



# 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

दूरध्वाप /Phone: 91-11-25074100/25074200

फैक्स /Fax: 91-11-25093507 / 25093514

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

NHAI/F&A/Bank A/cs/ 2007-08/19

Dated : 6.7.2007

### OFFICE ORDER

#### Subject: Implementing E-payments through Electronic transfer.

It has been decided with the approval of Competent Authority to implement e-payments through electronic transfer in NHAI, HQ. With this procedure, payments to the contractors, consultants or vendors in NHAI, HQ will be made through electronic transfer without issuing any physical cheque. To implement this procedure, following specific information is required by our bank and is to be obtained from the concerned contractor, consultants or vendors:-

1. Name of the Party in whose favour the payment is to be released.
2. The bank account no. in which the recipient party intends to credit the amount.
3. Bank address and RTGS no. of said bank branch.

All Divisions at HQ are requested to ensure that above details are recorded in the note while referring the case to Finance Division for making payment so that payments are made through electronic transfer.

This procedure may be implemented with immediate effect.

This issues with the approval of Member (Finance).

*T.K.Chattopadhyay*  
(T.K.Chattopadhyay)  
General Manager (A/cs & Audit)

To,

All CGMs/CVO/GMs / DGMs/Managers, NHAI, HQ

Copy to :

- (i) PS to Chairman
- (ii) PS to All Members
- (iii) Hindi Officer
- (iv) Librarian



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NHAI/GM (LA)/Misc./2009/2

Dated: 01.04.2009

### National Highways Authority of India (Land Acquisition Division)

## CIRCULAR

### **Sub:- Submission of proposals for consideration of Variation Committee.**

All variations proposals involving claims/extension of time due to delay in Land Acquisition should be accompanied by duly completed format enclosed herewith.

  
(S.K. Nirmal)  
GM (LA)

Encl: As above

To,

All CGMs / GMs in NHAI HQ

Copy to:

1. PS to Chairman
2. PS to all Members

**Format for Monitoring of Land Acquisition**

1. Date of submission/approval of LA Plan.
2. Date pf 3(a) Notification for appointment of CALA.
3. Date of receipt of Draft 3(A) from CALA.
4. Date of submission of Draft 3(A) by PIU to HQ
5. Date of submission of Draft 3(A) from Tech. Division to LA Division
6. Date of publication of 3(A).
7. Date of receipt of draft 3(D) by PIU from CALA
8. Date of submission of draft 3(D) by PIU to HQ
9. Date of submission of draft 3(D) by Tech Division to LA Div.
10. Date of publication of 3(D).
11. Date of receipt of Award from CALA
12. Date of submission of Award by PIU to HQ
13. Date of submission of Award by Tech Div. to LA Div.
14. Date of approval of Award
15. Date of release of Award amount by HQ
16. Date of disbursement of compensation.
17. Date of taking possession of land.
18. Date of Completion of utility shifting.
19. Date of transfer of encumbrance free land to the Contractor /Concessionaire.



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

No. NHAI/LA/11013/2009-Misc

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फैक्स / Fax : 91-11-25093507 / 25093514

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

02.02.2011

### CIRCULAR

#### Sub: Proposals of notification for Land Acquisition under NH Act, 1956.

As per directions received from the Ministry of Road Transport and Highways, Government of India, henceforth all the proposals for publication of notifications u/s 3(A) and 3(D) of NH Act, 1956 has to be attached with a categorical statement along with the draft notification that no structure (house/shop/religious structure) is being acquired under the said notification. In case, any structure is being acquired or required to be demolished, then a rough sketch/map showing the proposed land acquisition, strip of the concerned structures/habitation on both sides of the road, must be submitted on file along with the proposal.

All the Project Directors/SLOs/ROs are directed to ensure compliance of above mentioned instructions while submitting proposals of notification for land acquisition under NH Act, 1956 to HQ.

*Y  
2/2/02*  
( V.K.Sharma )  
Chief General Manager (LA)

To  
All CGM (Tech)/ROs  
All SLOs  
All Project Directors  
All Managers/Asst.Mgr, LA Division, HQ

Copy for information to:

PS to Chairman  
PS to all Members



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NHAI/DR&A/ARB(Misc)/2010

July 2, 2012

### Circular

**Sub: Procedure for nomination of DRB Member/Arbitrator on behalf of NHAI in case of disputes.**

In supersession of the earlier guidelines on the subject, the Competent Authority has delegated the powers for appointment/nomination of DRB Member/Arbitrator on behalf of NHAI. Henceforth, this appointment will be done by a Committee which shall comprise of the following members:-

- (i) Member (Admn)
- (ii) Concerned Member (Project)
- (iii) CGM (F) looking after the projects.

2 In case, any member is away from HQ or on leave, then, other member may be co-opted in the above Committee. Likewise, in case, CGM (F) is away from HQ or on leave, then, Financial Analyst (CGM) may be co-opted as member in the Committee.

3 Legal & Arbitration Cell shall act as secretariat of the Committee.

4 This issues with the approval of Competent Authority.

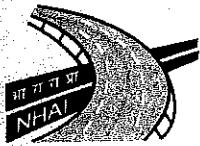


(P C Grover)  
CGM (Legal/HR)

To,

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

Copy for information to : PS to Chairman



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## CIRCULAR

NHAI/13/LA/Policy/2006

04 May 2010

### Subject: Income Tax on compensation for land.

1. A number of ROs/PIUs have sought clarifications whether Income Tax is deductible at source on compensation for assets/structures on agricultural land.

2. Payment of Income Tax on compensation for acquisition of land is governed by Section 194LA of the Income Tax Act, 1961:

*'Any person responsible for paying.....compensation or the enhanced compensation.....on account of compulsory acquisition..... of any immovable property (other than agricultural land), shall .....deduct an amount equal to ten per cent.....as income-tax thereon: Provided that no deduction shall be made.....where the amount.....or.....aggregate amount of such payments .....during the financial year does not exceed one hundred thousand rupees'.*

3. As per Explanation (ii) of Section 194LA: '*For the purposes of this section,..... "immovable property" means any land (other than agricultural land) or any building or part of a building.*' The definition of the term 'land' contained in the National Highways Act, 1956, includes buildings constructed on the land, inter-alia. (Application of the definition of 'land' contained in the NH Act to deduction of Income Tax on compensation for land, would exempt compensation for buildings standing on agricultural land from deduction of Income Tax). The Income Tax Act, 1961, however contains its own definition of 'immovable property' (which includes buildings or parts thereof). The definition of the term 'land' contained in the NH Act therefore shall not apply to deduction of Income Tax on compensation for land.

4. Aforementioned provisions contained in the IT Act yield the following guidelines to be followed with regard to deduction of Income Tax from compensation for land:-

(a) Income Tax is not deductible from compensation for agricultural land.

(b) Since the definition of 'immovable property' in the Income Tax Act, 1961, includes buildings or parts thereof; Income Tax is deductible on compensation for buildings standing on agricultural land.

(c) Since the definition of 'immovable property' in the Income Tax Act, 1961 does not include trees/bore-wells/ponds etc, Income Tax shall not be deductible on compensation for such trees/bore-wells/ponds etc.

5. ROs/PIUs may accordingly have Income Tax on compensation for land deducted as mentioned in para 04 above.

6. This issues with approval of the Competent Authority in NHAI.

4  
04/05  
(VK Sharma)  
CGM(LA)

#### To:

1. All ROs
2. All PIUs
3. All CGMs/GMs at HQ

#### Copy to:

1. PS to Chairman
2. PS to Members



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No.NHAI/DR&A/Arbn.(Misc.)/2012/

September 4, 2012

### CIRCULAR

Sub: Guidelines for handling the Dispute Review Board(DRB)/Dispute Review Expert(DRE)/Dispute Adjudication Board(DAB) & Arbitration matters in NHAI.

- *Procedure reg.*

.....

NHAI awards civil construction contracts on Engineering, Procurement and Construction (EPC) or Build, Operate & Transfer (BOT)-Toll & BOT-Annuity basis as per the mandate provided under Section 14 of NHAI Act, 1988 which empowers the Authority to execute various contracts. The agreements/contracts executed between NHAI and various contractors invariably contain clause(s) for dispute resolution and arbitration as per clauses of the agreements/contracts as well as Arbitration & Conciliation Act, 1996.

2. The terminology of dispute resolution mechanism varies with the different types of agreements. Over a period of time, there have been several disputes referred to DRB/DRE/DAB and also to Arbitration Tribunals (ATs) which are in progress. It has been observed that in some cases they get time-barred due to delay on the part of various functionaries of NHAI at PIU, RO or the concerned Division, which leads to obvious legal complications. Although, the guidelines/instructions with regard to decision to be taken on recommendations of DRB/DRE/DAB & Arbitration matters have been circulated vide Circular No.11041/217/2007-Admn. dated 23.08.2010, however, it is observed that the timelines contained therein are not being adhered to. Hence, in order to ensure expeditious disposal and streamline the procedure for handling these matters, the following procedure is reiterated:

(a) The PD (Nodal/Presenting Officer) of NHAI on receipt of the recommendations of DRB/DRE/DAB shall immediately examine the merits of the recommendations and in accordance with the clauses of the agreements/contracts, the PD shall submit his specific comments/observations invariably within the period as specified in Table at para 6, to the RO clearly specifying therein as to how the matter is fit to be referred to Arbitration Tribunal or not, based on the merits of the case and justifiable reasons.

(b) On receipt of the comments from the concerned PD, the RO shall forward his specific recommendations to the concerned Division of NHAI, HQ considering the independent opinion of the Engineer whether the case is fit to be referred to arbitration or not. The RO, if deemed necessary, may also take the opinion of Techno-legal Expert/Legal Counsel in arriving at such decision for reference of the matter to Arbitration Tribunal.

(c) As soon as the recommendations of RO are received, the concerned Technical Division at HQ shall circulate a note to the Executive Committee for consideration of the recommendations of DRB/DRE/DAB. In the circumstances, if Executive Committee is unable to meet within next 7 days, then, the Technical Division may seek its approval by circulation of the note.

(d) The concerned Technical Division shall, thereafter, communicate the final decision of Executive Committee to the concerned RO and PD for further necessary action, under intimation to Legal & Arbn. Cell. It shall be the responsibility of the concerned Technical Division to ensure that the decision of the Executive Committee is acted upon well before the expiry of limitation period as provided in the contract/concession agreement.

(e) The RO shall make sincere efforts to enter into a supplementary agreement with the contractor/concessionaire for conducting arbitration meetings at the venue as provided in the contract/concession agreement with emphasis to regulate the fee of the arbitrators as per approved fee schedule contained in Circular No. 110401/217/2007-Admn. dated 24.12.2010.

(f) It is also important to adhere to the limitation period as prescribed in the contract/Concession Agreement which is given below and PDs/ROs/Technical Division at HQ are advised to comply with the following limitation period scrupulously:

S.No	Name of Authority	DRE* (Limitation period is 28 days)	DAB* (Limitation period is 14 days)	DRB* (Limitation period is 28 days)	Arbitration (Limitation period is 30 days)	Remarks
1	Project Director (incl. Engineer)	7 days	4 days	7 days	7 days	
2	Regional Office	5 days	3 days	5 days	5 days	
3	Tech Divn. at HQ	6 days	3 days	6 days	6 days	
4	Executive Committee	10 days	4 days	10 days	12 days	

\* The limitation period commences from the date of receipt of notice from either of the parties to the contract.

- (i) As per contract/concession agreement, DRB/DRE/DAB is to be constituted within 90 days from the period mentioned in the contract/concession agreement.
  - (ii) The recommendations of DRB/DRE/DAB are to be accepted and referred to Arbitral Tribunals within 28 days' time or as provided under the contract.
  - (iii) The Arbitration Award after its publication is to be either accepted or challenged within a period of 90 days before the Court of Law.
  - (iv) The Single Judge decision of the High Court is to be either complied with or could be challenged within a period of 30 days from the date of the decision before the Division Bench of the same High Court.
  - (v) The decision of the Division Bench of the High Court is to be either complied with or challenged before the Hon'ble Supreme Court within a period of 90 days from the date of the decision.
3. The PDs/ROs/concerned Technical Divisions are advised to ensure that the decisions are taken well within the limitation period lest the opposite party gets the right for advancing the argument to dismiss the plea before the Court solely on account of limitation period. Therefore, the timelines as mentioned above are to be strictly followed by all concerned so that any proposal with regard to challenge or the acceptance, could be examined by Legal & Arbn. Cell by providing around 3 days, and for taking final decision by the Competent Authority by another 7 days. It may be noted that contention of late receipt of Award or non-receipt of Award can not be considered a valid ground.

4. This issues with the approval of Chairman, NHAI.



( P C Grover )  
CGM(Legal/HR&A)

To,

All Officers at HQs,  
All ROs/PIUs/CMUs

Copy for information to: PS to Chairman



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No: NHAI/11041/199/2006-Admn.

