief Vigilance Officers

**Subject:** Improving Vigilance Administration – Increasing transparency in procurement/sale – use of web-site regarding.

The Commission has issued a directive vide No: 98/ORD/1 dated 18<sup>th</sup> December 2003 wherein detailed/instructions are issued regarding the use of web-site for tendering process. The objective is to improve vigilance administration by increasing transparency. The instructions were to take effect from 1<sup>st</sup> January 2004. It is noticed that many organisations whose web-sites are functional are still not putting their tenders on the web-site. The Commission has desired that, CVOs should ensure compliance of the above directive. They should regularly pursue the Newspaper advertisements, the web-site of their organisation and in general keep track to ensure that the directives of the Commission on this subject are complied with. Further, the Commission has desired that the CVOs should indicate in their monthly report in the column pertaining to tender notices whether all the tenders have been put on the web-site, and if not, the reasons for non-compliance. The explanation of the concerned officers who are not complying with these directions should be called and further necessary action taken.

B Singh 9/2/04  
(Balwinder Singh)  
Additional Secretary

No.98/ORD/1  
Government of India  
Central Vigilance Commission  
\*\*\*\*\*

Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi- 110 023  
Dated the 11<sup>th</sup> February 2004

Office Order No. 10/2/04

All Chief Vigilance Officers

**Subject:** Improving Vigilance Administration – Increasing transparency in procurement/tender Process – use of website- regarding.

In CPWD, MCD, Civil Construction Division of Post & Telecom departments and in many other departments/organizations, there is system of short term tenders (by whatever name it is called in different organizations), wherein works below a particular value are undertaken without resorting to publicity as is required in the open tenders. This practice is understandable because of cost and time involved in organizing publicity through newspapers. In all such cases, notice can be put on the web-site of the department as it does not take any time compared to giving advertisements in the newspapers and it practically does not cost anything. This will benefit the department by bringing in transparency and reducing opportunities for abuse of power. This will also help the organizations by bringing in more competition.

2. In view of the reasons given above, the Commission has decided that instructions given in the Commission's circular (No. 98/ORD/1 dated 18.12.2003) for the use of web-site will also apply to all such works awarded by the department/PSEs/other organizations over which the Commission has jurisdiction.

*B Singh*  
(Balwinder Singh)  
Additional Secretary



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Shipping, Road Transport and Highways)

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

Phone : 91-11-25074100/25074200

Fax : 91-11-25093507/25093514

Extn. : 2223/2318/2468/2553

NHAI/13030/27/2007-Vig.

18.10.2007

### Circular No.7/2007-Vig.

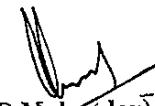
#### **Sub: Frequent replacement of key personnel in supervision consultancy contracts,**

In the meeting held in the CVC on 20.09.2007, Chief Technical Examiner had mentioned that large number of key personnel are being replaced by the supervision consultants in the NHAI Works which affects the quality of the supervision.

In the para 6.13.9 (page 133) Staff Substitution in the NHAI Works Manual issued in August 2006 necessary directions were issued for the replacement of key personnel (copy enclosed). The process of staff substitution given in the NHAI Works Manual is reproduced as under :-

- (a) During an assignment, if substitution is inescapably necessary, the consultants shall forthwith provide as a replacement a person of equivalent or better qualifications.
- (b) If the employer (i) finds that any of the Personnel has committed serious misconduct or has been charged with having committed a criminal action or (ii) has reasonable ground to be dissatisfied with the performance of any of the Personnel, then the consultant shall at the employer's written request specifying the grounds therefore, forthwith provide a replacement with qualifications and experience acceptable to him.
- (c) For the reason other than death/extreme medical ground (i) for total replacement upto 33% of key personnel, remuneration shall be reduced by 5% (ii) for total replacement between 33% to 50%, remuneration shall be reduced by 10% and (iii) for total replacement beyond 50% of the key personnel, the client may initiate action for termination/debarment of such consultants for future projects of NHAI for a period of 6 months to 24 months.
- (d) If the team leader or any other key personnel/specialist considered pivotal to the project is replaced, the substitute may be interviewed by a committee headed by Member/CGM to assess their merit and suitability.
- (e) If any member of the approved team of a consultant engaged by NHAI leaves that consultant before completion of the job, he should be barred for a period of 6 months to 24 months from being engaged as a team member of any other consultant working (or to be appointed) for any other NHAI projects.
- (f) In exceptional situations where the replacement with equivalent or better qualification is not available as mentioned in sub-para (a) & (b) above, replacement with lower qualifications than the originally approved may be accepted with reduction in remuneration as per the procedure prescribed and enclosed at enclosure-I at the end of the chapter. This kind of relaxation shall however, be limited to replacement of 2 key personnel only in one consultancy contract package.

In this regard, it is once again requested that above provisions may be strictly followed during replacement of key personnel of the consultant in all NHAI projects.

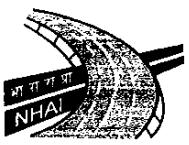


(R Mukundan)  
Chief Vigilance Officer

To:

- (i) All Members
- (ii) All CGMs
- (iii) All Officers in NHAI

Copy to : (i) PS to Chairman, (ii) Librarian



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

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भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

18.10.07

### परिपत्र संख्या 07/2007-सतर्कता

विषय: पर्यवेक्षण परामर्शी संविदाओं में प्रमुख कार्मिकों की बार-बार बदली करना।

दिनांक 20.09.07 को केंद्रीय सतर्कता आयोग में हुई बैठक में मुख्य तकनीकी परीक्षक ने यह उल्लेख किया था, कि भारतीय राष्ट्रीय राजमार्ग प्राधिकरण की विभिन्न कार्यालयों में पर्यवेक्षण परामर्शदाताओं द्वारा काफी संख्या में प्रमुख कार्मिकों की बदली की जा रही है जिसके कारण पर्यवेक्षण की गुणवत्ता पर प्रभाव पड़ता है।

अगस्त 2006 में जारी की गई भारतीय राष्ट्रीय राजमार्ग प्राधिकरण की निर्माण नियमावली में (पृष्ठ 133) के पैरा 6.13.9 में कर्मचारियों के प्रतिस्थापन के बारे में प्रमुख कार्मिकों की बदली के लिए आवश्यक निर्देश जारी किए गए थे। कर्मचारियों के प्रतिस्थापन की प्रक्रिया जो भारतीय राष्ट्रीय राजमार्ग प्राधिकरण की निर्माण संबंधी नियमावली में दी गई है, पुनः नीचे दी जा रही है:-

- (क) काम के दौन्हान, यदि स्टाफ को बदलना अपरिहार्य हो तो परामर्शदाता तत्काल उसी या उससे बेहतर अहंता वाला स्थानापन्न उपलब्ध कराएंगे।
- (ख) यदि (i) नियोक्ता देखें कि किसी कर्मचारी ने गंभीर कदाचार किया है या उस पर कोई आपराधिक कृत्य का आरोप लगाया गया है, या (ii) नियोक्ता के पास किसी कर्मचारी के निष्पादन से असंतुष्ट होने का यथोचित कारण हो, तो नियोक्ता के लिखित अनुरोध पर, जिसमें उसके कारण बताए जाएँगे, परामर्शदाता उस अहंता तथा अनुभव वाला स्थानापन्न उपलब्ध कराएगा जो नियोक्ता को स्वीकार्य हो।
- (ग) मृत्यु/गंभीर बीमारी के कारणों के अलावा (i) प्रमुख कर्मचारियों के 33% तक कुल प्रतिस्थापन के लिए पारिशामिक में 5% की कटौती की जाएगी (ii) 33% और 50% के बीच कुल प्रतिस्थापन के लिए पारिशामिक में 10% की कटौती की जाएगी और (iii) प्रमुख कर्मचारियों के 50% से अधिक कुल प्रतिस्थापन के लिए, ग्राहक उन परामर्शदाताओं के समापन/भविष्य में भारतीय राष्ट्रीय राजमार्ग परियोजनाओं के लिए 6 माह से 24 माह की अवधि तक बाधित करने के लिए कार्रवाई शुरू कर सकता है।
- (घ) यदि टीम का लीडर या कोई अन्य प्रमुख कर्मचारी/विशेषज्ञ प्रतिस्थापित किया जाए जिसे परियोजना के लिए धुरीय माना जाता हो, तो सदस्य/मु.म.प्र. की अध्यक्षता में एक समिति द्वारा उस स्थानापन्न के साथ भेटवार्ता की जाएगी ताकि उसके गुणों और उपयुक्ता का आंकलनप किया जा सके।
- (ङ) यदि भारतीय राजमार्ग प्राधिकरण की अनुमोदित टीम का कोई सदस्य काम पूरा होने से पहले उस परामर्शदाता को छोड़ दे तो उसे किसी अन्य परामर्शदाता की टीम का सदस्य नियुक्त किए जाने से 6 महीने से 24 महीने तक की अवधि के लिए बाधित कर दिया जाए जो भारतीय राजमार्ग परियोजना के लिए काम कर रहा हो (या नियुक्त किया जाना हो)
- (च) अपवादस्वरूप रिति में, जब बाबर या बेहतर अहंता वाला स्थानापन्न को स्वीकार कर लिया जाए, अनुलग्नक- I में निर्धारित प्रक्रिया के अनुसार परिश्रमिक में कमी करके, जो अध्याय के अंत में दिया गया है। किंतु इस प्रकार की छूट एक परामर्श संविदा पैकेज में 2 प्रमुख कर्मचारियों के प्रतिस्थापन तक सीमित होगी।

इस संबंध में आपसे पुनः अनुरोध है कि भारतीय राजमार्ग प्राधिकरण की सभी परियोजनाओं में परामर्शदाता के प्रमुख कार्मिकों की बदली के दौरान उक्त प्रावधानों का कड़ाई से अनुपालन किया जाए।

(आर. मुकुन्दन)  
मुख्य सतर्कता अधिकारी

सेवा में,

- (1) सभी सदस्य
- (2) सभी मुख्य महाप्रबंधक
- (3) भारतीय राजमार्ग परियोजनाओं में सभी अधिकारी

प्रतिलिपि:- (1) अध्यक्ष के निजी सचिव  
(2) पुस्तकाल्पाध्यक्ष



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

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फैक्स /Fax: 91-11-25093507 / 25093514

एक्स. /Extn.: 2223 / 2318 / 2468 / 2553

No.13030/60/2008-Vig./2-80

Dated: 14<sup>th</sup> October, 2008

### CIRCULAR No. 7/2008 (Vigilance)

**Sub:** Verification of Security Deposits made by DGR agency for collecting user-fee from NHAI toll-plazas

It is hereby directed that the Details of Performance Security given by DGR agency for collecting user-fee from NHAI toll plazas along with copy of the same may please be furnished in the proforma enclosed, to Vigilance Division at an early date.