5<sup>th</sup> February 2008

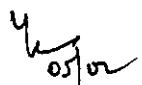
### OFFICE ORDER

Consequent upon approval of Competent Authority, an interdepartmental committee comprising of following officers has been formulated under the Chairmanship of Member (Admn.):

- i) Shri Atul Kumar, CGM(IT)
- ii) Shri S C Jindal, CGM(T)
- iii) Shri S K Puri, CGM(T)
- iv) Shri G P Chand, GM(MIS)
- v) Shri Ajmer Singh, DGM(PSQ)
- vi) Shri P K Mahopatra, DGM(MIS) (Convener)

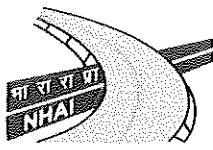
2. The committee is for monitoring of projects on continuous basis for ensuring the time and cost bond implementation, monitoring performance of contractors/consultants and building data base on them which will be utilised while taking decision on award of new contract.

3. The committee will meet every 15 days to review the projects and performance of contractors/consultants.

  
(V K Sharma)  
GM (Admn)

To :

PS to Chairman  
PS to all Members  
All CGMs/CVO  
All GMs/DGMs/Managers  
All PIUs/CMUs  
Librarian/Hindi Officer



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NHAI/F&A/Service Tax/2012-13

Dated 05.03.2013

### CIRCULAR

**Sub- Liability of the Service Tax payable on the services as per notification no 30/2012-ST dated 20/06/2012.**

As per the opinion obtained from CA firm in respect of Levy & payment of Service Tax on the Services as per notification no.30/2012-ST Dated 20.06.2012, it is hereby clarified that NHAI is exempted from payment/deposit of Service Tax for the below mentioned services vide Mega notification no.25/2012-ST Dated 20.06.2012, since NHAI does not fall in the category of "Business Entity" in terms of section 65B (17) of the Service Tax Act. NHAI is liable to discharge Service Tax Liability on Reverse/Joint charge mechanism on the services received as under:-

Particulars	Service Provider	Service Recipient	Person liable to discharge service tax liability
<b>Reverse charge mechanism</b>			
Services provided or agreed to be provided by an arbitral tribunal, individual advocate or a firm of advocates by way of legal services.	Individual advocates or legal firms and arbitral tribunal.	NHAI	NHAI being service recipient is not liable to pay service tax liability.
<b>Joint charge mechanism</b>			
Services provided or agreed to be provided by way of supply of manpower for any purpose. Services provided or agreed to be provided in service portion in execution of works contract. Hiring of vehicle for transportation of employees for officials purpose.	Individual, Hindu Undivided Family or partnership firm etc.  Other than above	NHAI	Only Service provider is liable to discharge service tax liability as per the rate mentioned in notification no. 30/2012-ST dated 20/06/2012.  NHAI being services recipient is not liable to pay service tax liability except as above.

This is issued with the approval of Competent Authority.

(Rajesh Gupta)  
GM (F&A)

To:  
Manager (Fin.)/DDO

Copy to:

All officers and employees of HQ  
All RO/PIUs/CMUs  
Librarian – for hosting on Library Website



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No. 11041/35/18-MR

दूरध्वाष /Phone : 91-11-25074100/25074200

फैक्स /Fax : 91-11-25093507 / 25093514

05<sup>th</sup> June, 2012

### OFFICE ORDER

It is noticed that some officers of NHAI have spoken to Media regarding various issues related to NHAI or briefed such media persons, affecting the relations and image of the organization.

2. It is reiterated that nobody should communicate with media on NHAI issues without prior permission of Chairman or unless otherwise directed. This needs to be followed scrupulously.

*V.K. Sharma*

(V.K. Sharma)  
CGM (Coord/LA)

#### To:

All officers of NHAI  
All ROs/SLOs/PIUs/CMUs

#### Copy to:

PS to Chairman



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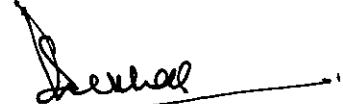
फैक्स /Fax : 91-11-25093507 / 25093514

No.11041/116/2010-Coord.-II

Dated: 05.09.2011

### CIRCULAR

Please find enclosed herewith letter No.NH-24036/24/2011-H dated 29<sup>th</sup> August 2011 received from the Under Secretary (Highways Section), MoRT&H regarding approval for opening of bids for compliance and necessary action.

  
(M. Chandrashekhar)  
General Manager (Coord.)

To

All CGMs at Hqs.

All GMs at Hqs.

All DGMs / Managers at Hqs.

Copy to:

All Members / CVO

PS to Chairman

No.NH-24036/24/2011-H  
Government of India  
Ministry of Road Transport & Highways  
(Highways Section)  
\*\*\*\*\*

119/CCRS/II  
30/8/11

1, Parivahan Bhawan, Sansad Marg,  
New Delhi, dated 29<sup>th</sup> August, 2011

To,

The Chairman,  
National Highways Authority of India,  
G-5 & 6, Sector - 10,  
Dwarka,  
New Delhi - 110075

{Kind Attention : Member (A)/Member (F)/ Member (T)/ Member (P), NHAI.}

Subject : Approval for opening of Bids – regarding.

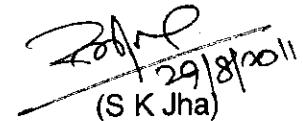
Reference is invited to NHAI's letter No. NHAI/ Phase-V/DMega/  
KUA/2009/20645 dated 28<sup>th</sup> July, 2011 on the above subject.

2. In view of the provisions contained in clause 3.1.1 of Model Request for  
Proposal (RFP) documents, it has been decided that the bids received by the  
National Highways Authority of India (NHAI) as per the provisions in 'Guidelines for  
Formulation, Appraisal and Approval of Central Sector Public Private Partnership  
Projects', notified by Department of Economic Affairs, may be opened in the  
presence of bidders on bid due date (even pending final approval of the competent  
authority i.e. CCI) to ensure transparency, to avoid possibility of foul play and to  
ensure conformity with extent guidelines.

3. NHAI is further requested to note that they should not depart from this  
procedure in future.

4. This issues with the approval of Hon'ble Minister (RT&H).

Yours faithfully,

  
(S K Jha)

Under Secretary to the Govt.of India  
Telephone No.23353141

Copy for information to :

Planning Commission,  
(Kind Attention : Smt. Sudha Pillai, Member Secretary)  
Yojana Bhawan, New Delhi.

Department of Economic Affairs,  
(Kind Attention : Ms. Aparna Bhatia, Director),  
Ministry of Finance,  
North Block, New Delhi.



**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

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

No.NHAI/11041/08/2010-HR.I

06.02.2012

**OFFICE MEMORANDUM**

**Sub: Modification to the application format for advertisement of vacancies for various posts in NHAI**

An advertisement has recently been approved by Chairman for CGM level posts, wherein some new clauses have been included. A copy of the application format is enclosed as **Annexure**.

2. In order to ensure uniformity in advertisements issued by NHAI, all the officers of HR/Admin. Division are directed to use this format in all the future advertisements.
3. Wherever required, modification in Sl.Nos.1 of the Application Format and Clause 10 of Important Conditions may be made on the basis of the mode of appointment for which the post is being advertised. Similarly, Clause 3 of Important Conditions may be deleted if only one type of post is being advertised.
4. In case any other modification is required, the proposal may be routed through HR/Admin.-I Division for taking policy decision in the matter, before the file is submitted to Chairman for approval of advertisement.

  
(P.C. Grover)  
CGM (Admin. & HR)

To,

**All officers of HR/Admin. Division**

**APPLICATION FOR THE POST OF**

1. Mode of recruitment, viz. Promotion / Deputation (wherever applicable) [please specify] : \_\_\_\_\_
2. Name of the Candidate (in Block letters) : \_\_\_\_\_
3. Father's/Husband's Name : \_\_\_\_\_
4. Date of Birth in Christian era (in dd/mm/yyyy format) : \_\_\_\_\_
5. Permanent Address (with PIN code) :  
\_\_\_\_\_  
\_\_\_\_\_
6. Address for Correspondence (with PIN code) :  
\_\_\_\_\_  
\_\_\_\_\_
7. E-mail address, Phone Numbers (Office, Residence & Mobile) along with Fax Number, if any : \_\_\_\_\_
8. (a) Religion : \_\_\_\_\_  
 (b) Whether belonging to Minority Community, if yes, please specify : \_\_\_\_\_  
 (c) Whether belonging to SC/ST/OBC, if yes, please specify : \_\_\_\_\_  
 (d) Whether physically disabled, if yes, please specify : \_\_\_\_\_  
 (e) Gender: Male / Female : \_\_\_\_\_
9. Details of Educational Qualifications from Matriculation onwards (Enclose a separate sheet, duly authenticated by your signatures, if the space below is insufficient) : \_\_\_\_\_

Sl. No.	(1)	(2)	(3)	(4)	(5)
a. Examination passed					
b. Year of passing					
c. Name of College / Institute					

d. University / Board					
e. Main subjects					
f. Total aggregate & percentage of marks obtained, division and remarks, if any					

10. Details of experience (in chronological order). Enclose a separate sheet, duly authenticated by your signatures, if the space below is insufficient

Sl. No.	(1)	(2)	(3)	(4)	(5)
a. Name of organization					
b. Post held with dates (in dd/mm/yyyy format)					
c. Whether working on permanent / regular or adhoc, temporary, quasi-permanent or deputation or contract basis					
d. If worked on deputation basis, please indicate the post and pay scale held on regular / substantive basis in the parent department					
e. Period of tenure with dates (in dd/mm/yy yy format)	From				
	To				
f. Brief description of duties					
g. Scale of pay and current basic pay (In case the pay scale under CDA pattern has been revised after the 6 <sup>th</sup> CPC recommendations, please clearly indicate the Pay Band and the Grade Pay)					
h. Whether scale of pay is on CDA or IDA pattern or any other DA pattern. Please specify					
i. Details of experience in the relevant field (with dates in dd/mm/yyyy format)					

11. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same) : \_\_\_\_\_

	Qualifications/ Experience Required for the post	Qualifications/Experience possessed by the officer
--	--	--

Essential Education Qualification:		
Desirable Education Qualification:		
Essential Experience:		
Desirable Experience:		

12. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post : \_\_\_\_\_
13. Nature of present employment (i.e. permanent / regular or adhoc, temporary, quasi-permanent or deputation or contract basis) : \_\_\_\_\_
14. In case the present employment is held on deputation / contract basis, please state : \_\_\_\_\_
- (a) The date of initial appointment on deputation / contract basis : \_\_\_\_\_
- (b) Period of appointment on deputation / contract : \_\_\_\_\_
- (c) Name and address of the parent organization to which you belong : \_\_\_\_\_
- (d) Whether the parent department is  
(Please indicate the name against the relevant column) : \_\_\_\_\_
- (i) Central Government : \_\_\_\_\_
- (ii) State Government : \_\_\_\_\_
- (iii) Central / State Government Public Sector Undertaking : \_\_\_\_\_
- (iv) Central / State University : \_\_\_\_\_
- (v) Central / State Autonomous Body : \_\_\_\_\_
- (vi) Others, please specify : \_\_\_\_\_
- (e) Name of the post and pay scale with DA pattern held by you on regular / substantive basis in the parent department. Date (in dd/mm/yyyy format) from when such post held may also be indicated (In case the pay scale under CDA pattern has been revised after the 6<sup>th</sup> CPC

recommendations, please clearly indicate the Pay Band and the Grade Pay) : \_\_\_\_\_

15. Additional details about present employment. Please state whether working under (indicate the name and address of the organization against the relevant column) : \_\_\_\_\_
- (a) Central Government : \_\_\_\_\_
- (b) State Government : \_\_\_\_\_
- (c) Central / State Government Public Sector Undertaking : \_\_\_\_\_
- (d) Central / State University : \_\_\_\_\_
- (e) Central / State Autonomous Body : \_\_\_\_\_
- (f) Others, please specify : \_\_\_\_\_
16. (a) Whether the present pay scale in which you are working in your parent department has been granted under Modified Assured Career Progression Scheme (MACP), ACP, Time Scale, Personal Upgradation, Financial Upgradation, In-situ upgradation, Adhoc-promotion or any other similar scheme of your parent department : Yes / No \_\_\_\_\_
- (b) If yes, please specify the substantive pay scale of the post held by you along with name of the substantive post : \_\_\_\_\_
17. If working or belonging to the Public Sector Undertaking, please indicate : \_\_\_\_\_
- (a) The status of PSU. Whether Schedule A, B, C, D, etc. : \_\_\_\_\_
- (b) The Grade in which you are working along with the pay scale (Whether E-1, E-2, E-3, E-4, E-5, E-6, E-7, E-8, or E-9, etc.) : \_\_\_\_\_
- (c) The grades and designations along with pay scales of the posts which are below you in the officers/ Executive cadre : \_\_\_\_\_