Encl: As above.

  
(R. Mukundan)  
Chief Vigilance Officer

Cc: All PDs

Librarian



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

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G-5 & 6, Sector-10, Dwarka, New Delhi-110075

सं. 13030 / 60 / 2008—सतर्कता / 280

दूरभाष /Phone: 91-11-25074100/25074200

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एक्स. /Extn.: 2223 / 2318 / 2468 / 2553

दिनांक: 14 अक्टूबर, 2008

### परिपत्र सं. 7 / 2008 (सतर्कता)

**विषय :** भारतीय राष्ट्रीय राजमार्ग प्राधिकरण टोल प्लाजाओं से प्रयोक्ता शुल्क संग्रह करने के लिये डी जी आर एजेंसी द्वारा जमा कराई गई प्रतिभूति राशि का सत्यापन

यह निर्देश दिया जाता है कि भारतीय राष्ट्रीय राजमार्ग प्राधिकरण टोल प्लाजाओं से प्रयोक्ता शुल्क संग्रह करने के लिए डी जी आर एजेंसी द्वारा दी गई निष्पादन प्रतिभूति के विवरण संलग्न प्रपत्र में निष्पादन प्रतिभूति की प्रति सहित शीघ्र सतर्कता प्रभाग को प्रस्तुत किए जाएं !

संलग्न : यथोपरि

मुख्य सतर्कता अधिकारी  
(आर मुकुन्दन)  
मुख्य सतर्कता अधिकारी

प्रतिलिपि :-

1. सभी परियोजना निदेशक
2. पुस्तकालयाध्यक्ष



क्रम सं.	टोल प्लाजा का नाम	डी जी आर एजेंसी का नाम	बी जी / एफडी आर जमा प्रतिभूति का फार्म	शाखा के नाम सहित जारी करने वाला प्राधिकरण	जारी करने की तिथि	नवीनीकरण यदि कोई हो	कथन



**भारतीय राष्ट्रीय राजमार्ग प्राधिकरण**  
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(Ministry of Road Transport & Highways)  
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Fax : 91-11-5080360/5080460  
Extn. : 2223/2318/2468/2553

No. 13029/7/2002-Vig (Part I)

March 26, 2004

**CIRCULAR 7/2004**

**Sub: Abnormal delay in the award of a contract to an agency from the date of calling of tender.**

The CTE's Organisation of CVC, while inspecting the NHAI projects, has pointed out that in some cases abnormal delay had taken place in award of contract to an agency from the date of calling of tender even to the extent of one year.

Accordingly, instructions may be issued to all Divisions to make every effort to keep the period between call of tender and award of work for future works to the minimum.

(Anand Bordia)  
Member (F) & CVO

To

All Members/CGMs/GMs at HQ



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

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F.No.13030/12/2005-Vig./108

August 2, 2005

### CIRCULAR No.7/2005

#### Sub.: Improving Vigilance Administration – Sensitising the Public about Corruption – Displaying a Standard Notice Board at Reception of NHAI HQ/PIUs/CMUs

As per Central Vigilance Commission's Circular No.8(1)(g)/99(4) dated 12.03.1999 on the above subject, a Standard Bilingual Display Board (*in English and the local vernacular language*) as mentioned in Annexure is required to be displayed at the receptions of all PIUs/CMUs of NHAI.

2. It is, therefore, requested that the said Display Board may be got prepared and displayed at the appropriate location at the reception of all PIUs/CMUs of NHAI.
3. This issues with the approval of Chairman.

  
(R.Mukundan)  
Chief Vigilance Officer

Encl. As above

To

All the Project Directors  
Project Implementation Units/  
Corridor Management Units of NHAI

Copy to: GM (Admn.)

or  
in local  
vernacular  
language.

"रिश्वत न दें। यदि इस कार्यालय का कोई भी व्यक्ति रिश्वत मांगता है अथवा इस कार्यालय में भ्रष्टाचार संबंधी कोई सूचना आपके पास है अथवा यदि आप इस कार्यालय में भ्रष्टाचार से पीड़ित हैं तो आप इस विभाग के अध्यक्ष अथवा मुख्य सतर्कता अधिकारी और केन्द्रीय सतर्कता आयोग के पास शिकायत कर सकते हैं।

**"DO NOT PAY BRIBES. IF ANYBODY OF THIS OFFICE ASKS FOR BRIBE OR IF YOU HAVE ANY INFORMATION ON CORRUPTION IN THIS OFFICE OR IF YOU ARE A VICTIM OF CORRUPTION IN THIS OFFICE, YOU CAN COMPLAIN TO THE HEAD OF THIS DEPARTMENT OR THE CHIEF VIGILANCE OFFICER AND THE CENTRAL VIGILANCE COMMISSION"**

Project Director  
Project Implementation Unit,  
National Highways Authority of India  
.....  
.....  
Tel. ....

Chief Vigilance Officer  
National Highways Authority of India  
G-5 & 6, Sector-10,  
Dwarka,  
New Delhi-110 075  
Tel. : 2509 3531  
25074100/1516

Central Vigilance Commission  
Satarkata Bhawan, Block-A,  
GPO Complex, I.N.A.  
New Delhi-110 023  
Tel. 24651001-8

In bilingual, i.e. in local vernacular & English

In bilingual, i.e. in local vernacular & English

In bilingual, i.e. in local vernacular & English



**भारतीय राष्ट्रीय राजमार्ग प्राधिकरण**  
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Extn. : 2223/2318/2468/2553

No. 13030/10/2005-Vig

August 30, 2005

**Circular No. 08/2005**

**Sub :** Banning of business dealings with firms/ contractors – clarification regarding.

A copy of Officer Order No. 18/3/05 dated 24.03.2005 received from Central Vigilance Commission is circulated herewith for information and necessary action.

  
(R Mukundan)  
Chief Vigilance Officer

To  
All Members/CGMs/GMs

F.No. 000/VGL/161  
Government of India  
Central Vigilance Commission  
\*\*\*\*\*

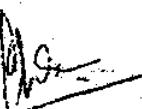
Sariska Bhawan, GPO Complex,  
Block-'A', I.N.A.  
New Delhi-110024.  
Dated, the 24<sup>th</sup> March, 2005

Office Order No. 18/3/05

Sub:- Banning of business dealings with firms/contractors-clarification  
regarding.

Para 31 of Chapter XIII, Vigilance Manual Part-I provides that business dealings with the firms/contractors may be banned wherever necessary. It was also suggested that for banning of the business with such firms/contractors or for withdrawal of banning orders, advice of the Central Vigilance Commission need not be sought.

2. It is however observed by the Commission that some of the departments/organizations cite the Commission as the authority behind the decision in their orders while banning of the firms/contractors. This is not appropriate. The Commission once again reiterates its instructions that, banning of business is an administrative matter to be decided by the management of the organization and the Central Vigilance Commission does not give its advice in such matters. This may please be noted for strict compliance.

  
(Anjana Dube)  
Deputy Secretary

All Chief Vigilance Officers

## Banning of business dealing with firms/contractors

31. It has been decided that the use of word 'blacklisting' should be avoided and instead business dealings with firms/contractors may be banned, where necessary. The banning of business will be of two types, namely (i) banning confined to one Ministry ; and (ii) banning to be implemented by all Ministries. In the second category of cases, before any banning order relating to other Ministries are passed, the matter is required to be placed before the Committee of Economic Secretaries and their approval obtained. Advice of the Central Vigilance Commission need not be sought for blacklisting (now banning) of firms/contractors or for withdrawal of blacklisting (now banning) order.

\*\*\*\*\*



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Shipping, Road Transport and Highways)

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

No. NHAI/13013/38/2007-Vig.