- (d) The grades and posts along with pay scales which are above you in the officers/ Executive cadre upto the Board level : \_\_\_\_\_
18. If working in Department, other than specified in Sl.No.17 above, please indicate : \_\_\_\_\_
- (a) The designations along with pay scales of the posts which are below you in the officers/ Executive cadre : \_\_\_\_\_
- (b) The grades and posts along with pay scales which are above you in the officers/ Executive cadre upto top management level / head of the organization level : \_\_\_\_\_
19. Are you in a revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale along with the DA pattern applicable : \_\_\_\_\_
20. Total emoluments per month drawn  
**(Please indicate the detailed break-up and also enclose a self-attested copy of the latest pay slip)** : \_\_\_\_\_
21. Please indicate the present rate of DA and the date (in dd/mm/yyyy format) from which it is applicable : \_\_\_\_\_
22. Age of retirement applicable in parent Department : \_\_\_\_\_
23. Your date of retirement in the parent department : \_\_\_\_\_
24. Contact details of the officer(s) in personnel / HR / Admn. Deptt. who could be contacted regarding the ACRs / NOC / Vigilance / Discipline clearance, etc. **(if there are different officers dealing with these matters, please indicate their complete details, separately)** : Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Address (with PIN code) : \_\_\_\_\_  
Tel.No./ Fax No. : \_\_\_\_\_  
E-mail ID: \_\_\_\_\_  
Website : \_\_\_\_\_
25. Details of computer knowledge: Language(s) known and application software used : \_\_\_\_\_
26. Additional information, if any, which you would like to mention in support of your suitability for the post (This among

other things may provide information with regard to (i) additional academic qualifications, (ii) professional training, (iii) work experience over and above prescribed in the vacancy circular / advertisement) [Enclose a separate sheet, duly authenticated by your signatures, if the space is insufficient] : \_\_\_\_\_

27. Remarks (The candidate may indicate information with regard to (i) Research publications and reports and special projects, (ii) Awards /scholarship / official appreciation, (iii) Affiliation with the professional bodies / institutions / societies, and (iv) Any other relevant information) [Enclose a separate sheet, duly authenticated by your signatures, if the space is insufficient] : \_\_\_\_\_
28. Languages known (Read, write, speak and understand) : \_\_\_\_\_
29. Whether applied for the similar post in NHAI in the last one year, if so, please indicate the post applied for, date of advertisement and date of interview, if any : \_\_\_\_\_
30. Details of earlier service in NHAI : \_\_\_\_\_

S.No.	Name of post	Nature of employment (Deputation/ Regular/ Contract)	Tenure / period with dates in dd/mm/yyyy format		Scale of pay	Place(s) of posting	Nature of duties/ work(s) handled
			From	To			

#### DECLARATION

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Application Form / Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

I also hereby solemnly declare and undertake that all information furnished by me is true, correct and complete to the best of my knowledge and belief. I undertake that, if at any stage of selection or even after selection, any of the information furnished by me is found to be false, incorrect or misleading, then my candidature / appointment / services will stand cancelled / terminated without assigning any reasons there for.

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

Place: \_\_\_\_\_

Name : \_\_\_\_\_

{

**VERIFICATION**  
**(To be completed by the parent department)**

It is certified that the particulars given by the candidate in his/her application, regarding the details of educational qualification, relevant experience and pay particulars, etc. have been verified from the service records and are true, correct and complete. In case of selection, it is confirmed that the officer shall be relieved within the time frame stipulated by NHAI.

2. **Integrity Certificate:** It is certified that integrity of the officer is beyond doubt.
3. **Vigilance/ Disciplinary Clearance Certificate:** Certified that no vigilance case or disciplinary proceedings or criminal proceedings are either pending or contemplated against the officer.
4. **No Penalty Certificate:** Certified that no minor or major penalty has been imposed on the officer during the last ten years OR list of major/ minor penalties imposed on the officer during the last 10 years is as under:-

Sl. No.	Nature of penalty (Major/ Minor)	Type of penalty	Date of imposition of penalty	Period of currency of penalty along with date until the penalty is valid	Remarks, if any

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

Place : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Address : \_\_\_\_\_

Tel.No. \_\_\_\_\_

Official seal : \_\_\_\_\_

**Important conditions:**

1. The Department/Organization concerned while forwarding the application should:
  - (a) enclose **attested** copies of Annual Confidential Reports for the last six years along with a discipline/vigilance clearance certifying that no penalty is imposed against the officer for last ten years, integrity certificate and no penalty certificate.
  - (b) certify that the particulars given by the candidates in their application, regarding the details of educational qualification, relevant experience and pay particulars, etc. have been verified from the service records and are true, correct and complete for post applied for.
  - (c) certify the position/status of the candidate in the hierarchical structure of the organization along with respective grades and pay scales.



2. Applications not submitted **strictly** in the prescribed format or incomplete in any respect, especially without details of pay scales shall be liable for summary rejection. The candidates are advised to fill the application format carefully in accordance with the eligibility criteria and experience mentioned above. It may be noted that any subsequent clarification regarding job profile/ experience, etc. at a later date will not be entertained under any circumstances.

3. Candidates applying for more than one post should submit separate application for each post, failing which, the application will be considered only for the first post indicated in the application.

4. Candidates belonging to SC / ST / Minority Communities are especially welcome and should apply in large numbers.

5. Wherever the pre-revised pay scale(s) have been mentioned in the application, the corresponding revised pay scales should also be indicated. Similarly, wherever the revised pay scale(s) have been mentioned, the corresponding pre-revised pay scale(s) should also be indicated.

6. If a large number of applications are received, only those candidates who are short listed on the basis of qualifications, experience, tenure and level of service in the relevant field shall be considered for selection.

7. The posts carry all India service liability. Therefore, only those who are willing to serve anywhere in India may apply.

8. The candidates who apply for the post in respect to the vacancy circular shall not be allowed to withdraw the candidature subsequently. Once a candidate applies for being considered and is considered and selected by NHAI, he/she should not decline the appointment. If he/she declines the appointment, his/her candidature shall not be considered for any further appointment by NHAI for a period of two years from the date of cancellation of offer of appointment.

9. Candidates who are more than 56 years of age as on the last date for receipt of applications need not apply. Those candidates who are due to retire from their parent cadre within two years, as on last date for receipt of applications also need not apply.

10. Internal/regular candidates of NHAI, who fulfill the eligibility conditions prescribed for internal candidates in the advertisement as per the Regulations, as on the last date for receipt of applications, may also apply. In case they are selected, their appointment will be on promotion basis. Accordingly, the internal / regular officers of NHAI who are in direct line of promotion shall not be considered for appointment on deputation basis. Similarly, the deputationists shall not be eligible for being considered for appointment by promotion.

11. Period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization, shall ordinarily not exceed 3 years.

12. Crucial date for determination of eligibility shall be the last date prescribed for the receipt of applications.

13. Canvassing or bringing influence in any form will disqualify the candidature.

14. The advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reasons there for.



15. Duly filed-in applications, along with the requisite information / documents stated in above paras, may be sent by Registered/Speed Post, through proper channel wherever applicable, to the following address, so as to reach latest by \_\_\_\_\_. **These details can also been seen in the Employment News dated \_\_\_\_\_.** However, if the candidate anticipates delay in forwarding of his/her application from parent department, he/she should submit an advance copy of the application before the last date prescribed for the receipt of applications. Applications routed through proper channel from the parent department along with requisite information/ documents should reach NHAI at the earliest.

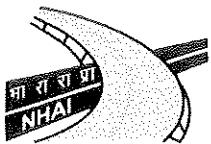
16. It may please be noted that the applications received through e-mail or fax shall be summarily rejected. This notice is also available on NHAI website: [www.nhai.org](http://www.nhai.org). **The envelope containing the application should be super-scribed with the name of the post applied for.**

17. **Corrigendum or Addendum to this advertisement, if any, shall be published only on the website of NHAI. Therefore, the candidates are advised to check the website of NHAI regularly.**

**Address for Communication:**

Shri/Smt. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ National Highways Authority of India, G-5 & 6, Sector-10,  
Dwarka, New Delhi-110 075

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# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport and Highways)

चौ-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110075

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

दूरध्वाप / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

NHAI/A&A/ Toll Remittances /2010-11/II-62

०६  
Dated : 02.05.2014

### OFFICE MEMORANDUM

Sub: Remittances of toll revenue, auction toll shared revenue, negative grant and interest accrued thereon in the Consolidated Fund of India, **Credit/Debit Advice**.

Sir,

As per NHAI Policy Circular No. 64 of 2010 dated 22.03.2010, the toll revenue, shared revenue, negative grant and interest accrued thereon, pertaining for from 1<sup>st</sup> April 2010 all toll receipts, auction toll, OMT, Revenue Sharing , Premium and Negative Grant was remitted by the PIUs to HQ dedicated Toll Account with Syndicate Bank , Account No. 9062101002456 and details of remittances has to be sent to HQ for such remittances. An OM was issued on 25.04.2012, and was requested to all PIUs to sent the details of such remittances to HQ for the month, latest by 2<sup>nd</sup> working day of next month by way of email only.

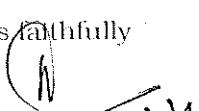
2. It is observed that PIUs Chennai, Madurai, Lucknow, Dharwad, Jaipur, Gandhidham, Muzzafarpur, Udaipur, Indore, Kanpur, and Krishnagiri have not complied with the procedure prescribed in the above OM for remittances / reporting to HQ.

3. It is requested that the prescribed procedure as under may be strictly followed:-

- i) All maturity proceeds may be remitted to HQ on the **same day of maturity**.
- ii) Remittances to HQ may be made only in dedicated account open for toll remittances with Syndicate Bank, Transport Bhavan, New Delhi. A/c No. **90621010002456** ( RTGS No. SYNB0009062).
- iii) Details of remittances may be furnished in prescribed format attached **immediately after remmiting the amount** in the said account at dineshkakkar@nhai.org & kawal@nhai.org ( you need not to send its Hard Copy)
- iv) TCS received along with the above Toll Receipts should be retained by PIU for deposit to Govt. account at their end.
- v) Please mention at **column no. 4**, mode of collection, about the collection, whether this is **Auction Toll/ Revenue sharing/ Premium/ OMT or it is Negative Grant**.

This may kindly be followed strictly.

Yours faithfully

  
(Madhup Kumar)  
CGM(F)

To,  
All PIUs/ CMUs/ ROS



**Letter Head of the PIU**

**Dated: .....**

To,

The Manager (F&A), NHAI HQ.

Sir,

The details of remittance of toll revenue, Auctioned toll shared revenue, negative grant, OMT, Premium, etc. in toll account with Syndicate Bank, Transport Bhawan, New Delhi. (**A/c No.90621010002456, RTGS No. SYNB0009062**) pertaining to this office, are furnished as under:-

1.	Name of the PIU/CMU/RO			
2.	Name of Toll Plaza/Stretch			
3.	Name of the Collecting Agency/Concessionaire			
4.	Mode / nature of collection			
5.	Period/Month			
6.	Details of remittance at HQ in A/c No.90621010002456			
S.No.	Date of collection/ receipt in PIU A/c	Date of Remittance in HQ Toll A/c by PIU	Amount	
Total amount remitted during the month				

It is certified that the above figures are correct and reconciled with the figures booked in PIU's Books of Accounts.

(Signature of DDO/ Project Director)

- Note1. This report as scanned copy should be sent through **e-mail only** to NHAI HQ to dineshkakkar@nhai.org and kawal@nhai.org immediately after remmiting the amount to toll account with syndicate bank positively. (No hard copy is required.)
- Note 2 TCS is not required to be remitted to HQ but to be deposited in Govt. Account at PIU end.
- Note3 In coloumn no. 4, clearly mentation wheter collection is toll revenue, Auctioned toll shared revenue, negative grant, OMT, Premium (only one) and not monthly or weekly or daily etc.



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

### CIRCULAR

NHAI/13/LA/Policy/2006

06 Sep 2010

#### **Subject: Guidelines for processing Arbitral Awards.**

1. The policy/procedures for processing Arbitral Awards for compensation for land have been reviewed, and, as a measure for streamlining processing of Arbitral Awards in respect of compensation for land, it has been decided that such Awards shall henceforth be processed as mentioned in following paragraphs:-

- (a) Upon declaration of an Arbitral Award for compensation for land, concerned PIU shall immediately obtain a copy of the Award and initiate a case for disposal of the same in accordance with relevant Policy/Guidelines, and also otherwise ensure that filing of appeal against the Arbitral Award by NHAI does not get time-barred. (As per Section 34 of the Arbitration and Conciliation Act 1996, appeal against an Arbitral Award can be preferred within 90 days of receipt of the same)
- (b) Concerned PIU is to implead NHAI as a party in all Arbitration proceedings (if the Arbitrator has not already issued notice to NHAI).
- (c) An Arbitral Award wherein the Arbitrator has enhanced compensation determined by CALA by Rs 01 lac is to be accepted at level of concerned Project Director irrespective of reasons adduced by the Arbitrator for enhancing compensation. However, while conveying acceptance of such Awards it is to be made amply clear to the Arbitrator that his Award is being accepted because amount by which he has enhanced compensation is too meager for protraction of legal proceedings, not because NHAI agrees with reasons adduced by him for enhancing compensation. This will ensure that reasons adduced by the Arbitrator for enhancing compensation in any one particular case are not cited as precedents for enhancing compensation in other similar cases.
- (d) Power to challenge Arbitral Awards in Court on basis of recommendations of concerned PIU and the RO's/PIU's legal counsel is delegated to ROs. Appropriate legal counsel may be engaged by RO's/PIU's for this purpose. [Delegation of the authority to ROs to challenge Arbitral Awards in Court would be subject to condition mentioned at para (c) above ie that Arbitral Awards wherein the Arbitrator has enhanced compensation by upto Rs 1.0 lac are to be accepted at level of concerned Project Director irrespective of reasons adduced by Arbitrator].
- (e) Decision to accept an Arbitral Award wherein the Arbitrator has enhanced compensation by upto Rs 5.0 Cr is to be taken at level of RO/CGM in charge of the State.
- (f) Decision to accept an Arbitral Award wherein the Arbitrator has enhanced compensation by an amount above Rs 5.0 Cr, upto Rs 10.0 Cr is to be taken at level of concerned M(T), with concurrence of M(A).
- (g) Chairman would remain Competent Authority for accepting Arbitral Awards beyond Rs 10 Cr.
- (h) The amount (in respect of which the authority to accept an Arbitral Award has been delegated) includes Interest on the enhancement awarded by the Arbitrator.

- (j) Compensation determined by CALA is to be deposited with him prior to initiation of Arbitration proceedings only on conditions that (i) possession of land is transferred of to NHAI, and (ii) compensation shall be disbursed only subsequent to due approval by HQ.
- (k) CALAs Awards which have been upheld by the Arbitrator are not to be pursued into Court, for the simple reason that successive endorsements of the Award by CALA/Arbitrator point to merit possessed by CALA's Award.
- (l) Cases where Award declared by CALA has been challenged by landowners, whereupon the Arbitrator has enhanced compensation and his Arbitral Award has been upheld by a Court, also ought not to be pursued into a higher Court.
- (m) For ready availability of necessary information, for processing Arbitral Awards timely, cases pertaining to such Awards are to be submitted as per Format at Annexure to this Circular.
- (n) While submitting cases for consideration of RO/HQ, PIUs shall furnish their observations/ recommendations in the matter.
- (o) As per Explanation (ii) of Section 194LA of the Income Tax Act, 1961: '*For the purposes of this section, .... "immovable property" means any land (other than agricultural land) or any building or part of a building.*' Consequently; (i) Income Tax is not deductible from the enhancement awarded on compensation for agricultural land. (ii) Since the definition of '*immovable property*' in the Income Tax Act, 1961, includes buildings or parts thereof, Income Tax is deductible on the enhancement awarded on compensation for buildings standing on agricultural land. (iii) Since the definition of '*immovable property*' in the Income Tax Act, 1961 does not include trees/bore-wells/ponds etc; Income Tax shall not be deductible on the enhancement awarded on compensation for such trees/bore-wells/ponds etc.
- (p) Income Tax is chargeable on the amount by which an Arbitrator has enhanced compensation, and interest thereon, subject to condition that aggregate amount of such payments; ie (i) compensation awarded by CALA, (ii) enhancement awarded by the Arbitrator and (iii) interest on the enhancement awarded by the Arbitrator, during the financial year, exceeds one hundred thousand rupees.
- (q) Section 3H(6) of NH Act stipulates that '*Subject to the provisions of this Act, the provisions of the Arbitration and Conciliation Act, 1996 shall apply to every arbitration under this Act.*' Section 3H(5) of NH Act provides for payment of interest @ 09% per annum on the enhanced amount (from date of declaration taking possession under Section 3D to date of deposit of the enhanced amount). Accordingly, since applicability of provisions of the Arbitration and Conciliation Act have been made subject to provisions of the NH Act and since the NH Act contains its own specific provisions pertaining to payment of interest, it follows that the provisions of NH Act pertaining to payment of interest would preponderate/prevail over those of the Arbitration and Conciliation Act; Interest would therefore be payable @ 09% per annum on the enhanced amount from date of taking possession under Section 3D to date of deposit of the enhanced amount, as provided under the NH Act.
2. NHAI Circular No 11041/21/2002/Admin-III dated 13 May 04 and Office Order No NHAI/LA/2009 dated 22 Oct 09 are amended accordingly. Circular of even No dated 03 Sep 2010 is cancelled.
  3. This issues with approval of the Competent Authority.

To:

1. All ROs
2. All PIUs
3. All CGMs/GMs at HQ

Copy to:

1. PS to Chairman
2. PS to Members

✓  
(VK Sharma)  
CGM(LA)

**Format for submission of Arbitral Awards for compensation by PIUs to RO/HQ**

Name of PIU:

Name of Project:

SI No	Particulars of Arbitral Award		Details (to be furnished by PIU)
1.	Date of declaration of Arbitral Award.		
2.	Date of receipt of Arbitral Award by NHAI.		
3.	Date by which appeal against the Arbitral Award can be filed as per Section 34 of Arbitration and Conciliation Act, 1996.		
5.	Name of village/urban area.		
6.	Area of land involved in Arbitration.		
7.	Date of 3A Notification.		
8.	Date of 3D Notification.		
9.	Date of declaration of 3G Award.		
10.	Date of payment of compensation.		
11.	Circle-rate at time of publication of 3A Notification.		
	Compensation fixed by CALA (Rs per m <sup>2</sup> ).		
12.	Basis for fixation of rates by CALA		
13.	Sales-statistics. *	(i) Highest transaction rate.	
14.		(ii) Lowest transaction rate.	
15.	Rate awarded by Arbitrator (Rs per m <sup>2</sup> )		
16.	Reasons adduced by Arbitrator for enhancing compensation.		
17.	Financial implication of the Arbitral Award.	(i) Enhancement of compensation. (ii) Interest (@9% p.a) (iii) Total implication.	
18.	Date upto which total financial implication has been calculated.		

\* Note:

(i) Column No 13 is required to be filed only if CALA has determined compensation on basis of sales-statistics.



# 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/11041/08/2010-HR.I

दूरभाष /Phone : 91-11-25074100/25074200

फैक्स /Fax : 91-11-25093507 / 25093514

06.11.2012

### OFFICE MEMORANDUM

**Sub: Handing-taking over of charge by GMs/ DGMs/ Managers who are holding the charge of Project Directors**

Reference is invited to Chairman's letter No.NHAI/11041/08/2010-HR.I dated 27.8.2012, whereby the Regional Officers were directed to ensure that the PDs who are likely to complete 4 years by Oct 2012 should start preparing their charge note giving full details as per CGM (Admn.) Circular No.11041/283-Misc./2009-Admn. dated 14.8.2012, which has now been modified vide Policy Circular No.Admn./Finance (92/2012) dated 25.9.2012 (copy enclosed). Apart from this, the charge note should also contain the following details:-

- (i) Separate contract-wise files for the project.
- (ii) Separate contract-wise files for arbitration and DRB matters.
- (iii) Land Acquisition details – details of land acquired and compensation paid.
- (iv) Details of utility shifting with line diagram.
- (v) Separate files for other permissions viz. ROB, environment clearance, wildlife clearance, tree cutting permission, etc.
- (vi) Details of court cases related to land acquisition and other court cases.

2. In view of the above, the Regional Officers should ensure that the charge taking/handing over is properly carried out so as to ensure there is no gap in contract management and interest of NHAI is fully protected and charge notes contain full details so that successor officers can handle the project in a smooth manner. The Regional Officers may also hold personal discussion with such officers and give them suitable instructions. On this account, any failure to do so may entail disciplinary action.

Encl. As above



(P.C. Grover)  
CGM (Admn. & HR)

To,

All Regional Officers

Copy for information to:

PS to Chairman



## भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

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फैक्स /Fax: 91-11-25093507 / 25093514

(12)

No.11041/217/2007-Admn

25.09.2012

#### POLICY MATTERS-ADMINISTRATION/FINANCE (92/2012)

(Decision taken on File No.NHAI/11041/08/2010-HR.I.)

**Sub: Format of certificate for handing / taking over charge by technical officers**

In supercession of the Circular No.11041/283-Misc/2009-Admn. dated 14.8.2012 (**Annex.-A**), it has been decided all technical officers while taking/ handing over their charge should submit a detailed certificate in the format as per **Annex.-B**.

2. This issues with the approval of Competent Authority.

*4  
25/09*  
(V.K.Sharma)  
Chief General Manager (Coord./IA)

To,

All officers and employees of HQ/ZO/ROs/PIUs/CMUs/Site Offices



## भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

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

Annex-A'

टूरमार्ग /Phone : 01-11-25074100/25074200

फैक्स /Fax : 91-11-25093507 / 25093514

No: 11041/283-Misc/2009-Admn.

August 14, 2012

### CIRCULAR

For the purpose of uniformity in handing/taking over of charge, it has been decided that all officers while taking/handing over their charge should submit a detailed certificate in the format as per annexure -I.

(P.C. Grover)  
CGM (Admn)

Copy also to:

All officers of NHAI

Handing/Taking Over of Charge

Certified that we have handed over/taken over charge of the office of \_\_\_\_\_ in forenoon /afternoon of \_\_\_\_\_ in compliance to HQs NHAI Office order/letter no. \_\_\_\_\_ dated \_\_\_\_\_.

The following documents are attached for reference of officer receiving charge:-

(a) Brief status report on NHAI Projects in \_\_\_\_\_ (State)

- i). \_\_\_\_\_
- ii). \_\_\_\_\_
- iii). \_\_\_\_\_
- iv). \_\_\_\_\_
- v). \_\_\_\_\_
- vi). \_\_\_\_\_
- vii). \_\_\_\_\_

(b) Brief report of each ongoing project

(c) Status of land acquisition and pre-construction activities

(d) Status of outstanding Variation Orders

(e) Status of Officers

(f) Minutes of Meeting held on \_\_\_\_\_ of \_\_\_\_\_ with Contractors/  
Concessionaires and Supervision Consultants/Independent Engineers

(g) Summary of Court/DRB/AT cases PIU Wise

(h) Summary of project expenditure till \_\_\_\_\_

Relieved Officer

Relieving Officer

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Copy to:

- 1) PS to Chairman
- 2) PS to All Members/CVO
- 3) All CGMs
- 4) All GMs/DGMs
- 5) All ROs/PIUs/CMUs.
- 6) All Managers at HQs.
- 7) Hindi Division/Librarian/DDO

NATIONAL HIGHWAYS AUTHORITY OF INDIAHanding/Taking over of Charge

Certified that we have handed over/ taken over charge of the office of \_\_\_\_\_ in forenoon/afternoon of \_\_\_\_\_ in compliance to HQs NHAI order/letter No. \_\_\_\_\_ dated. \_\_\_\_\_

The following documents are attached for reference of officer receiving charge:-

- (a) Brief status report on NHAI Projects in \_\_\_\_\_ (State)
  - i). \_\_\_\_\_
  - ii). \_\_\_\_\_
  - iii). \_\_\_\_\_
  - iv). \_\_\_\_\_
  - v). \_\_\_\_\_
  - vi). \_\_\_\_\_
  - vii). \_\_\_\_\_
- (b) Brief report of each on going project
- (c) Status of land acquisition and pre-construction activities
- (d) Status of outstanding Variation Orders
- (e) Status of Officers
- (f) Minutes of Meeting held on \_\_\_\_\_ of \_\_\_\_\_ with contractors/ Concessionaire and Supervision Consultants/Independent Engineers
- (g) Summary of Court/DRB/ At cases PIU Wise
- (h) Summary of Project expenditure till \_\_\_\_\_
- (i) List of Claims filed by various concessionaires/ contractors

Sign of Relieved Officer

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Sign. of Relieving Officer

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Copy to:

- 1) PS to Chairman
- 2) PS to all Members/CVO
- 3) All CGMs
- 4) All GMs/DGMs
- 5) All ROs/PIUs/CMUs
- 6) All Managers at HQs
- 7) Hindi Division/Librarian/DDO



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

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दूरभाष / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

No. NHAI/11013/DGM (LA/Coord)2013/1103/46562 06<sup>th</sup> December 2013

To,

1. All ROs

2. All PIUs

NHAI

29.11.2013

**Sub:- Guidelines regarding dealing with summons of High Courts to the top management of NHAI**

Sir,

It has been brought to notice by Legal Consultant at the Headquarters that on many occasions, Secretaries/CEO of Govt Organizations/Autonomous Bodies are summoned by the High Court to appear in person for simple and trivial issues which can be attended to by the dealing officers of the case.

2. The Hon'ble Supreme Court in R.S. Singh v/s UP Malaria Nirikshak Sangh and others in CA No. 5600 of 2006 in dealing with contempt case against Principal Secretary, Finance and Medical and Health of UP Govt in the Judgement dated 09<sup>th</sup> Mar 2011 had critically examined the increasing tendency amongst High Courts to summon top level officers. The gist of the judgement of the Apex Court is highlighted below:-

(i) "High Courts ordinarily should not summon the senior officials of the Govt. and that should only be done in very rare and exceptional cases.

(ii) The Judiciary must have respect for executive and the legislature. Judges should release that official like Chief Secretary to Govt. Commissioners, District Magistrates, Senior Police Officers etc., are extremely busy persons who are often working from morning till night.

(iii) Requiring the presence of the Senior Officers of the Govt in Court should be as a last resort, in rare exceptional cases where such presence is absolutely necessary, as for example, where it is

CONTD. TO P/2...