Phone : 91-11-25074100/25074200

Fax : 91-11-25093507/25093514

Extn. : 2223/2318/2468/2553

November 20, 2007

### CIRCULAR No.8/2007-Vig.

**Sub: Black listing of officials of M/s RITES Ltd.**

\* \* \* \* \*

The followings officials, who are employees of M/s RITES Ltd. and had worked in NHAI's works, are black listed for any future employment, directly or indirectly connected with NHAI, either with the Contractors or with the Consultants –

- (i) Shri Ajay Prasad Singh
- (ii) Birender Kumar Singh
- (iii) Shri Naveen Kumar
- (iv) Chandra Shekhar Srivastava

2. This issues with the approval of Competent Authority.

  
(R. Mukundan)  
Chief Vigilance Officer

To

- 1) All Member
- 2) All CGMs
- 3) All officers in NHAI, HQ
- 4) All PIUs/CMUs

Copy to :

- 1) PS to Chairman
- 2) Librarian



**भारतीय राष्ट्रीय राजमार्ग प्राधिकरण**  
(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)  
**National Highways Authority of India**  
(Ministry of Shipping, Road Transport and Highways)  
जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110 075  
G-5 & 6, Sector-10, Dwarka, New Delhi-110075

दूरध्वाष /Phone: 91-11-25074100/25074200  
फैक्स /Fax: 91-11-25093507 / 25093514  
एक्स. /Extn.: 2223 / 2318 / 2468 / 2553

संख्या: भाराराप्रा/13013/38/2007-सतर्कता

20.11.07

**परिपत्र संख्या 08/2007-सतर्कता**

**विषय: मैसर्स रॉइट्स लिमिटेड के कर्मचारियों को काली सूची में डालना**

मैसर्स रॉइट्स लिमिटेड के निम्नलिखित कर्मचारियों को, जो भारतीय राष्ट्रीय राजमार्ग प्राधिकरण के निर्माण कार्यों में कार्य कर चुके हैं और जो प्रत्यक्ष अथवा परोक्ष रूप से भारतीय राष्ट्रीय राजमार्ग प्राधिकरण से संबंधित भविष्य के निर्माण कार्यों में नियुक्ति हेतु चाहे वे कार्य संविदाकारों अथवा परामर्शदाताओं से जुड़े हुए हों, काली सूची में डाला गया है :-

- (1) श्री अजय प्रसाद सिंह
- (2) श्री बिरेन्द्र कुमार सिंह
- (3) श्री नवीन कुमार
- (4) श्री चन्द्रशेखर श्रीवास्तव

2. इसे समक्ष प्राधिकारी के अनुमोदन से जारी किया गया है।

*२०.११.०७*  
(आर. मुकुन्दन)  
मुख्य सतर्कता अधिकारी

सेवा में,

- (1) सभी सदस्य
- (2) सभी मुख्य महाप्रबंधक
- (3) भाराराप्रा के मुख्यालय में सभी अधिकारी
- (4) सभी परियोजना कार्यान्वयन इकाईया /कॉर्सिडोर प्रबंधन इकाईयाँ

प्रतिलिपि:- (1) अध्यक्ष के निजी सचिव  
(2) प्रस्तकाल्याध्यक्ष



## भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport & Highways)  
G-5 & 6, Sector 10, Dwarka, New Delhi-110045  
No. 13029/2/2004-Vig.

Phone : 91-11-25074100/25074200  
Fax : 91-11-25093507/25093514  
Extn. : 2223/2318/2468/2553

29<sup>th</sup> April, 2004

18.5.

### C I R C U L A R No. 8/2004

**Subject :- Improving Vigilance Administration : Increasing Transparency in procurement/ Sale, etc.**

Attention is invited to policy circular No. 68/2004 conveyed vide letter No. 11041/21/2002-Admn. dated the 13<sup>th</sup> January, 2004 as also to the Vigilance Division's Circular No. 6/2004 which was conveyed vide letter No. 13029/2/2004-Vig. dated the 19<sup>th</sup> March, 2004 on the subject cited above.

2. All the Division in the NHAI Corporate Office and the Project Implementation Units, Corridor Management Units, etc. are hereby requested to strictly adhere to the instructions of the Central Vigilance Commission of putting the tender notices for procurement, etc. on web-site without fail. It is also requested to submit the monthly report in the prescribed pro forma immediately.
3. This issues with the approval of Competent Authority.

(K.V. Goplala Rao)  
Manager(Vigilance)

To,

All CGMs/GMs, NHAI Headquarters

CGM (IT & Plg.)

All PDs, PIUs/ CMUs



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport & Highways)

G-5 & 6, Sector-10, Dwarka, New Delhi-110045

No. 13030/1/2004-Vig.

Phone : 91-11-25074100/25074200  
Fax : 91-11-25093507/25093514  
Extn. : 2223/2318/2468/2553

17<sup>th</sup> May, 2004

### C I R C U L A R No. 9/2004

Sub.- Consideration of Indian Agents.

Please find enclosed a copy of CVC's Office Order No. 25/04/04 dated the 21<sup>st</sup> April, 2004 for strict compliance.

2. This issues with the approval of the Competent Authority.

*K.V. Gopal Rao*  
(K.V. Gopal Rao)  
Manager(Vigilance)

Encl: As above.

To,

All Members of NHAI Headquarters.

All CGMs/ GMs of NHAI Headquarters.

Copy to: PS to Chairman for information.

सं0 13030/1/2004-सतर्कता

17 मई 2004

परिपत्र सं0 9/2004

विषय - भारतीय एजेन्टों के बारे में विचार करना।

मुख्य सतर्कता आयोग से प्राप्त हुए दिनाँक 21 अप्रैल ,2004 के कार्यालय आदेश 25/04/04 की एक प्रतिलिपि शक्ति से अनुपालन के लिए इसके साथ संलग्न है।

2 इसे सक्षम अधिकारी के अनुमोदन से जारी किया जा रहा है।

मनोजोपाल राव  
(के० वी० गोपाला राव)  
प्रबंधक (सतर्कता)

संलग्न - यथोपरि ।

सेवा में,  
भा. रा. रा. प्रा. के सभी सदस्य।

भा. रा. रा. प्रा के सभी मुख्य महा प्रबन्धक/ सभी महा प्रबन्धक।

प्रतिलिपि- अध्यक्ष के निजी सचिव - सूचनार्थ ।

No. 12-02-6-CTE-SPI(I)-2  
Government of India  
Central Vigilance Commission  
(CTE's Organisation)

\*\*\*\*\*  
Satarkata Bhavan,  
Block A, GPO Complex,  
INA, New Delhi – 110 023.  
Dated the 21<sup>st</sup> April 2004.

Office Order No. 25/04/04

Subject :- Consideration of Indian Agents.

The Commission has received a complaint alleging that in Government tenders an agent participates by representing a company officially and another bid is submitted as a 'direct offer' from the manufacturer. At times, the agent represents a foreign company in one particular tender and in another tender the said foreign company participates directly and the agent represents another foreign company. There is a possibility of cartelisation in such cases and thus award of contract at higher prices.

2. The issue has been deliberated in the Commission. In order to maintain the sanctity of tendering system, it is advised that the purchases should preferably be made directly from the manufacturers. Either the Indian Agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participates in a tender on behalf of one manufacturer, he should not be allowed to quote on behalf of another manufacturer alongwith the first manufacturer in a subsequent / parallel tender for the same item.

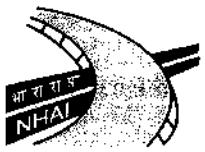
3. It is suggested that these guidelines may be circulated amongst the concerned officials of your organization for guidance.



(A.K. Jain)  
Technical Examiner  
For Chief Technical Examiner

To

All CVCs of Ministries/Departments/PSUs/Banks/Insurance Companies/Autonomous Organisations/ UTs.



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Shipping, Road Transport & Highways)

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

No.13029/1/2001-Vig.

Phone : 91-11-25074100/25074200  
Fax : 91-11-25093507/25093514  
Extn. : 2223/2318/2468/2553

September 19, 2005

### CIRCULAR (१/२००५)

#### Sub.: Effective Vigilance – Routine and surprise inspections by the Vigilance Division of the NHAI

Please refer to Circular of even number dated 24.01.2001 on the aforesaid subject (*copy enclosed*).

2. It is observed that some of the Project Directors of PIUs are not sending their Monthly Progress Report to the Vigilance Division.
3. It is, therefore, reiterated that the Monthly Progress Report should be sent to the Vigilance Division regularly.

  
(R. Mukundan)  
Chief Vigilance Officer

To

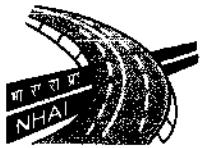
All the Project Directors of PIUs

#### Copy for information:

All Members

All CGMs

All GMs



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport & Highways)

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

सं. 13029/1/2001-सतर्कता

Phone : 91-11-25074100/2574200

Fax : 91-11-25093507/25093514

Extn. : 2223/2318/2468/2553

19 सितम्बर, 2005

परिपत्र (4/2005)

विषय:- प्रभावी सतर्कता-भारतीय राष्ट्रीय राजमार्ग प्राधिकरण के सतर्कता प्रभाग द्वारा दैनिक व आकस्मिक निरीक्षण।

कृपया उपर्युक्त विषय पर दिनांक 24.01.2001 के समसंख्यक परिपत्र (प्रति संलग्न) का संदर्भ लें।

2. यह देखा गया है कि परियोजना कार्यान्वयन इकाइयों के कुछ परियोजना निदेशक अपनी मासिक प्रगति रिपोर्ट सतर्कता प्रभाग को नहीं भेज रहे हैं।

3. अतः आपसे पुनः अनुरोध है कि मासिक प्रगति रिपोर्ट सतर्कता प्रभाग को नियमित रूप से भेजें।

*अमृत कुमार*

(आर. मुकुन्दन)

मुख्य सतर्कता अधिकारी

सेवा में,

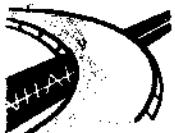
प.का.इकाइयों के सभी परियोजना निदेशक

प्रतिलिपि सूचनार्थ:

सभी सदस्य

सभी मुख्य महाप्रबंधक

सभी महाप्रबंधक



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(जल-भूतल परिवहन मंत्रालय)

## National Highways Authority of India

(Ministry of Surface Transport)

I, EASTERN AVENUE, MAHARANI BAGH, NEW DELHI-110065

Fax : 91-11-6924383,  
91-11-6928523  
E-Mail : nhai@vsnl.com  
Website : <http://www.nhai.org>

File No.13029/1/2001-Vig

Dated: January 24, 2001

### CIRCULAR

#### **Sub: Effective Vigilance : Routine and surprise inspections By the Vigilance Division of the NHAI.**

1. National Highways Authority of India, being an autonomous body of the Govt. and engaged in carrying out works utilising public funds is subject to administrative and functional guidelines issued by the Government from time to time, and internal vigilance to ensure quality assurance is one of them.

1.1 NHAI is generally outsourcing the project construction and supervision to international and domestic agencies, who are responsible for the quality, cost and schedule being adhered to and this is monitored by concerned PIUs and respective headquarter divisions.

2. To ensure standards of quality, it has been decided that few routine and surprise inspections and tests will be carried out by the Vigilance Division of the NHAI. These inspections and tests will be in addition to and independent of the execution wing. PIUs will ensure that the team leaders associate themselves during the above exercise by the Vigilance Division.

2.1 The officers of Vigilance wing will visit various PIUs to inspect the records maintained by the Supervision Consultant/Contractor with regard to quality assurance to ascertain that all prescribed procedures in this regard are being observed, to conduct quality tests wherever necessary and to interact with the Project Directors, Supervision Consultants and Contractors to elicit information on various issues in this regard. They may also call for records from the Hqrs office as well as from the PIUs to satisfy themselves regarding quality of the work.

2.2 The engineering tests by the Vigilance Division will be carried out either at the testing facilities available at site or at one of the laboratories empanelled for the purpose. Cost of these tests will be debited to the respective projects.

2.3 The routine inspections will be notified in advance to the concerned PIU and respective headquarter division. The PIU and the respective divisions at the headquarters will extend all necessary cooperation and support for these inspections and tests.

3. One copy of the monthly progress report of all ongoing projects may also be sent to CVO beginning with the monthly progress report of December 2000.

4. CVO will submit a monthly statement of observations and suggestive measures to undersigned for necessary action. It is also desired that the time limits prescribed by the Vigilance Division for finalising various reports and replies may be adhered to.

*Umesh -*

**(DEEPAK DASGUPTA)  
CHAIRMAN**

Copy for information and necessary action to :

1. All Members
2. All CGMs
3. All GMs
4. All PIUs
5. CVO



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport & Highways)

G-5 & 6, SECTOR-10, DWARKA, NEW DELHI-110045

Ph. : 91-11-5080390

91-11-5080988

91-11-5080355

Fax : 91-11-5080460

91-11-5080433

91-11-5080360

File No. 13029/8/2003-Vig./

Date 12.5.04

### CIRCULAR No. 10/2004

#### Sub: Safety Measures during Construction/Maintenance of Road.

It has come to the notice that there is a glaring omission of traffic safety measures being taken at site during construction / maintenance of road. There is a provision of traffic safety measures in all the running civil works contract. However, in most of the civil works contract, this provision of traffic safety measures is incidental to the work (i.e there is no separate BOQ item for making payment to the contractor for this activity) and hence are not being implemented properly.

Supervision Consultants are requested to enforce this requirement vigorously. Unless this is strictly enforced by supervision consultant, adequate measures are not likely to be taken by contractor.

It is requested that visiting senior officers must take full note of this omission and warn the supervision consultants of adverse consequences of this lapse.

(Anand Bordia)

Member (F) & CVO.

1. All Members
2. CGMs/GMs
3. All Supervision Consultants
4. All PDs





# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport & Highways)  
G-5 & 6, Sector-10, Dwarka, New Delhi-110075

Phone : 91-11-25074100/25742  
Fax : 91-11-25093507/250935  
Extn. : 2223/2318/2468/25

No. 13030/14/2005-Vig. /133.

Immediate  
20<sup>th</sup> Oct 2005

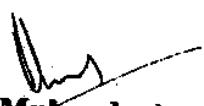
### CIRCULAR No. 10/2005

**Subject: Observance of Vigilance Awareness Week during the year 2005**

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Vigilance Awareness Week will be observed w.e.f. 7.11.2005 to 11.11.2005. It will commence with the administering of pledge by the Chairman, NHAII to all the officers and staff of NHAII.

2. All Project Directors posted in PIUs are directed to observe the Vigilance Awareness Week by administering the pledge (copy enclosed) to all employees working in the PIU at 11.00 AM on 7.11.2005.
3. Project Directors will also make arrangement to display the Banners on this occasion.



(R. Mukundan)  
Chief Vigilance Officer

To,  
All the Project Directors of PIU/CMU

Copy for information:

All Members/CGMs/GMs



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Shipping, Road Transport and Highways)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110 075

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

दूरभाष / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

एक्स. / Extn.: 2223 / 2318 / 2468 / 2553

तत्काल

संख्या 13030/14/2005-सतर्कता

दिनांक 20 अक्टूबर 2005

### परिपत्र संख्या 10/2005

विषय : वर्ष 2005 के दौरान सतर्कता जागरूकता सप्ताह मनाना।

दिनांक 07.11.2005 से 11.11.2005 तक सतर्कता जागरूकता सप्ताह मनाया जाएगा। इसकी शुरुआत अध्यक्ष, भाराराप्रा द्वारा भाराराप्रा के अधिकारियों और कर्मचारियों को शपथ दिलाने के साथ की जाएगी।

2. परियोजना कार्यान्वयन इकाइयों में तैनात सभी परियोजना निदेशकों को निदेशित किया जाता है कि वे परियोजना कार्यान्वयन इकाइयों में कार्यरत कर्मचारियों को 07.11.2005 को पूर्वाह्न 11.00 बजे शपथ (प्रति संलग्न है) दिलाकर सतर्कता जागरूकता सप्ताह मनायें।
3. परियोजना निदेशक इस अवसर पर बैनरों के प्रदर्शन की भी व्यवस्था करेंगे।

मुख्य सतर्कता अधिकारी  
( आर. मुकुन्दन )

सेवा में,

सभी परियोजना कार्यान्वयन इकाइयों/ कॉरीडोर प्रबंधन इकाइयों के परियोजना निदेशक

### प्रतिलिपि सूचनार्थ :

सभी सदस्य/मुख्य महाप्रबंधक/महाप्रबंधक

## प्रतिज्ञा

हम, भारत के लोक सेवक; सत्यनिष्ठा से प्रतिज्ञा करते हैं कि हम अपने कार्यकलापों के प्रत्येक क्षेत्र में ईमानदारी और पारदर्शिता बनाए रखने के लिए निरंतर प्रयत्नशील रहेंगे। हम यह प्रतिज्ञा भी करते हैं कि हम जीवन के प्रत्येक क्षेत्र से भ्रष्टाचार उन्मूलन करने के लिए निर्बाध रूप से कार्य करेंगे। हम अपने संगठन के विकास और प्रतिष्ठा के प्रति सचेत रहते हुए कार्य करेंगे। हम अपने सामूहिक प्रयासों द्वारा अपने संगठनों को गौरवशाली बनाएंगे तथा अपने देशवासियों को सिद्धान्तों पर आधारित सेवा प्रदान करेंगे। हम अपने कर्तव्य का पालन पूर्ण ईमानदारी से करेंगे और भय अथवा पक्षपात के बिना कार्य करेंगे।

## PLEDGE

WE, THE PUBLIC SERVANTS OF INDIA, DO HEREBY SOLEMNLY PLEDGE THAT WE SHALL CONTINUOUSLY STRIVE TO BRING ABOUT INTEGRITY AND TRANSPARENCY IN ALL SPHERES OF OUR ACTIVITIES. WE ALSO PLEDGE THAT WE SHALL WORK UNSTINTINGLY FOR ERADICATION OF CORRUPTION IN ALL SPHERES OF LIFE. WE SHALL REMAIN VIGILANT AND WORK TOWARDS THE GROWTH AND REPUTATION OF OUR ORGANISATION. THROUGH OUR COLLECTIVE EFFORTS, WE SHALL BRING PRICE TO OUR ORGANISATIONS AND PROVIDE VALUE BASED SERVICE TO OUR COUNTRYMEN. WE SHALL DO OUR DUTY CONSCIENTIOUSLY AND ACT WITHOUT FEAR OR FAVOUR.



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport & Highways)

G-5 & 6, Sector-10, Dwarka, New Delhi-110045

No. 13030/13/2003-Vig.(Pt.II)

Phone : 91-11-25074100/25074200

Fax : 91-11-25093507/25093514

Extn. : 2223/2318/2468/2553

Confidential/ Most Immediate

8<sup>th</sup> June, 2004

### C I R C U L A R No. 12/2004

#### Sub. Maintenance of Hindrance Register by all PIUs.

Reference is invited to circular No. 13029/24/2001-Vig.(Pt.1) dated the 16<sup>th</sup> April, 2003 vide which all the Project Implementation Units were advised to maintain the Hindrance Register in the prescribed proforma in respect of the work handled by them contract-wise. A copy of the circular is enclosed herewith for ready reference. Despite these instructions it has been observed that no Hindrance Register is maintained by many PIUs. This has been viewed very seriously.

2. All the Project Directors are hereby once again advised to follow the above instructions without fail.

This issues with the approval of Chairman, NHAI.

*K.V.Gopala Rao*  
(K.V.Gopala Rao)  
Manager(Vigilance)

To,  
All Project Directors

Copy to:

1. All Members, CGMs, GMs at Head Quarters

2. PS to Chairman – for information.

Copy also to:

- (i) Sh. R.K. Gupta, DGM(QA & Vig.)
- (ii) Sh. K.S. Sarma, Manager(QA & Vig.)