Bursh  
- 06/12

*necessary to seek assistance in explaining complex policy or technical issues which the counsel is not able to explain properly.*

*(iv) Consequently we are coming across many orders where High Court are summoning executive officials routinely, casually and some time even at the drop of a hat. This is most improper.*

*(v) If the Executive Authorities are dissatisfied with the High Court order they may appeal against that order to the Supreme Court but it is not proper to ignore such orders.*

*(vi) At the same time, we make it clear that we have also come across cases where orders of the Court are deliberately ignored by the Govt. officials.*

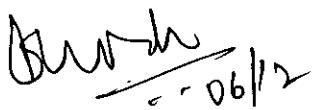
*(vii) The system functions on mutual respect between the judiciary and the executive."*

3. In the light of the ratio of the said judgements by the Apex Court, it would be appropriate that NHAI ought to follow certain procedures for dealing with cases where summons are issued by a Court to the management of NHAI. The procedure to deal with such cases is being suggested below:

(a) In a situation, where Court is inclined to pass orders for personal appearance of Chairman/ Member, NHAI

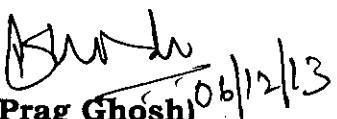
(i) Advocates shall submit to the Court that the issue(s) on which the Court is inclined to pass order for personal appearance of Chairman/Member, NHAI, can be adequately explained/clarified by the concerned RO/PD as they are fully conversant with the case/issue and therefore the Court may consider exemption of such higher level officer from personal appearance.

(ii) An appropriate application for exemption from personal appearance of Chairman/Member, NHAI as the case may be, shall be filed in the Court through the Counsel handling the matter and concerned division at NHAI HQ be informed about the case and the issues involved therein. The fact of filing of application before the Court for exemption from personal appearance may also be informed to the concerned division at NHAI HQ. Further developments consequent to such application for exemption from personal appearance shall be communicated by RO to the concerned division, NHAI HQ.

  
- 06/12

(b) The immediate objective will be to get the Court to agree to exemption of personal appearance of higher authorities, as mentioned above. If the Court agrees to such exemption, the officer deputed by NHAI HQ to appear in person for such purpose shall get the reply vetted by NHAI HQ and shall thereafter apprise the concerned division from time to time about the developments in the case. Normally the officer who is conversant with the issues involved shall be deputed to appear in Court. Member concerned shall be the Competent Authority to vet such a reply to be submitted in Court.

4. This issues with the approval Competent Authority NHAI.



(Prag Ghosh) 06/12/13  
DGM(LA & Coord.)

**Copy forwarded to:**

1. **CGM (Legal), NHAI – for information please.**



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

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

NHAI/20030/Karnataka/PH-III/IC/8-2010

दूरभाष /Phone: 91-11-25074100/25074200

फैक्स /Fax: 91-11-25093507 / 25093514

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

07.01.2011

### Policy Matter – Technical

( Decision taken on File No. NHAI/20030/Karnataka/PH-III/IC/8-2010 of Technical Division dealing with state of Karnataka )

**Sub : RFP for appointment of Independent Engineer for 4-laning / 6-laning projects. – Amendment to RFP.**

It is hereby notified that the Competent Authority has approved the following amendment to the standard RFP for appointment of Independent Engineer for 4-laning / 6-laning projects. All divisions of NHAI are requested to incorporate the following amendment in the RFP for all future projects for appointment of Independent Engineer for 4-laning / 6-laning projects

Sl No.	Para No. and Page No. in RFP	As per RFP	As per modified
1	Para 3.4 (iv) (f) of Section 2 (Letter of invitation of eligible consultants),	(f) If a CV score less than 75 % marks, whatever marks it scores will be carried forward for determining the total score of the firm. If a firm is H1, replacement of CVs scoring below 75 % marks will be made by the Firm at the time of contract negotiations. The reduction in remuneration of such replacements will be made as per clause 4.5 © of the Contract for Consultancy Services	(f) If a CV scores less than 75 % marks, whatever marks it scores will be carried forward for determining the total score of the firm. However, if the Key Personnel does not fulfill the minimum academic qualification( as mentioned at Enclosure-B of ToR of RFP), the overall score of his CV will be evaluated as zero. If the Key Personnel does not fulfill the minimum qualification related to experience( as mentioned at Enclosure-B of ToR of RFP), then zero marks will only be assigned for that sub criteria, but the marks obtained by the CV of the Key Personnel will be carried forward for determining the total score of the firm. In case, a firm is H-1, then such Key Personnel ( whose CV scores 75 % or who does not fulfill the minimum qualification )will have to be replaced by the firm at the time of contract negotiations. The reduction in remuneration of such replacements will be made as per Clause 4.5 (c ) of the contract for consultancy services

(Vishal Gupta)  
General Manager ( K & K )

Copy to all Officers at NHAI Headquarters, Regional Offices, Project Directors



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

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दूरभाष / Phone : 91-11-29074100/29074200

फैक्स / Fax : 91-11-25093507 / 25093514

**NHAI/11013/DGM (LA/Coord)/ Circular/2013/1**

**Date: 07.01.2013**

### CIRCULAR

#### **Sub: Criteria for PPPAC approval.**

As per present policy regarding approval of projects by the PPPAC the following milestones should be achieved before a project is submitted for approval of PPPAC:-

- (iii) Notification under section 3(A) of NH Act should have been issued for atleast 90% of the land area required for the project and
- (iv) The total area of land in possession together with the area notified under section 3(D) of NH Act should be atleast 60% of the area required for the project.

It is further stated that criterion as stated in Sl. No. (i) above together with the criterion as per S No (ii) above, are required to be met before a project is considered for PPPAC approval.

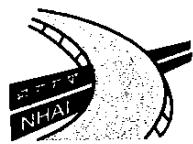
All concerned are requested to take note of the above and act accordingly

This is issued with the approval of Member (Admn.).

*Y  
07/01/2013*  
**(V.K Sharma)  
CGM (LA & Coord)**

#### **Copy to:**

- (i) All CGM (HQ)
- (ii) All ROs
- (iii) All GMs(HQ)
- (iv) All PIUs
- (v) PS to Chairman
- (vi) PS to Member



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

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

No. NHAI/F&A/Office Order/2007-08/ III-39

दूरभाष / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

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

**Dated 07.03.2008**

**OFFICE ORDER  
(Release of fund to PIU/CMUs.)**

The guidelines for release of funds to PIU/CMU and its utilization by the Project Director of concerned PIU has been issued vide Circular No. NHAI/F&A/ Proj. Exp. Review / 2001/161 dated 7.05.2002. In modification of the above circular, following guidelines are hereby prescribed for release for fund to PIU/CMU:-

1. PIU/CMU will submit the proposal for release of funds on quarterly basis, in the enclosed format, duly indicating the details of payment under various heads e.g. Civil Contract, Supervision Consultancy, Utility Shifting, Land Acquisition, Establishment Expenses, O & M Expenses etc. In the case of Land Acquisition & Utility Shifting, reference of the approval of NHAI(HQ) may also be indicated, in absence of which, funds will not be released.
2. Based on the requisition, funds will be released to PIU in installments and PIU shall ensure that there is no idling of fund for more than 2-3 weeks of expenditure and ensure placing the idle fund in short term deposits as per the guidelines of Headquarter.
3. Mere placing of the fund at the disposal of the PIU/CMU shall not be taken as approval for the payment by the PIUs. It will be responsibility of the Project Director to ensure that the actual expenditure is incurred only against the approval of the Competent Authority and shall be as per the prescribed norms and financial powers delegated to the Project Director concerned.

The expenditure incurred by the PIUs/CMUs are subject to 100% transaction Audit by the Government Audit Party and Internal Auditor.

This issue with the approval of the Competent Authority.

*T.K. Chattpadhyay*  
**(T.K. Chattpadhyay)  
General Manager (A & A)**

To

Project Directors, All PIUs/ CMUs

Copy to Librarian for placing in Library website

### Quarterly Fund Requisition

**Name of the PIU/CMU.....**

**Name of the Bank, Branch and A/c no. .....**

**RTGS Code of the branch:.....**

Project under implememtation	Awarded Cost / Estimated Cost
1	
2	
3	

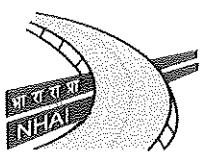
**Fund Requirement for the quarter ending.....**

Heads	Fund Requirement on Month wise ( Rs. in lakhs )			Total Requirement
	Month- I	Month- II	Month- III	
Administrative Expenses				
Supervision Consultancy				
Civil Works				
O & M				
Land Acquisition*				
Utility Shifting *				
Other if Any				
<b>Total Requirement</b>				
Closing Balance with PIU as on ---- (current account and FDR account excluding LA account and Toll FDR account) Other if Any				
<b>Net fund requirement</b>				

\* Ref.No. and date of approval may be indicated

**Manager (F)/Sr. AO/AO**

**Project Director**



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

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

**NHAI/F&A/Policy /2012-13/III-56**

दूरभाष /Phone: 91-11-25074100/25074200

फैक्स /Fax: 91-11-25093507 / 25093514

**Date: 07.05.2012**

### Office Memorandum

**Subject: - Remittance of statutory Taxes (TDS, TCS etc.) through *e-payment* from a separate Account**

NHAI, as per circular issued by CBDT, are required to make e-payment of TDS/TCS etc. Therefore, all ROs/PIUs/CMUs of NHAI may make e-payment of TDS, TCS etc through a separate account with following safeguards:-

- i. The ROs/PIUs/CMUs are allowed to open an additional current *e-payment* account with their existing Banks, exclusively for online e-payment of Taxes in Government A/c.
  - ii. The DDOs will obtain 'User ID' and 'Password' for this new account for making online remittance in Government Account.
  - iii. The actual taxes required to be deposited during the month should be drawn from main account by issuing the cheque as per existing joint signatory mechanism for credit in *e-payment* account.
  - iv. From *e-payment* account, the DDO will make the online payment by due dates using the user ID/ Password. The DDO will be responsible for confidential upkeep of the Password.
  - v. It will be ensured by the DDOs that entire amount deposited in *e-payment* account should be deposited in Govt. Account by due dates and the balance in the *e-payment* account, after such due dates, should be nil.
  - vi. At the time of opening the *e-payment* Account, the Project Directors will issue standing instruction to Bank to ensure that this account is exclusively for online remittances in Govt. Account only and no other payment is permissible from this account.
2. Above mechanism should strictly be followed while opting for e-payment of TDS/TCS mechanism.
3. This issues with the approval of Member (Finance)

*R → R*  
(Rajesh Gupta)  
GM (F&A)

Copy to

1. PS to Member (F)
2. PS to CGM (F&A) & CGM (FA)
3. Librarian: this may be placed in NHAI Library Site under Miscellaneous



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

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दूरध्वाश / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

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

NHAI/CMC/2010/Misc./ 1502-3

Dt. 08.11.2010

### CIRCULAR

#### **Sub.: Provision for overloading of vehicles in the Model Concession Agreement (MCA).**

The overloaded vehicles cause sever damage to the road infrastructure. To prevent such damage, clause 27.10 has been provided in the Model Concession Agreement for BOT & OMT projects, which reads as under:

"Without prejudice to the liability incurred under the Applicable Laws by any person driving a vehicle that is loaded in excess of the permissible limit set forth in such laws, the Concessionaire may recover Fee for such overloaded vehicle at the rate applicable to the next higher category of vehicles.

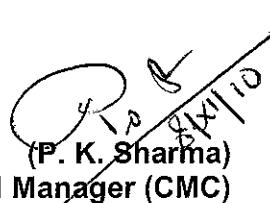
Provided that such Fee shall be levied on the basis of actual Gross Vehicle Weight as measured by a standardized static weighing machine to be installed by the Concessionaire at [each of] the Toll Plaza[s] and where no such weighing machine has been installed, the Concessionaire shall not be entitled to collect Fee for the next higher category of vehicles.

Provided further that upon detection of overloading, the Concessionaire shall prevent the vehicle from using the Project Highway until the excess load has been removed from such vehicle and the Authority shall not be liable for any act of omission of the Concessionaire in relation to such vehicle or person driving such vehicle."

However, it has been observed that the above provision of MCA is not being enforced strictly to prevent the road infrastructure from being damaged by overloaded vehicles.

Therefore, all concerned are directed to ensure that these provisions of MCAs are enforced strictly.

This issues with the approval of Competent Authority.

  
(P. K. Sharma)  
General Manager (CMC)

Copy to:

All Members

All CGMs / GMs / DGMs & Managers



# 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: 11041/3/2005-Admn

दूरभाष / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

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

9<sup>th</sup> February 2009

### CIRCULAR

#### **Sub: Preparation of replies to Parliament Questions –reg.**

MoSRT&H has observed that replies to parliament questions received from NHAI are often delayed resulting in further delay in preparation of final replies by MoSRT&H. In order to streamline the existing procedure for preparation of replies to parliament questions the matter was re-examined and it has been decided to revise the existing procedure with a view to providing a speedy and institutionalized response to parliament questions. Accordingly, the following procedure will be adopted with immediate effect for preparation of these replies:

- a) The existing parliament cell headed by GM (Admn & Coord) will serve as the coordinating cell on issues relating to parliament.
- b) Parliament Cell will continue to be the nodal agency for receipt of questions and forwarding of replies to MoSRT&H.
- c) **Nodal officers appointed for preparation of replies will henceforth prepare full, complete and approved replies to questions assigned to them by the Parliament Cell even if subject matter of some parts of the question do not pertain to his area of responsibilities.**
- d) The questions received in Admn Division, will be assigned to a nodal officer by DGM(Admn) for preparation of complete and final approved reply, in the following manner:
  - i) The question will be assigned to the nodal officer to which sub part (a) pertains.
  - ii) If sub part (a) pertains to more than one nodal officer, the nodal officer who has to deal with majority of the question will be assigned the question.
  - iii) Where sub part (a) pertains to entire NHDP, the question will be assigned by Admn. Division to each nodal officer by rotation. The decision of the Admn. Division on this issue will be final.
- e) Nodal officer IT division will not be assigned the responsibility for preparation of full and complete replies. However, other nodal officers may collect information from IT division by marking the question to nodal officer IT division.