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण  
(सड़क परिवहन और राजमार्ग मंत्रालय)

National Highways Authority of India  
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Fax : 91-11-  
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91-11-5

No.13029/24/2001-Vig(Pt-I)

April 16, 2003

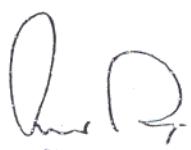
CIRCULAR

Sub: Maintenance of Hindrance Register by all PIUs.

It has been brought to the notice of Vigilance division that in many PIUs Hindrance Registers have not been maintained. Hindrance Register is an important site register for determination, among other things, Extension of Time. CTE's organization of CVC has also observed that this should be maintained and referred to for processing extension cases.

All the PIUs are hereby advised to maintain the Hindrance Register (proforma enclosed) in respect of the work handled by them contract wise.

This issues with the approval of Chairman NHAI.

  
(Praveen Singh)  
Chief Vigilance Officer

To

All Project Directors

1. Copy to: All Members/CGMS/GMs at HQ
2. PS to Chairman – for information of Chairman
3.
  - i) Shri Ashok Kumar, DGM(QA & Vig) To inspect this document also as part of their routine and periodical inspections
  - ii) Shri R K Gupta, -do- DGM(QA & Vig)

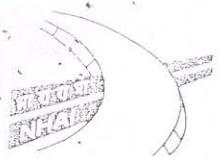
16 | 4 | 3



## Hindrance Register

Name of the project :

S.No.	Nature of hindrance	Date of occurring the hindrance	Date of removal of hindrance	Overlapping period if any	Net time applied for each hindrance	Reasons



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport & Highways)

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

No.13029/2/2004-Vig.

Phone 91-11-25074100/25074  
Fax 91-11-25093507/25093  
Extn. 2223/2318/2468/25

28/7/2004

### CIRCULAR No.13/2004

Subject- Central Vigilance Commission's Directives on use of Website in Public Tenders.

A copy of the guidelines on the above mentioned subject and further clarification in this regard as received from the CVC vide their Office Order No. 47/7/04 dated 13<sup>th</sup> July, 2004 are enclosed herewith.

2. All the officers of the NHAI are requested to strictly adhere to the guidelines issued by the CVC and host all the tenders on the website without fail.

(ANAND BORDIA)  
Member(F) & CVO

To,  
All CGMs/GMs. Hqs.

DGMS & Managers. Hqs.

All PDs. all PIUs.

No.98/ORD/1  
Government of India  
Central Vigilance Commission

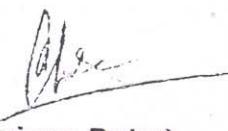
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Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi- 110 023  
Dated the 13<sup>th</sup> July, 2004

Office Order No. 47/7/04

**Subject:** Central Vigilance Commission's Directives on Use of Website in Public Tenders.

A copy of the guidelines on the above mentioned subject and further clarification in this regard are enclosed herewith for information and necessary action.



(Anjana Dube)  
Deputy Secretary

To

- (i) The Secretaries of All Ministries/Departments of Government of India
- (ii) The Chief Secretaries to All Union Territories
- (iii) The Comptroller & Auditor General of India
- (iv) The Chairman, Union Public Service Commission
- (v) The Executives of All PSEs/ Public Sector Banks/Insurance Companies/ Autonomous Organisations/ Societies
- (vi) The Chief Vigilance Officers in the Ministries/Departments/PSEs/Public Sector Banks/Insurance Companies/Autonomous Orgnaisations/Societies
- (vii) President's Secretariat/Vice-Presient's Secretariat/Lok Sabha Secretariat/ Rajya Sabha Secretariat/PMO



सत्यमेव जयते

## Central Vigilance Commission's Directives on Use of Website in Public Tenders.



CENTRAL VIGILANCE COMMISSION  
GOVERNMENT OF INDIA

No.98/ORD/I  
CENTRAL VIGILANCE COMMISSION

\*\*\*\*\*

Satarkta Bhavan, Block 'A'  
G.P.O. Complex, I.N.A.,  
New Delhi- 110 023  
Dated the 18<sup>th</sup> December, 2003

**Subject:- Improving Vigilance Administration: Increasing Transparency in Procurement/Sale etc.**

The Commission is of the opinion that in order to bring about greater transparency in the procurement and tendering processes there is need for widest possible publicity. There are many instances in which allegations have been made regarding inadequate or no publicity and procurement officials not making available bid documents, application forms etc. in order to restrict competition.

2. Improving vigilance administration is possible only when system improvements are made to prevent the possibilities of corruption. In order to bring about greater transparency and curb the mal-practices mentioned above the Central Vigilance Commission in the exercise of the powers conferred on it under Section 8(1)(h) issues following instructions for compliance by all govt. departments, PSUs, Banks and other agencies over which the Commission has jurisdiction. These instructions are with regard to all cases where open tender system is resorted to for procurement of goods and services or for auction/sale etc. of goods and services.

- (i) In addition to the existing rules and practices regarding giving publicity of tenders through newspapers, trade journals and providing tender documents manually and through post etc. the complete bid documents alongwith application form shall be published on the web site of the organization. It shall be ensured by the concerned organization that the parties making use of this facility of web site are not asked to again obtain some other related documents from the department manually for purpose of participating in the tender process i.e. all documents upto date should remain available and shall be equally legally valid for participation in the tender process as manual documents obtained from the department through manual process.

Contd....2/-

- (ii) The complete application form should be available on the web site for purposes of downloading and application made on such a form shall be considered valid for participating in the tender process.
- (iii) The concerned organization must give its web site address in the advertisement/NIT published in the newspapers.
- (iv) If the concerned organization wishes to charge for the application form downloaded from the computer then they may ask the bidding party to pay the amount by draft/cheques etc. at the time of submission of the application form and bid documents.

3. While the above directions must be fully complied with, efforts should be made by organizations to eventually switch over to the process of e-procurement/e-sale wherever it is found to be feasible and practical.

4. The above directions are issued in supersession of all previous instructions issued by the CVC on the subject of use of web-site for tendering purposes. These instructions shall take effect from 1<sup>st</sup> January, 2004 for all such organizations whose web-sites are already functional. All other organizations must ensure that this facility is provided before 1<sup>st</sup> April, 2004.

*P. Shankar*  
(P. Shankar)  
Central Vigilance Commissioner

To

- (i) The Secretaries of All Ministries/Departments of Government of India
- (ii) The Chief Secretaries to all Union Territories
- (iii) The Comptroller & Auditor General of India
- (iv) The Chairman, Union Public Service Commission
- (v) The Chief Executives of all PSEs/ Public Sector Banks/Insurance Companies/Autonomous Organisations/Societies.
- (vi) The Chief Vigilance Officers in the Ministries/Departments/PSEs/Public Sector Banks/Insurance Companies/Autonomous Organisations/Societies
- (vii) President's Secretariat / Vice-President's Secretariat / Lok Sabha Secretariat / Rajya Sabha Secretariat / PMO

No.98/ORD/1  
Government of India  
Central Vigilance Commission

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Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi- 110 023  
Dated the 11<sup>th</sup> February 2004

Office Order No. 10/2/04

To

All Chief Vigilance Officers

**Subject:** Improving Vigilance Administration – Increasing transparency in procurement/tender Process – use of website- regarding.

In CPWD, MCD, Civil Construction Division of Post & Telecom departments and in many other departments/organizations, there is system of short term tenders (by whatever name it is called in different organizations), wherein works below a particular value are undertaken without resorting to publicity as is required in the open tenders. This practice is understandable because of cost and time involved in organizing publicity through newspapers. In all such cases, notice can be put on the web-site of the department as it does not take any time compared to giving advertisements in the newspapers and it practically does not cost anything. This will benefit the department by bringing in transparency and reducing opportunities for abuse of power. This will also help the organizations by bringing in more competition.

2. In view of the reasons given above, the Commission has decided that instructions given in the Commission's circular (No. 98/ORD/1 dated 18.12.2003) for the use of web-site will also apply to all such works awarded by the department/PSEs/ other organizations over which the Commission has jurisdiction.

*Balwinder Singh*  
(Balwinder Singh)  
Additional Secretary

No.98/ORD/1  
Central Vigilance Commission

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Satarkia Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi- 110 023  
Dated the 2<sup>nd</sup> July 2004

Office Order No.43/7/04

**Subject:** Improving Vigilance Administration: Increasing Transparency in procurement/sale etc. – Use of website regarding.

The Central Vigilance Commission has issued a directive on the above subject vide its Order No.98/ORD/1 dated 18<sup>th</sup> Dec. 2003 making it mandatory to use web-site in all cases where open tender system is resorted to. These instructions have been further extended vide Office Order No.10/2/04 dated 11.2.2004 to tenders of short-term nature (by whatever name it is called in different organizations). Various organizations have been corresponding with the Commission seeking certain clarifications with regard to the above directives. The main issues pointed out by organizations are as follows:

**Issue 1      Size of Tender Documents**

In cases of works/procurement of highly technical nature, tender documents run into several volumes with large number of drawings and specifications sheets, etc. It may not be possible to place these documents on website.

**Clarification:** These issues have been discussed with the technical experts and in their opinion, there is no technical and even practical difficulty in doing the same. These days almost all the organizations do their typing work on computers and not on manual typewriters. There is no significant additional effort involved in uploading the material typed on MS Word or any other word processing softwares on the website irrespective of the number of pages. The scanning of drawings is also a routine activity. Moreover if the volume and size of tender document is so large as to make it inconvenient for an intending tendering party to download it, they always have the option of obtaining the tender documents from the organization through traditional channels. The Commission has asked for putting tender documents on web-site in addition to whatever methods are being presently used.