Cont....2

- f) Nodal officers will mark the question to all concerned, receive/compile the information received and prepare full replies to questions. These replies, with the approval of the concerned Member (Tech) may be forwarded by the nodal officer to Member (A) for unstarred questions and Chairman for starred questions, for final approval.
- g) All starred questions will be mandatorily routed through concerned CGMs by the nodal officer before seeking approval of the concerned Member (Tech).
- h) For policy and coordination matters of BOT projects replies shall be routed through the concerned CGM (Tech), presently CGM(Tech) Shri M P Sharma.

2. **After obtaining final approval of Member (A)/Chairman, as the case may be, the nodal officer will forward the reply to Admn Division for further submission to MoSRT&H.** Concerned DGM (Admn) will be responsible for forwarding all finalized replies to MoSRT&H. He will also be responsible for maintenance of all records regarding parliament questions.

3. A revised /updated list of nodal officers is **enclosed**. In the absence of the nodal officer, the immediate subordinate officer dealing with the subject will assume the responsibility of the nodal officer. **In case of any ambiguity, the officer to whom the question is assigned by Admn division shall prepare full, complete and approved replies irrespective of whether the subject matter of the question falls in his area of responsibilities.**

4. This issues with the approval of Chairman, NHAI.



(Vijay Shankar V)  
DGM (Admn) II

Encl :a/a

**To :**

All Nodal officers (as per list)

**Copy to :**

PS to Chairman  
PS to all Members  
All CGMs/CVO  
All GMs/DGMs/Managers  
Librarian /Hindi Officer

**LIST OF NODAL OFFICER FOR PARLIAMENT RELATED WORKS**

S. No.	Corridor/Phase	Name of the Nodal Officer
1	Corridor Management	Sh. V.K. Rajawat, GM (CM)
2	Commercial Operations	Gp. Capt. Vinay Kaushal, GM (CO)
3	Chennai-Kolkata (GQ)	Sh. M.P.S. Rana, GM (CK) 1
4	Mumbai-Chennai(GQ) and Projects on NHDP Phase V	Sh. S.K. Gupta, GM (MC) II
5	Delhi-Kolkata (GQ)	Sh. L.P. Padhy, GM (DK)
6	Delhi-Mumbai (GQ), NHDP Phase VI, VII	Sh. Rajeev Aggarwal, DGM (Tech)
7	Silchar- Assam / West Bengal Border Section (East West Corridor)	Sh. Ajit Kumar, GM(EW) I
8	Assam / West Bengal Border – Lucknow Section (East West Corridor)	Shri H N Malick DGM(EW)
9	Lucknow-Porbandar section (East West Corridor)	Sh. A K Mishra GM (EW) V
10	Srinagar-Agra Section (NS Corridor),	Sh. D. Sinha, GM (T)
11	Agra-Nagpur Section (NS corridor)	Sh. Alok Deepankar, GM (Tech)
12	Nagpur-Kanyakumari Section (NS Corridor)	Sh. Vishal Gupta, GM (Tech)
13	Port Connectivity	Shri Ajit Kumar, GM(Tech)
14	Special Projects in Tamil Nadu	Sh. Akhil Khare, DGM (SP)
15	Badarpur Elevated Highway/EPE/WPE	Shri K V Sharma GM(Tech)

**Works under NHDP Phase III in the State of**

16	Tamil Nadu, Kerala, Pondicherry Maharashtra & Goa	Sh. Rajesh Poonia, GM (Tech)
17	Rajasthan & Gujarat	Sh. L P Padhy GM(Tech)
18	Madhya Pradesh, Chhattisgarh & Orrisa	Sh. M.S. Sisodia, DGM (Tech)
19.	North Eastern States, SARDP-NE	Sh. G K Sahu, GM(Tech)
20.	Uttar Pradesh, Uttaranchal, Punjab, Haryana, Himachal Pradesh and Jammu & Kashmir	Sh. P.K. Das, GM (Tech)
21	Andhra Pradesh & Karnataka	Sh. Gautam Das, GM(Tech)
22	Delhi, West Bengal, Bihar and Jharkhand	Sh. Chandan Vatsa, GM (Tech)

**Other matters**

23	All matters pertaining to Safety including road safety & standardization matters	Shri K Venkata Ramana GM(Tech)
24	All matters pertaining to planning & quality	Shri Deepak Saxena DGM(PQ)
25	Vigilance	Sh. R Parthasarthy, Asst Manager (Vig)
26	Finance & Accounts	Sh. S.D. Sharma, DGM (Fin)

27	Information Technology	Sh. S. Manivasagam, Manager (IT)
28	Land Acquisition, R&R	Sh. Abhay Singh, DGM (LA)
29	ROB	Sh. Manoj Sharma, GM (Tech)
30	Human Resource Development	Shri Rakesh Nagar GM(HR)
31	Administration & Coordination	Shri Vijay Shankar V DGM(Admn)



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport and Highways)

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No.11041/131/2005-Admn (Policy)

09<sup>th</sup> April, 2013

### OFFICE ORDER

#### Sub : Procedure for disposal of RTI applications and Appeals.

- Ref. : (1) Office Order of even number dated 19.09.2005.  
(2) Office Order of even number dated 09.03.2009.  
(3) Office Order of even number dated 08.10.2009.  
(4) Office Order of even number dated 31.12.2009.

In addition to the existing procedure prescribed in above references, the following additional measures are approved by the Competent Authority, in dealing with the RTI application and appeals in the Authority:-

- i) GMs posted at Regional Offices are designated as Public Information Officers (PIO) for disposal of RTI applications pertaining to the jurisdiction of concerned Regional Office. In case, where no GM is posted in the RO, the concerned DGM / Manager, as the case may be, nominated by Regional CGM would act as PIO. In such cases, the Regional CGM may nominate the PIO and inform the HQs immediately.
- ii) Regional CGMs will be Appellate Authorities for all replies furnished by the PIO in the RO. They also continue to be Appellate Authorities for all replies forwarded by PDs & PIOs under their jurisdiction
- iii) The remaining procedure in dealing with the RTI applications would be same as prescribed in references cited above.

*[Signature]*  
09/04  
(V.K Sharma)  
CGM (Coord.)

#### To :

1. All GMs at Regional offices
2. All Regional Officers

#### Copy to :

1. PS to Chairman
2. Ps to Member (Admn.)
3. All officers HQs
4. All PIUs / CMUs.

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(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

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

No. 11041/131/2005-Admn.III

dated 09.03.2009

### OFFICE MEMORANDUM

It has been observed that the number of RTI applications received by the Authority has increased manifold thereby causing delay in their timely disposal by the Central Public Information Officer (CPIO). It has accordingly been decided to follow the following decentralised procedure, with immediate effect, to deal with such applications similar to the procedure followed by the Ministry of Shipping, Road Transport and Highways (Department of Road, Transport and Highways):

- (i) All the officers of the level of General Manager at NHAI HQs shall henceforth be designated as Public Information Officers(PIO), who will dispose of the applications pertaining to their divisions. In dealing with the appeal cases, the PIO concerned will report directly to his CGM or Member, as the case may be, who has already been designated as the Appellate Authority.
- (ii) The Nodal Officer nominated for Parliamentary work would also act as the Nodal Officers for RTI Work. The RTI applications required to be replied by various GMs (PIOs) under one CGM and Appellate Authority, shall be disposed of by the said nodal officer.
- (iii) The overall, monitoring, including distribution of applications received and submission of reports, would continue to be done by Administration Division at HQs. In cases where information is required from more than one CGM, such information will be required to be provided to Administration Division for compilation and final disposal.
- (iv) All the General Managers who are designated as PIOs will maintain a record of the RTI applications received/disposed of within their division and submit a monthly report to Admn.Division before 5th of every month. Various forms for maintaining record under the RTI Act, 2005, already circulated by the Authority vide its OM dated 09.06.2006, are again enclosed herewith. The consolidated monthly/quarterly report, as required

under the provisions of the RTI Act, shall be prepared by the Admn.Division for onward transmission to various Authorities concerned.

2. A copy of D.O. letter No. 34012/4(S)/2005-Estt(B) dated 23.06.2005, issued by the Ministry of Personnel, Public Grievances & Pension, is enclosed which may be referred to for compliance/implementation of the relevant provision of the Act. For any other clarification on the above subject, the matter may be referred to Admn. Division.
3. These instructions are in addition to those issued vide Office Order No. 11041/131/2005-Admn.III dated 19.09.05 (copy enclosed).
4. This issues with the approval of the Competent Authority.



**(Prakash Nevatia)  
Dy. General Manager (Admn.)**

To,

1. All officers at HQs
2. All PD, PIUs/CMUs
3. Hindi Officer
4. IT Division-This along with list of CPIOs/PIOs/APIOs & Appellate Authorities, which may be placed on the website of the Authority immediately.

Copy to:-

**Anand Prakash  
Director & PIO  
Department of Road, Transport & Highways  
1, Parliament Street  
New Delhi**



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

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No. : 11041/131/2005-Admn.(Policy file)

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

8<sup>th</sup> October, 2009

### Office Memorandum

#### Sub : Procedure for disposal of RTI applications.

Consequent to the establishment of Regional Offices of NHAI and the redistribution of work at HQs, the existing procedure for disposal of RTI applications is revised as under:-

- a) Queries under RTI Act on implementation issues will be disposed off at PIU/CMU level and appeals thereto at RO level. Accordingly, all Project Directors will continue to be designated as APIOs, responsible for providing replies to queries under the jurisdiction of their PIUs/CMUs/SPVs.
- b) CGMs (Regional Offices) are designated as Appellate Authorities for all replies provided by Project Directors under their jurisdiction.
- c) At HQs, all GMs will continue to be designated as PIOs and will provide replies to matters under their respective jurisdiction. Queries received at HQs and transferred to GM & PIO by the CPIO may be either replied to or further transferred to APIOs by the concerned GM & PIO, as the case may be.
- d) CGMs (HQ & Procurement) will be the designated Appellate Authority for all procurement related queries. Other CGMs will be Appellate Authorities for matters for which replies have been provided by GM & PIO posted under their charge.
- e) If due to any reason, replies to queries on implementation issues or queries combining implementation and procurement issues, are provided by GM & PIO at HQs, appeals against such replies will lie with concerned Member (Projects) who will dispose off such appeals as Appellate Authority.
- f) Where a GM reports directly to Member, the concerned Member will be the Appellate Authority.

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-2-

2. Instructions on this subject issued earlier vide letter of even number dated 09.03.2009 will continue to be applicable *mutatis mutandis*.
3. This issues with the approval of Competent Authority.

K. V. Ramana  
08/09/09  
(K. Venkata Ramana)  
GM (Coordination)

**To**

1. All CGMs/GMs
2. All Regional Offices/PIUs/CMUs

**Copy to:-**

1. PS to Chairman
2. PS to Member (Admn.)/Member (Finance)/Member(P)-SIP/Member (P)-SKP
3. All officers of NHAI.

One



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31<sup>st</sup> December 2009

### OFFICE ORDER

#### Sub: Procedure for disposal of RTI applications and appeals.

- Ref.: (1) Office Order of even number dated 19.9.2005.  
(2) Office Order of even number dated 9.3.2009  
(3) Office Order of even number dated 8.10.2009  
(4) Office Order of even number dated 13.10.2009.

The following modifications have been approved by the Competent Authority to the above mentioned references:

- (i) Shri V.S. Darbari, GM (Coord.) II has been appointed as CPIO in place of Shri K. Venkata Ramana, GM (Coord.) I for all RTI related matters till further orders.
- (ii) In partial modification of Office Order at Ref. (1), (2) & (3) above, all the Project Directors have been appointed as Public Information Officers (PIO) instead of Assistant Public Information Officers (APIO) for their respective PIUs/CMUs/SPVs.
- (iii) Shri H.K. Goswami Receptionist has been designated as Assistant Public Information Officer (APIO) for Headquarters to receive the applications for information and the appeals under RTI Act 2005 for forwarding the same forthwith to the CPIO or the concerned Appellate Authority, as the case may be and as provided under Section 5(2) of RTI Act, 2005.

2. This issues with the approval of Chairman.

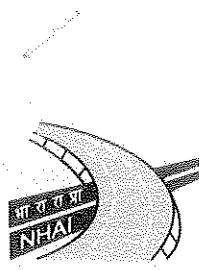
(Krishan Dalal)  
Asst. Manager (Coord.)

To

1. Shri V.S. Darbari, GM (Coord.)I
2. Shri K.Venkata Ramana, GM (Coord.)II
3. All Project Directors of PIUs/CMUs/SPVs
4. Shri H.K. Goswami, Receptionist

Copy to:

1. All Officers at Hqs
2. All Regional Offices
3. All PIUs/CMUs/SPVs



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

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

9<sup>th</sup> September '09

### OFFICE ORDER

#### Sub: Activities to be undertaken by Regional Office.

For decentralizing and strengthening the field level operations in NHAI it has been decided to set up Regional Offices, each headed by a Chief General Manager (Tech). Accordingly, with the approval of the Competent Authority, it has been decided that the Regional Officers/CGMs will be responsible for the following activities.