**Issue 2      Issues Connected with Data Security, Legality and Authenticity of Bid Documents.**

Certain organizations have expressed apprehensions regarding security of data, hacking of websites etc. They have also pointed out that certain

bidding parties may alter the downloaded documents and submit their bids in such altered tender documents which may lead to legal complications.

**Clarification:** This issue has been examined both from technical and legal angles. Technically a high level of data security can be provided in the websites. The provisions of digital signatures through Certifying Authority can be used to ensure that in case of any forgery or alteration in downloaded documents it is technically feasible to prove what the original document was. There are sufficient legal provisions under IT Act to ensure that e-business can be conducted using the web-site. A copy of the remarks given by NIC on this issue are enclosed herewith.

**Issue 3** Some organizations have sought clarification whether web site is also to be used for proprietary items or items which are sourced from OEMs (Original Equipment Manufacturers) and OESs (Original Equipment Suppliers).

**Clarification:** It is clarified that Commission's instructions are with regard to goods, services and works procured through open tender system, so these instruction do not apply to proprietary items and items which necessarily need to be procured through OEMs and OESs.

**Issue 4** Do the instructions regarding 'short term tenders' given in the CVC Order No.98/ORD/1 dated 11<sup>th</sup> Feb., 2004 apply to limited tenders also?

**Clarification:** In many organizations goods, services and works which as per laid down norms are to be procured/executed through open tender system many times due to urgency are done through short term tenders without resorting to wide publicity in newspapers because of time constraint. In all such cases short term tenders (by whatever name it is called) etc. should also be put on the website of the dept. as it does not involve any additional time or cost.

Regarding applicability of these instructions to limited tenders where the number of suppliers/contractors is known to be small and as per the laid down norms limited tender system is to be resorted to through a system of approved/ registered vendors/contractors, the clarification is given below.

**Issue 5** Some organizations have pointed out that they make their procurement or execute their work through a system of approved/registered vendors and contractors and have sought clarification about the implications of CVC's instructions in such procurements/contracts.

**Clarification:** The Commission desires that in all such cases there should be wide publicity through the web site as well as through the other traditional channels at regular intervals for registration of contractors/suppliers. All the required proforma for registration, the pre-qualification criteria etc. should be always available on the web-site of the organization and it should be possible to download the same and apply to the organization. There should not be any entry barriers or long gaps in the registration of suppliers/contractors. The intervals on which publicity is to be given through website and traditional means can be decided by each organization based on their own requirements and developments in the market conditions. It is expected

that it should be done atleast once in a year for upgrading the list of registered vendors/ contractors.

The concerned organisation should give web based publicity for limited tenders also except for items of minor value. If the organization desires to limit the access of the limited tender documents to only registered contractors/suppliers they can limit the access by issuing passwords to all registered contractors/suppliers. But it should be ensured that password access is given to all the registered contractors/suppliers and not denied to any of the registered suppliers. Any denial of password to a registered supplier/contractor will lead to presumption of malafide intention on the part of the tendering authority.



(Balwinder Singh)  
Addl. Secretary

To

- (i) The Secretaries of All Ministries/Departments of Government of India
- (ii) The Chief Secretaries to all Union Territories
- (iii) The Comptroller & Auditor General of India
- (iv) The Chairman, Union Public Service Commission
- (v) The Director, Central Bureau of Investigation
- (vi) The Chief Executives of all PSEs/Public Sector Banks/Insurance Companies/Autonomous Organisations/Societies
- (vii) The Chief Vigilance Officers in the Ministries/Departments/PSEs/Public Sector Banks/Insurance Companies/Autonomous Organisations/Societies
- (viii) President's Secretariat/Vice-President's Secretariat/Lok Sabha Secretariat/Rajya Sabha Secretariat/PMO

CENTRAL VIGILANCE COMMISSION  
Technical note from National Informatics Center  
Solution for Hosting of Signed Documents

1. Integrity of Document:

The documents should be digitally signed by the person submitting them. The web server to which the documents are submitted for hosting, should verify the signature before hosting each.

2. Secure Hosting:

'HTTPS' should be used for both uploading and downloading of documents to avoid alteration of documents over the network.

3. Digital Signing and submission:

The documents submitted for hosting may be in PDF or MS-WORD format

The document is digitally signed at the document submission end by a digital signing tool and by using a private key stored in a smart card. The detached (PKCS#7) signature file is generated.

The document and the signature are uploaded to the server. The uploading procedure may be automated through a program. This involves development effort.

The web server can verify the digital signatures programmatically when the files are uploaded.

The files and their verified signatures are hosted for downloading by end users.

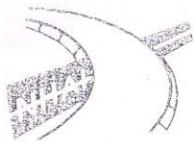
This procedure will ensure that the signer is confident of what he/she is signing. The person involved in web hosting is sure that the documents are properly signed. The end users benefit that the document they are downloading is authentic and that the integrity of the document is maintained.

4. Download procedure:

- a. The user verifies the digital signature of the document on the web site.
- b. User downloads both the documents and the signature.
- c. User can verify the signature of the documents by using any standards Compliant Document Signing Tool which can verify a PKCS#7 detached signature.

5. Certificate for Digital Signature:

- a. The signature should be generated using a certificate issued by a Certification Authority(CA) trusted under Controller of Certifying Authorities (CCA). This is mandatory for legal validity of the digital signature.
- b. The end user should ensure that the certificate used for signing the document is issued by a trusted CA.



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

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National Highways Authority of India

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Extn. : 2223/2318/2468/2553

No. 11041/21/2002-Admn.

July 5, 2004

### **POLICY MATTERS : TECHNICAL (39/2004)**

(Decision taken on Vigilance Division's File No.13029/5/2002-Vig.)

**Sub : Maintenance of material registers (Cement register etc.) by the Civil Works Contractor and its verification by the Supervision Consultants in NHAI works - Reg.**

For the evaluation of a clause of a contract agreement between NHAI and Supervision Consultants regarding the maintenance of Cement register etc. and in order to implement this clause and to achieve a degree of clarity and uniformity, the type and nature of documents/records/statements required to be maintained by the Supervision Consultant with reference to their contractual obligations in NHAI works, a committee was constituted on the recommendation of the than Member(Fin.) & CVO with the approval of Competent Authority.

The recommendations of the committee have been carefully considered and it has been decided that :

- i) the material registers should be initiated, prepared and maintained by the contractor but the invoices, entries, copy of supply orders etc should be submitted by the contractor at least on monthly basis or at the time of submission of bill for payment of IPC to the Engineer for physical verification.
- ii) the Supervision consultant/Engineer after physical verification shall put his signature on the materials' register and endorse a copy of the same along with the IPC for reference and record of Project Director. Notwithstanding the above, the contractor shall keep the materials' register updated on daily basis and the Supervision Consultant/Engineer and Project Director shall be at liberty to check the stock of materials on random basis. This shall also be taken as a reference for reconciliation of theoretical and actual consumption of materials.

*Contd..*

.. 2 ..

- iii) in the future contracts, it has to be incorporated in the conditions of contract that such record of construction material shall be maintained by contractor and monitored/checked by the Supervision Consultant/Engineer periodically as above.

  
(V.K. Sharma)  
General Manager(Admn)

To

1. All Members, NHAI
2. All CGMs/GMs,NHAI
3. All Project Directors
4. All Supervision Consultants through the Project Directors of PIUs
5. P.S to Chairman - for information



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport & Highways)

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

ONo.13030/13/2003-Vig.

Phone : 91-11-25074100/25074200

Fax : 91-11-25093507/25093514

Extn. : 2223/2318/2468/2553

2<sup>nd</sup> September, 2004

### CIRCULAR NO. 14/2004

#### **Sub. Maintenance and production of records for inspection by the Officers of the CTE's Organisation and the Vigilance Division.**

Instances have come to the notice where officers of both the Head Quarters and the Project Implementation Units(PIUs) have not readily been able to provide the necessary documents/ records to the Chief Technical Examiner's (CTE) Organization and the internal Vigilance division during the course of Intensive Examination of different projects.

2. In order to facilitate the timely production of these documents and records a list of documents which are frequently sought by the CTE's organisation and the officers of the Vigilance Division has been prepared and is enclosed herewith. It is requested that all officers of the Head Quarters and the PIUs may maintain these records and ensure their timely production during the course of intensive examination of these projects.

(ANAND BORDIA)  
Member(F) & CVO

To:

All CGMs/ GMs in the Head Quarter

Copy to : All Project Directors at all PIUs

Copy also to : Chairman/Member(A)/Member(T) : for information

*National Highways Authority of India*

**Civil works Contract**

- (i) Approval of Competent Authority for inviting bids. Copy of advertisement in various Newspaper and the basis of award of advertisement work.
- (ii) Documents submitted by the contractors related to pre qualification opening of tenders, scrutiny and award of work including sale register. Also, the corresponding files/correspondence related with prequalification till award of work.
- (iii) Documents in support of insurance taken such as workman compensation, Contractor's all risks, CAR policy, plants and Equipments. Also, the documents in support of premium paid from start date till continuation of the project.
- (iv) Labour license taken by contractor for engagement of workers from the start date.
- (v) Documents in support of payment of Royalty in respect of sand and aggregates.
- (vi) Hindrance Register maintained at site.
- (vii) Site Records (duly certified/machine) numbered.
- (viii) Maintenance of records of Primer, Plasticiser paint, bitumen, steel etc. also, day to day receipt of material and its consumption showing their quality, brand, quantity materials as per Consumption has actually been used.
- (ix) Statement showing details of mandatory test conducted actually vis-à-vis no of test required contractually.
- (x) Supporting details of % test check on value of work done by Engineer /Project Director.
- (xi) Record of Independent testing of materials such as cement, steel, bitumen thermoplastic paint, Hume pipes, Geogrids etc.
- (xii) Record of test of water used in concrete works as per the frequency laid down in the contract provision.
- (xiii) Records in support of approval of quarry by Engineer.
- (xiv) All good for construction drawings supplied by Engineer
- (xv) Records of approved OGL (original Ground Level)
- (xvi) Records of all design mixes in respect of concrete , Bituminous, WMM, GSB etc.

**Consultancy Work**

- (xvii) Copy of approval of Competent Authority for inviting Expression of interest for DPR and Supervision Consultancy work. Also copy of advertisement and basis of award of advertisement.
- (xvii) Documents submitted by the Consultant who participated in short listing.  
Technical and Financial proposal, of short listed consultant. Files/Documents related with the scrutiny of short listing, evaluation of Tech. proposal and award of work.
- (xviii) Reports submitted by DPR Consultant
- (xix) Documents in support of payment made to DPR consultants & Supervision Consultants.
- (xx) Insurance taken by DPR and Supervision Consultant from the start date and also upto date receipt of payment of Premium paid by them.



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

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Fax : 91-11-25093507/25093514

Extn. : 2223/2318/2468/2553

2<sup>nd</sup> September, 2004

### CIRCULAR NO. 15/2004

#### Subject:-Effective Discharge of Supervision Consultancy Services by “The Engineer” on various projects of the NHAI.

The terms of reference of Supervision Consultancy agreement containing description of services, methodology & work plan and Time Schedule set out, among other things, the principal responsibilities of the Engineer. Among other things, the Engineer is required.

- (i.) to make independent measurements and check all quantity measurements and calculations required for payment purpose and ensure that all measurements and calculations are carried out in a manner and at the frequencies specified in the contract documents. He is also required
- (ii.) to monitor and check the day to day quality control and quantity measurements of the works carried out under the Contract, keep all measurement records as per the directions of the Employer and issue monthly/ interim payment certificates when the quality of the works is satisfactory and the quantities are correct.

2. A few instances have been come to notice where the Engineer is not taking measurements of the work independently. Instead this work is being got done through a different agency/ subcontractor. This is a serious matter. All the Supervision Consultants are hereby advised to scrupulously discharge their duties as per the provisions of the contract.

(ANAND BORDIA)  
Member(F) & CVO

To:

All Supervision Consultants through PDs- All PIUs.



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport & Highways)

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

Phone : 91-11-25074100/2574200  
Fax : 91-11-25093507/25093514  
Extn. : 2223/2318/2468/2553

No. 13013/41/2004-Vig

Dated: 24<sup>th</sup> Dec., 2004

### CIRCULAR - 16/2004

#### **Sub. Declaration of Conflict of Interest by the officers/employees of the National Highways Authority of India.**

Rule – 4 (3) of Central Civil Service (Conduct) rules 1964 provides as under :-

“No Government servant shall ... in the discharge of his official duties deal with any matter or give or sanction any contract to any (company or firm) or any other person if any member of his family is employed in that (company or firm) or under that person or if he or any member of his family is interested in such matter or contract in any other manner and the Government Servant shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.”

2. Keeping in view the above, if any officer / staff, in the course of his official work, has to deal with a firm or organization in which any member of his family is employed, he should disclose the fact immediately to his superior officer for appropriate action, if any.

(Nirmal Jit Singh)  
Member (Tech) & CVO

To,

All Members

All CGMs

All GMs

All DGMs and

All Managers in HQrs

Copy to: All PDs / All CMUs / All SPVs

PS to Chairman for information.



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Shipping, Road Transport & Highways)

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Phone : 91-11-25074100/25074200

Fax : 91-11-25093507/25093514

Extn. : 2223/2318/2468/2551

सं. 13013/41/2004-सतर्कता

दिनांक 24 दिसम्बर, 2004

### परिपत्र - 16/2004

विषय : भारतीय राष्ट्रीय राजमार्ग प्राधिकरण के अधिकारियों/कर्मचारियों द्वारा हित संघर्ष की घोषणा ।

केन्द्रीय सिविल सेवा (आचरण) नियमावली 1964 के नियम 4 (3) में निम्नलिखित व्यवस्था दी गई है :-

“No Government servant shall in the discharge of his official duties deal with any matter or give or sanction any contract to any (company or firm) or any other person if any member of his family is employed in that (company or firm) or under that person or if he or any member of his family is interested in such matter or contract in any other manner and the Government Servant shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.”

2. उपरोक्त को ध्यान में रखते हुए यदि किसी अधिकारी/कर्मचारी को अपने सरकारी कार्य के दौरान किसी ऐसी फर्म अथवा ऐसे संगठन के साथ कार्य व्यवहार करना पड़े जिसमें उसके परिवार का कोई सदस्य नियुक्त हो, तो वह समुचित कार्रवाई, यदि कोई है, के लिए इस तथ्य को तत्काल अपने वरिष्ठ अधिकारी को प्रकट करेगा ।

(निर्मलजीत सिंह)

सदस्य (तकनीकी) एवं मुख्य सतर्कता अधिकारी

सेवा में,

सभी सदस्य

सभी मुख्य महाप्रबंधक

सभी महाप्रबंधक

मुख्यालय में सभी उप महाप्रबंधक और

सभी प्रबंधक

प्रतिलिपि : सभी परियोजना निदेशक/सभी कॉरीडोर प्रबंधन इकाइयाँ/सभी विशेष कार्यकारी कंपनियाँ

अध्यक्ष के निजी सचिव को सूचनार्थ

Dated: 09.11.2004

Sub: Policy Guidelines on acceptance of Bank Guarantees.

In the morning meeting held on 8.10.2004 a policy circular prescribing the guidelines for acceptance of the Bank Guarantees was discussed and after minor modifications, the draft policy circular was approved for immediate issuance. The finalized policy circular alongwith the Minutes of the Meeting are forwarded herewith. Administration Division is requested to kindly issue the policy circular as placed below:

*T.K. Chattpadhyay*  
(T.K. Chattpadhyay)  
DGM(Finance)  
09.11.2004

*GM(F) - on leave*

GM(Admn.)

*Copy forwarded to Vigilance Division  
for their perusal information only  
this note No. 13013/59/2004-Vig.  
dated 23.10.2004.*

*Received - 07.11.04  
Mqr. 15/II*

Manager (Vig.)

Minutes of the Weekly Meeting held on 8/10/2004

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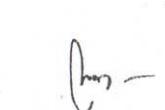
Sub: Guidelines for acceptance of the Bank Guarantees

The following were present-

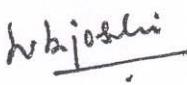
- (i) Chairman
- (ii) Member (F&A)
- (iii) Member (T)
- (iv) EA to Chairman

2. The draft policy circular prescribing the guidelines for acceptance of the Bank Guarantees (Annex-I) as circulated by Member (F&A) was discussed. After minor modifications, the draft policy circular (Annex-II) was approved for immediate issuance.

The meeting ended with a vote of thanks to the Chair.



(Nirmal Jit Singh)  
Member (T)



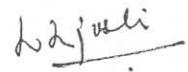
(LK Joshi)  
Member (F&A)



(Santosh Nautiyal)  
Chairman

NATIONAL HIGHWAYS AUTHORITY OF INDIA

A draft policy circular prescribing the guidelines for acceptance of the Bank Guarantees is enclosed for discussion in the Weekly Meeting.



[LK Joshi]  
Member [F]  
8/10/2004

Chairman

Member [T]

EA to Chairman

11041/21/2002/Admn-III

October 28, 2004

**POLICY MATTERS-ADMINISTRATION/FINANCE ( /2004)**(Decision taken on Finance Division File No. NHAI/F&A/Policy Matters/200~~4~~/210)**Sub - Acceptance of Bank Guarantee(s)**

It has been observed that the Divisions have been forwarding the Bank Guarantee(s) submitted by the contractors and the consultants against performance security/for advance payments and for various other purposes, etc, to the Finance Division which are not strictly as per the formats prescribed in the contracts. All the Divisions are once again requested to ensure that the contractors and the consultants submit the Bank Guarantee(s) strictly as per the formats prescribed in the contracts.

2. In this regard, the following should be noted for strict compliance-

(i) In some of the Bank Guarantee(s) for mobilization/equipment advance, it is prescribed that "*No drawing may be made by you under this guarantee until we have received notice in writing from you that an advance payment of the amount listed above has been paid to the contractor pursuant to the contract*".

Divisions may ensure that either such a condition is not included in the Bank Guarantee(s) or in case such a condition is allowed to be included in the Bank Guarantee (s), the Divisions may ensure that before release of payment notice in writing is confirmed to have been received by the Bank as stipulated in such Bank Guarantee(s).

(ii) In some of the Bank Guarantees, it is prescribed that "*We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if we receive a written claim or demand on or before \_\_\_\_\_.*"

Such a condition should not be accepted. Instead, the Bank Guarantee(s) should include only the following condition-

*"We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if a written claim or demand is served on us on or before \_\_\_\_\_."*

3. Before acceptance of the Bank Guarantee(s), it should be ensured that-

- (i) The bank guarantee(s) contains the name, designation and code number of the officer(s) signing the guarantee(s).
- (ii) The address and other details (including telephone no.) of the Controlling Office of the Bank are obtained from the Branch of the Bank issuing the BG (in future, this should be included in all the Bank Guarantees to be received by NHAI).
- (iii) Before opening of the financial proposals (in the case of bid security), signing of the contract (in the case of performance security), release of payments (in the case of BGs for mobilization advances/against retention money, etc., as the case may be-
  - (a) the confirmation from the Issuing Branch of the Bank is obtained in writing through Registered Post/Speed Post/Courier. The Bank should be advised to confirm the issuance of the Bank Guarantee(s) specifically quoting the letter of NHAI on the printed official letterhead of the Bank indicating address and other details (including telephone nos.) etc., of the Bank and the name, designation and code number of the officer(s) confirming the issuance of the Bank Guarantee.
  - (b) confirmation is also obtained with the help of a responsible officer (not below the rank of a Manager) at PIU/HO, which is close to the Issuing Branch of the Bank, who should personally obtain the confirmation from the Issuing Branch of the Bank and forward the confirmation report to the concerned Technical Division at HO.