- a) DPR/PPR/FCPPR Contract- Signing of Contract by Regional Officer (to facilitate project monitoring), Implementation of consultancy work, Release of payment to consultant.
- b) Clearance from Railways- Regional Officer would approve the estimates and railway charges proposal forwarded by the PIUs, as these are fixed.
- c) Issue of commencement order- HQ gives the commencement order. Further to signing the contract, Regional Officer would also give the commencement order.
- d) Financial Closure of Projects- The civil contract finalized in HQ would be forwarded to Regional Office for implementation. This Regional Officer would obtain approval of HQ for financial closure of project with recommendation of the Independent Consultant of the work and also sign the escrow and substitution agreement.
- e) Approval of design & drawings- Certain matters for which approval of NHAI is required, would be approved by Regional Officer.
- f) Execution of works- To be monitored by Regional Officer.
- g) Payment of equity support/semi-annuities (BOT)- Approval and release of payment to take place at Regional office.
- h) Monitoring of works- All projects to be monitored at Regional level. Monitoring at HQ level will be done by Member(Proj).
- i) Approval of variations/change in scope- All approvals upto the existing DoP of CGM would take place at Regional Office, with Regional Officer having the requisite powers. The approval for those proposals beyond the DoP of Regional Officer would take place as HQ through Variation Committee.
- j) Dispute Resolution & Arbitration- All disputes and arbitration cases (except procurement and cross-cutting issues) would be dealt with at the Regional Office. The issues related to procurement and issues related to multiple Regions would be dealt at HQ.

9/9/09

- k) O&M Execution of works- To be monitored by Regional Officer.
- l) Payment of OMT support- Approval and release of payment to take place at Regional Officer.
- m) O&M Monitoring of works- All projects to be monitored at Regional level. Monitoring at HQ level would be done by the concerned Members.
- n) O&M approval of variations/change in scope- All approvals upto the existing DoP of CGM would take place at Regional Office, with Regional Officer having the requisite powers. The proposal beyond the DoP of CGM would take place at HQ through Variation Committee.
- o) O&M Dispute Resolution & Arbitration- All disputes and arbitration cases (except procurement and cross-cutting issues) would be dealt with at the Regional Office.
- p) Asset Management- Monitoring, sampling Checks, Inventory Management would be done by Regional Offices. Policy related issues and monitoring would be dealt at HQ by concerned Members.

All other activities as not defined above will be carried out at HQ level.

  
(PRAKASH NEVATIA)  
DEPUTY GENERAL MANAGER (HR-II)  
9.09.09



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

9<sup>th</sup> September '09

### OFFICE ORDER

#### Sub: Duties/ Responsibilities of Regional Officers.

For decentralizing and strengthening the field level operations in NHAI it has been decided to set up Regional Offices, each headed by a Chief General Manager (Tech). Accordingly, with the approval of the Competent Authority, it has been decided that the Regional Officers/CGMs will have the following duties and responsibilities.

1. The Regional Officer (CGM) may submit a proposal for approval to Member (P)/ Member (Fin.)/ Member (Admn), HQ on distribution of duties/ responsibilities to various officers in the Regional Office.
2. The provisions in respective Contracts/Concession Agreements shall govern in case any of the duties/ responsibilities given below are contradicting with such provisions.
3. **General Issues:**
  - 3.1 Preparation of the Budget (Original/ Revised) for each Financial Year.
  - 3.2 Propose the projects/ works to be taken up in the region in order of priority based on the broad criteria set by the HQ.
  - 3.3 CGM will be the Nodal Officer of NHAI to coordinate and expedite the pre-construction activities with various Departments of State/ Central Government like land acquisition, shifting of utilities, tree cutting, removal of encroachments, environment clearance, state support agreement/ MoU, approval from Railways, etc. CGM shall convene the meetings regularly with the State Nodal Officers.
  - 3.4 Review various reports of PDs on status of pre-construction activities, progress of projects, replies to Parliament Questions and information under RTI matters, etc. and forward to HQ.
  - 3.5 Salary, establishment and office expenditure – follow the guidelines of HQ and disburse the payments.
  - 3.6 Examine and approve the submissions of NHAI before DRB/ Arbitration/ Court on the disputes.

- 3.7 Review the observations of Internal Auditor/ Statutory Auditor (CAG)/ Vigilance/ Safety Auditor and take follow up actions.
- 3.8 Examine the cases for permission of access to retail outlets/ private properties, laying of pipelines (underground)/ cables/ overhead poles/ lines, etc. and grant permissions following the guidelines of the Ministry.
- 3.9 Empanel a list of legal experts for use in Regional/ PIU/ CMU Offices as per fee structure/ guidelines of HQ.
- 3.10 Examine the proposals for release of securities (bid security/ performance security/ retention money) and approve the same if these are within the powers of Regional Officer and recommend to HQ if it is beyond the powers of Regional Officer.
- 3.11 Examine and approve the proposals of advertisements including the drafts, ad agency, newspapers/ editions. Economy should be observed while deciding the content of ad and number of newspapers/editions.
- 3.12 Maintain a data base on the performance appraisal of the Contractors/ Consultants. The attention paid by the Contractors/ Consultants for safety during design, construction and maintenance may be given special emphasis in performance appraisal.
- 3.13 Economy should be observed while allowing the tours of officers in RO/ PIU/ CMU and while conducting the review meetings.
- 3.14 Develop a record keeping system in Regional Office and a tracking system for various BGs, cases/ files & grievances.
- 3.15 Engage on job contract basis, the Site Engineers, Support Staff (Stenography, Accounts, Office Maintenance), Consultants/ Advisors required for Regional/ PIU/ CMU Offices duly following the guidelines of HQ and without creating any liability on NHAI.

#### **4. Project Preparation:**

- 4.1 Based on the standard formats, finalize the ToR/ RFQ/ RFP of each project for Feasibility Study/PPR/DPR and forward to HQ for further action;
- 4.2 Inspect the site and hold site meetings with the Consultants on monthly basis so as to decide the major issues under Feasibility Study/PPR/DPR;
- 4.3 Examine and approve the Feasibility Study/PPR/DPR after presentation to the State Authorities and inviting their comments. If the project qualifies for peer review/ proof checking of designs the same may be undertaken before approval;

- 4.4 Based on the standard formats, finalize the PPPAC Proposals/ Technical Schedules/ RFQ/ RFP in case of BOT Projects and Bidding Documents in case of EPC Projects and forward to HQ for further action;
- 4.5 Examine the proposals for replacements, variations, extensions of time, penalties and termination in case of the Consultant and approve the same if these are within the powers of Regional Officer and recommend to HQ if it is beyond the powers of Regional Officer.
- 4.6 Release the payments to the Consultants in the absence of PIU.

**5. Pre-construction Activities:**

- 5.1 In case of land acquisition, propose the staffing of LA Cells/ Competent Authorities / Arbitrators, forward the notifications (3a, 3A & 3D) and the estimates for establishment charges of LA Cells, compensation and R&R to HQ for further action.
- 5.2 Examine the proposals for acquisition of land by direct negotiation/ consent basis duly following the guidelines of HQ and forward the proposals to HQ with recommendations.
- 5.3 Review periodically the status of updating the land records in each PIU/CMU.
- 5.4 Examine the estimates for shifting of utilities, compensatory afforestation/ NPV for tree cutting, Railway charges for ROB/RUBs either approve if these are within the powers of the Regional Officer or forward to HQ for approval. Release the payments to the concerned in the absence of PIU.

**6. EPC Projects :**

- 6.1 Review the handing over of site free from encumbrances to the Contractor, identify critical locations, fix the targets and take follow-up actions.
- 6.2 Carry out site inspections on quarterly basis, convene meetings with the top management of the Contractor and the Engineer, review the progress/ updated programme and identify measures for improving the rate of progress and issue minutes/ instructions without incurring any expenditure/ liability on NHAI.
- 6.3 Inspect the sites and recommend to HQ for issuing Substantial Completion Certificates/ Taking Over Certificates/ Defect Liability Certificates.
- 6.4 Examine the proposals for payment of advances to the Contractors and the Consultants, approve if these are as per the provisions in the contract or forward to HQ with recommendations in case of deviations to provisions of contract.
- 6.5 Examine the proposals of sub-contracting, variations, EOT, penalties & termination, approve if these are within the powers of Regional Officer or forward to HQ with recommendations.



- 6.6 Examine the cases of customs duty/ excise duty exemption, subsequent legislation and forward to HQ with recommendations.
- 6.7 Ensure submission of revised estimates for the projects on reaching 25%, 50%, 75% progress and on completion.

## **7. BOT Projects:**

### **7.1 General :**

- 7.1.1 Obtain the monthly statements of Escrow Account/ User Fee collected, examine the same and send comments to the Concessionaire/ IE for further action.
- 7.1.2 Prescribe the formats for monthly reports from the Concessionaire/ IE, obtain the same on monthly basis, review the contents and forward to HQ with comments.

### **7.2 Construction Stage:**

- 7.2.1 Inspect the sites during the construction period on quarterly basis, convene meetings with the top management of the Concessionaire and the Independent Engineer, review the progress/ updated programme and identify measures for improving the rate of progress and issue minutes/ instructions without incurring any expenditure/ liability on NHAI .
- 7.2.2 Review the pending 'conditions precedent' prescribed in the Concession Agreements viz. RoW, Fee Notification, Approvals from Railways, Environment Clearance, etc. and take follow-up actions.
- 7.2.3 Obtain reports/ comments from Independent Engineer/ PD on the drawings submitted by the Concessionaire and review the same so as to ensure the construction of Project Highway/ Facilities as per Specifications & Standards prescribed in the Concession Agreements.
- 7.2.4 Obtain reports/ comments from Independent Engineer/ PD on the alternative Specifications & Standards, review and report to HQ with comments.
- 7.2.5 Review the Safety Reports and take follow-up actions including suspension of unsafe construction works.
- 7.2.6 Obtain reports from Independent Engineer/ PD on and review the status of maintenance of existing highway during construction period by the Concessionaire;
- 7.2.7 Examine and approve the proposals for release of grant (equity support).

*V-E*

- 7.2.8 Examine the drafts of the Project Agreements and forward the same with comments to HQ. Also examine the Financial Package/ Model/ Documents at the time of occurrence of financial close and forward comments to HQ.
- 7.2.9 Review periodically the status of ownership (equity holdings) of the Concessionaire, examine the proposals for change in ownerships and forward to HQ.
- 7.2.10 Provide support/ assistance on various matters to the Concessionaire as envisaged in the Concession Agreements
- 7.2.11 Inspect the site and recommend to HQ that the Project Highway is fit and safe for commercial service at the time of COD along with the list of incomplete/ defective works to be included in the punch list.
- 7.2.12 Inspect the site at the time of completion certificate, examine the status of completion of punch list items and recommend to HQ on project completion.
- 7.2.13 Examine the proposals for change of scope, approve if the same are within the powers of Regional Officer or forward to HQ with recommendations;
- 7.2.14 Examine the proposals on change in law and recommend to HQ.
- 7.2.15 Examine the Maintenance Manual and Maintenance Programme of the Concessionaire and send comments to the Independent Engineer/ Concessionaire.
- 7.2.16 Examine the cases of default of Concessionaire, force majeure, termination & breach of agreement and forward to HQ with recommendations.

### **8.3 O&M Stage :**

- 8.3.1 Examine the proposals for variations in traffic growth/ modifications in the concession period.
- 8.3.2 Undertake traffic sampling at a frequency as deemed appropriate independent of the Concessionaire for determining the actual traffic on the Project Highway.
- 8.3.3 Examine and approve the proposals for grant (O&M support)/ premium (additional concession fee).
- 8.3.4 Examine lane closure/decommissioning proposals and approve the same.
- 8.3.5 Examine the proposals for annual revision of fee and send comments on the same.

*P S*

- 8.3.6 Examine the proposals on revenue shortfall loan and recommend to HQ.
  - 8.3.7 Examine the proposals on change in law and recommend to HQ.
  - 8.3.8 Examine the cases of default of Concessionaire, force majeure, termination & breach of agreement and forward to HQ with recommendations.
  - 8.3.9 Inspect the sites during O&M period on quarterly basis to examine the site activities of the Concessionaire vis-à-vis the requirements as per Maintenance Manual/ Programme.
- 9 O&M works by NHAI (PIU/CMU) or through State PWDs for the reaches entrusted to NHAI:**
- 9.1 Obtain the estimates from PD for O&M related works and toll arrangements; examine in the light of guidelines of HQ and approve if these are within the powers of Regional Officer and recommend to HQ if it is beyond the powers of Regional Officer.
  - 9.2 Obtain the estimates from State PWDs for OR/PR/SR/FDR as per norms of Ministry/ NHAI, examine the same and approve if these are within the powers of Regional Officer and recommend to HQ if it is beyond the powers of Regional Officer.
  - 9.3 Carryout procurement of Contractor/ Supervisor/ Toll Collection Agency for O&M works as per Standard Documents/ Guidelines of HQ.
  - 9.4 Examine the proposals for payment of advances to the Contractors and the Consultants, approve if these are as per the provisions in the contract or forward to HQ with recommendations in case of deviations to provisions of contract.
  - 9.5 Examine the proposals of sub-contracting, variations, EOT, penalties & termination, approve if these are within the powers of Regional Officer or forward to HQ with recommendations.
  - 9.6 Review of toll collection reports on quarterly basis, identify the measures to improve toll revenue and take follow-up actions.
- 10. Supervision Consultancy/ Independent Engineer / O&M Supervisor Contracts :**
- 10.1 Examine the proposals for replacements, variations, extensions of time, penalties and termination and approve the same if these are within the powers of Regional Officer and recommend to HQ if it is beyond the powers of Regional Officer.