4. As a matter of abundant pre-caution, the confirmation from the Controlling Office of the Bank may also be separately obtained by the concerned Technical Divisions in the manner prescribed in para (iii)(a) above.

This issues with the approval of the Chairman.

All CGMs/GMs/DGMs/Managers  
All PIUs/CMUs/SPVs

Copy for information to-

PS to Chairman  
Director (Audit), R&P, NHAI  
Library/Hindi officer

from pre-page

kindly refer to the minutes of Chairman on pre-page.  
As desired, a note for circulation is placed below for circulation.

Submitted please.

P. Pathak  
8/10/04  
(P. PATHAK)  
GM(F)

Member (F) D. Joshi  
S. M. (F) 8.10.04

Note has been  
circulated.  
DD  
8/10  
DGM (F-II)

Kindly refer to the notes on Page 2-4/N regarding streamlining the procedure and format for acceptance of Bank Guarantees (BGs). The matter was discussed in the weekly meeting held on 8.10.2004. As directed, the draft minutes of the meeting are placed below for approval and signatures of Chairman and Members.

Manager (F-II)

J. K.  
8/10

Submitted please.

T.K. Chattopadhyay  
(T.K. Chattopadhyay)  
DGM(Finance)-II  
29.10.2004

GM(Finance)

Where is the  
amended draft?

P. Pathak  
29/10/04.

Member (Finance)

D. Joshi  
• 2.11.04

Member (Tech)

S. M. (F)

Reference minutes of member (F).

2. The amended draft (i.e., the policy circular approved in the weekly meeting) is at Annex-II of the minutes.  
Submitted please.

Chairman

Member (F)

P. Pathak  
3/11/04.

Member (T)

J. K.

Chairman

Q. I.  
away  
6/11/04



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

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Phone : 91-11-25074100/2574200  
Fax : 91-11-25093507/25093514  
Extn. : 2223/2318/2468/2553

No. 13013/41/2004-Vig

Dated: 24<sup>th</sup> Dec., 2004

### CIRCULAR - 16/2004

#### **Sub. Declaration of Conflict of Interest by the officers/employees of the National Highways Authority of India.**

Rule – 4 (3) of Central Civil Service (Conduct) rules 1964 provides as under :-

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2. Keeping in view the above, if any officer / staff, in the course of his official work, has to deal with a firm or organization in which any member of his family is employed, he should disclose the fact immediately to his superior officer for appropriate action, if any.

(Nirmal Jit Singh)  
Member (Tech) & CVO

To,

All Members

All CGMs

All GMs

All DGMs and

All Managers in HQs

Copy to: All PDs / All CMUs / All SPVs

PS to Chairman for information.



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Shipping, Road Transport & Highways)

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

Phone : 91-11-25074100/25074200

Fax : 91-11-25093507/25093514

Extn. : 2223/2318/2468/2551

सं. 13013/41/2004-सतर्कता

दिनांक 24 दिसम्बर, 2004

### परिपत्र - 16/2004

विषय : भारतीय राष्ट्रीय राजमार्ग प्राधिकरण के अधिकारियों/कर्मचारियों द्वारा हित संघर्ष की घोषणा ।

केन्द्रीय सिविल सेवा (आचरण) नियमावली 1964 के नियम 4 (3) में निम्नलिखित व्यवस्था दी गई है :-

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(निर्मलजीत सिंह)

सदस्य (तकनीकी) एवं मुख्य सतर्कता अधिकारी

सेवा में,

सभी सदस्य

सभी मुख्य महाप्रबंधक

सभी महाप्रबंधक

मुख्यालय में सभी उप महाप्रबंधक और

सभी प्रबंधक

प्रतिलिपि : सभी परियोजना निदेशक/सभी कॉरीडोर प्रबंधन इकाइयाँ/सभी विशेष कार्यकारी कंपनियाँ

अध्यक्ष के निजी सचिव को सूचनार्थ

Dated: 09.11.2004

Sub: Policy Guidelines on acceptance of Bank Guarantees.

In the morning meeting held on 8.10.2004 a policy circular prescribing the guidelines for acceptance of the Bank Guarantees was discussed and after minor modifications, the draft policy circular was approved for immediate issuance. The finalized policy circular alongwith the Minutes of the Meeting are forwarded herewith. Administration Division is requested to kindly issue the policy circular as placed below:

*T.K. Chattpadhyay*  
(T.K. Chattpadhyay)  
DGM(Finance)  
09.11.2004

*GM(F) - on leave*

GM(Admn.)

*Copy forwarded to Vigilance Division  
for their perusal information only  
this note No. 13013/59/2004-Vig.  
dated 23.10.2004.*

*Basant - 07.11.04  
Mqr. 15/II*

Manager (Vig.)

Minutes of the Weekly Meeting held on 8/10/2004

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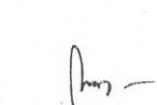
Sub: Guidelines for acceptance of the Bank Guarantees

The following were present-

- (i) Chairman
- (ii) Member (F&A)
- (iii) Member (T)
- (iv) EA to Chairman

2. The draft policy circular prescribing the guidelines for acceptance of the Bank Guarantees (Annex-I) as circulated by Member (F&A) was discussed. After minor modifications, the draft policy circular (Annex-II) was approved for immediate issuance.

The meeting ended with a vote of thanks to the Chair.



(Nirmal Jit Singh)  
Member (T)



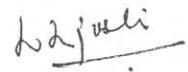
(LK Joshi)  
Member (F&A)



(Santosh Nautiyal)  
Chairman

NATIONAL HIGHWAYS AUTHORITY OF INDIA

A draft policy circular prescribing the guidelines for acceptance of the Bank Guarantees is enclosed for discussion in the Weekly Meeting.



[LK Joshi]  
Member [F]  
8/10/2004

Chairman

Member [T]

EA to Chairman

11041/21/2002/Admn-III

October 28, 2004

**POLICY MATTERS-ADMINISTRATION/FINANCE ( /2004)**(Decision taken on Finance Division File No. NHAI/F&A/Policy Matters/200~~4~~/210)**Sub - Acceptance of Bank Guarantee(s)**

It has been observed that the Divisions have been forwarding the Bank Guarantee(s) submitted by the contractors and the consultants against performance security/for advance payments and for various other purposes, etc, to the Finance Division which are not strictly as per the formats prescribed in the contracts. All the Divisions are once again requested to ensure that the contractors and the consultants submit the Bank Guarantee(s) strictly as per the formats prescribed in the contracts.

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  - (iii) Before opening of the financial proposals (in the case of bid security), signing of the contract (in the case of performance security), release of payments (in the case of BGs for mobilization advances/against retention money, etc., as the case may be-
    - (a) the confirmation from the Issuing Branch of the Bank is obtained in writing through Registered Post/Speed Post/Courier. The Bank should be advised to confirm the issuance of the Bank Guarantee(s) specifically quoting the letter of NHAI on the printed official letterhead of the Bank indicating address and other details (including telephone nos.) etc., of the Bank and the name, designation and code number of the officer(s) confirming the issuance of the Bank Guarantee.
    - (b) confirmation is also obtained with the help of a responsible officer (not below the rank of a Manager) at PIU/HO, which is close to the Issuing Branch of the Bank, who should personally obtain the confirmation from the Issuing Branch of the Bank and forward the confirmation report to the concerned Technical Division at HO.
4. As a matter of abundant pre-caution, the confirmation from the Controlling Office of the Bank may also be separately obtained by the concerned Technical Divisions in the manner prescribed in para (iii)(a) above.

This issues with the approval of the Chairman.

All CGMs/GMs/DGMs/Managers  
All PIUs/CMUs/SPVs

Copy for information to-

PS to Chairman  
Director (Audit), R&P, NHAI  
Library/Hindi officer

from pre-page

kindly refer to the minutes of Chairman on pre-page.  
As desired, a note for circulation is placed below for circulation.

Submitted please.

P. Pathak  
8/10/04  
(P. PATHAK)  
GM(F)

Member (F) D. Joshi  
S. M. (F) 8.10.04

Note has been  
circulated.  
DD  
8/10  
DGM (F-II)

Kindly refer to the notes on Page 2-4/N regarding streamlining the procedure and format for acceptance of Bank Guarantees (BGs). The matter was discussed in the weekly meeting held on 8.10.2004. As directed, the draft minutes of the meeting are placed below for approval and signatures of Chairman and Members.

Manager (F-II)

J. K.  
8/10

Submitted please.

T.K. Chattopadhyay  
DGM(Finance)-II  
29.10.2004

GM(Finance)

Where is the  
amended draft?

P. Pathak  
29/10/04.

Member (Finance)

D. Joshi  
• 2.11.04

Member (Tech)

S. M. (F)

Reference minutes of member (F).

2. The amended draft (i.e., the policy circular approved in the weekly meeting) is at Annex-II of the minutes.  
Submitted please.

Chairman

Member (F)

P. Pathak  
3/11/04.

Member (T)

J. K.

Chairman

Q. I.  
away  
6/11/04