A handwritten signature consisting of stylized initials and a surname.

**11. Externally Aided Projects:**

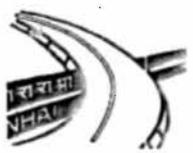
Review the status of loan withdrawals, loan covenants, loan extensions and take follow-up actions.

**12. SPV Projects :**

- 12.1 As MD of SPV, exercise the powers delegated to MD by SPV Board.
- 12.2 Follow the provisions in the Company Act and take special attention in finalization of annual accounts and taxation matters in SPVs.



(PRAKASH NEVATIA)  
DEPUTY GENERAL MANAGER (HR-II)  
9.09.09



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport and Highways)

गो-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110075

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

दूरध्वाप / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

NHAI/11033/CGM (FA)/4/2015

Dated : 09.09.2015

### CIRCULAR

**Sub: Permitting 100% equity divestment after two years of construction completion for all BOT projects irrespective of year of award.**

1. It is in continuation partial modification of Circular No. NHAI/11033/CGM (FA)/4/2015 dated 09.06.2015 issued on the same subject.

2. The CCEA in its meeting held on 26.08.2015 (Case No. 93/CCEA/2015) agreed to amend its earlier decision dated 13.05.2015 and allow the concessionaire(s)/promoter(s) to use the proceeds from the sale of divested equity in one or more of the following:-

- (a) In Incomplete National Highways Authority of India Projects;
- (b) Any other Highway projects;
- (c) Any other power sector projects; and
- (d) To retire their debt to financial institutions in any other infrastructure projects.

3. Accordingly, the concessionaire will provide details of the purpose (any of the above 4) for which proceeds from the sale of divested equity are proposed to be utilized and then can make a representation to the Authority regarding exit change of ownership. The other terms and conditions of Circular dated 09.06.2015 would remain unchanged.

(Nivedita Srivastava)  
Chief General Manager (Finance)



जी. सुरेश  
मुख्य मन्त्रीवाचक (एफ.ए.)  
**G. SURESH**  
Chief General Manager (FA)  
Tel. : 25074100, 25074200  
Extn. : 1330  
E-mail : gsuresh@nhai.org  
Website : www.nhai.org

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

(राष्ट्रीय पर्यावरण और प्रगती कल्पना)  
(MINISTRY OF ROAD TRANSPORT AND HIGHWAYS)  
पैरि-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110075  
G-5 & 6, SECTOR-10, DWARKA, NEW DELHI-110075

**Circular**

NHAI/11033/CGM(FA)/4/2015

09.6.2015

**Subject: Permitting 100% equity divestment after two years of construction completion for all BOT projects irrespective of year of award.**

As communicated vide MoRT&H letter no. NH-37012/32/2012-H(Pt. II) (Vol II) dated 20.5.2015, the proposal for permitting 100% equity divestment after two years of construction completion for all BOT projects was considered and approved by the Cabinet Committee on Economic Affairs in its meeting held on 13.5.2015

2. *"The current provisions of MCA (Post 2009) pertaining to the exit option for the selected bidder/consortium members together with its their associates i.e. Clause 7.1(k) read with definition of 'change of ownership' in art. 48 be made applicable mutatis mutandis to all BOT (Toll) and BOT(Annuity) projects awarded till 30.9.2009. This is however subject to the condition that the equity so divested be invested by the promoters in their incomplete National Highways Authority of India (NHAI) projects".*

3. The Concessionaire will make a written representation to the Authority with an NOC from the lender's representative regarding change of ownership. The concessionaire will also provide details of incomplete NHAI projects in the road sector where the funds are proposed to be invested. Thereafter, the Authority would examine the proposal and provide concurrence for the equity transfers.

4. These guidelines would also apply to all BOT (Toll) BOT(Annuity) projects which have been granted PCOD/COD.

G. Suresh

To

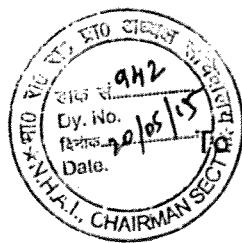
All PDS/ROs./CGMs & GMs. at HQ.

Copy for information to :

1. PS to Hon'ble Minister MoRTH
2. PS to Chairman
3. PS to Secretary, MoRTH
4. PS to all Members at HQ.
5. PS to CVO

No. NH-37012/32/2012-H(Pt-II)(Vol-II)  
Government of India  
Ministry of Road Transport & Highways  
(Highways Section)

\*\*\*\*\*  
1, Sansad Marg, Transport Bhavan,  
New Delhi, dated 20 May, 2015



The Chairman,  
National Highways Authority of India,  
G-5 & 6, Sector-10, Dwarka,  
New Delhi – 110075.

CCM(F)NS  
CCM(PA)-CJ

**SUBJECT: PERMITTING 100% EQUITY DIVESTMENT AFTER TWO YEARS  
OF CONSTRUCTION COMPLETION FOR ALL BOT PROJECTS  
IRRESPECTIVE OF YEAR OF AWARD.**

Sir,

The Competent Authority considered the above mentioned proposal of Ministry of Road Transport & Highways on **13<sup>th</sup> May, 2015 (Case No. 63/CCEA/2015)**. A copy of the note dated 27<sup>th</sup> March, 2015 & supplementary note dated 16<sup>th</sup> April, 2015 for Cabinet Committee on Economic Affairs (CCEA) on the subject mentioned above is placed at **Annexure – A** of this letter for information.

**Approval Paras:**

The current provisions of MCA (Post 2009) pertaining to the exit option for the selected bidder/consortium members together with its /their associates i.e., Clause 7.1 (k) read with definition of 'change of ownership' in article 48, be made applicable mutatis mutandis to all BOT (Toll) and BOT (annuity) projects awarded till 30<sup>th</sup> Sept 2009.

2. The Cabinet Secretariat, vide O. M. No. CCEA/13/2015 (i) dated 14<sup>th</sup> May, 2015 has circulated the minutes of the meeting of the CCEA, held on 13<sup>th</sup> May, 2015, wherein, inter-alia, the above mentioned proposal was considered and approved with the modification that the equity so divested, be invested by the promoter(s), in their incomplete National Highways Authority of India (NHAI) projects. The minutes of the said meeting are placed at Annexure – B of this letter.

-Contd- from pg-1.

3. It is further advised that NHAI, while issuing the policy circular, shall ensure that the decisions/directions of the CCEA are followed in letter and spirit; and that further necessary action is taken accordingly. The action taken report in regard to implementation of the decision of the CCEA may please be furnished to this Ministry for apprising the Cabinet Secretariat.

4. This bears the approval of Competent Authority.

Yours faithfully,

O/C  
DC 20/5 115  
(Debjani Chakrabarti)  
Deputy Secretary to the Government of India  
Telephone No.23718575

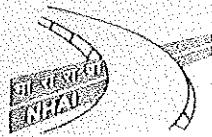
Encls: As above

Copy to:- Cabinet Secretariat {Shri S.G.P.Verghese, Director (Cabinet)}, Rashtrapati Bhavan, New Delhi with reference to Cabinet Secretariat's communication No. CCEA/13/2015 (i) dated 14<sup>th</sup> May, 2015.

Copy for information to: PS to Hon'ble Minister (RT&H,S)/PS to Hon'ble MOS (RT&H,S)/DG(RD) & SS, M/o RT&H  
M  
20/5/15

C  
2015/15

S  
2015



## भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(राजकीय परिवहन और संचार का मंत्रालय)

National Highways Authority of India

(Ministry of Road Transport and Highways)

बी-५ एवं ६, सेक्टर-१०, द्वारका, नई दिल्ली-११००७५

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

रुपय / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

No.NHAI/11041/199/2006-HR.I/1

10.10.2013

### OFFICE ORDER

Consequent upon approval of the Competent Authority and in supercession of Office Orders No.NHAI/11041/199/2006-Admn. dated 11.9.2006 and No.11041/217/2007-Admn. dated 14.9.2009, it has been decided to re-constitute the Technology Induction Cell as "**Technology Induction Cell and Quality Assurance Cell**" with the following functions and composition:-

#### (A) **Technology Induction Cell:-**

##### Functions:-

- (i) To track and introduce new technological developments
- (ii) To track and introduce international best practices
- (iii) To facilitate design consistency and standardization
- (iv) To undertake R&D activities
- (v) To formulate technical manuals, standards and specifications
- (vi) To advise the technical divisions on the matters relating to standards and specifications for all stages of contract management.
- (vii) To interact with organizations involved in R&D activities/ standardization in highway sector.
- (viii) To study best practices in various countries and encourage concessionaires to use upcoming techniques and materials in India, which will help in reducing cost and time period of road construction
- (ix) To track and introduce testing procedures and technology upgradation.

Composition:- The Cell will be supported by a GM level officer, one DGM (Technical) and one Manager (Technical).

#### (B) **Quality Assurance Cell:-**

##### Functions:-

- (i) To conduct quality checks through inspections of ongoing projects
- (ii) To promote quality assurance initiatives
- (iii) To ensure quality audit through the engaged external professional agencies and examine their reports.
- (iv) To ensure the compliance of the deficiencies observed in such reports.

... 2 ...

**Composition:-** The Cell will be supported by a GM level officer, one DGM (Tech.) and one Manager (Tech.).

Both, Technology Induction Cell and Quality Assurance Cell will be headed by CGM (SRD&Q) who will report to Member (Technical).

2. The officers presently posted in these Cells will continue to look after the work of the re-constituted Cells.

  
R.C. TIWARI  
GM (HR/Admn.)

**CGM (SRD&Q)**

Copy to:-

PSs to Chairman/ Members/ CVO  
All officers and employees of NHAI  
All ROs/ PIUs/CMUs  
Hindi Officer  
Librarian – for hosting the office order on Library website  
Concerned file



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोर 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. : NHAI/11041/199/2006-Admn.

दूरध्वाप /Phone: 91-11-25074100/25074200

फैक्स /Fax: 91-11-25093507 / 25093514

एक्स. /Extn.: 2223 / 2318 / 2468 / 2653

11<sup>th</sup> September, 2006

### OFFICE ORDER

Consequent upon approval of the Competent Authority and as a part of institutional strengthening of the Authority, the following Cells are hereby created.

2. (A) Planning Cell:

**Functions:**

To plan new projects and schemes

3. **Composition:** The Cell will be headed by a GM level officer, supported by one DGM (Technical) and one Manager (Technical).

4. In order to make this Cell functional, the following officers will look after the functioning of the Cell, till further orders.

1. Shri Pranavant, GM (NS)-II
2. Shri Ajmer Singh, DGM (Tech.)
3. Shri A.K. Dhal, Manager (Tech.)

5. (B) Quality Assurance Cell:

**Functions:**

- (i) To conduct quality checks through inspections of ongoing projects
- (ii) To promote quality assurance initiatives
- (iii) To ensure quality audit through the engaged external professional agencies and examine their reports
- (iv) To ensure the compliance of the deficiencies observed in such reports

6. **Composition:** The Cell will be headed by a GM level officer and supported by one DGM (Technical) and one Manager (Technical).

7. In order to make this Cell functional, the following officers will look after the functioning of the Cell, till further orders.

1. Shri M.P. Sharma, GM(N)-II
2. Shri Deepak Saxena, DGM (IT)
3. Shri Narendra Sharma, Manager (EW)-V

8. Both these Cells will be under Shri B.P. Kukrety, CGM (PQ), [presently CGM (PSQ)], who will report directly to the Chairman.

(G.P. Chaudhary)  
GM (Administration)

To,

All officers concerned

(82)



## 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, ड्वार्का, नई दिल्ली-११० ०७५

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

दूरध्वानि / Phone: 91-11-25074100/25074200

फैक्स / Fax: 91-11-25093507 / 25093514

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

No.11041/217/2007-Admn.

14<sup>th</sup> September 2009

#### OFFICE ORDER

Consequent upon approval of the Competent Authority, the 'Standardization and R&D Cell' created vide Office Order No.NHAI/11041/199/2006-Admn. dated 11.9.2006 (copy enclosed) is renamed as "Technology Induction Cell".

2. In addition to its functions indicated in Office Order dated 11.9.2006, the Cell shall not only examine the proposals being received in NHAI or MoRT&H, but will also pro-actively on its own, study best practices in various countries and encourage concessionaires to use upcoming techniques and materials in India, which helps in reducing cost and time period of road construction, to track and introduce new technological developments and introduce international best practices, in improving road safety and will also perform functions such as standardisation and quality, research, testing procedures and technology upgradation in the area.

(pg. 83) C

Encl. As above

  
(Rakesh Nagar)  
GM (HR/Admn.)-I

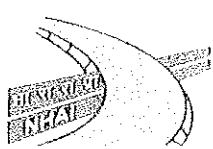
To,

Dr. Ram Kumar, CGM (S,R&D)

Copy to:

PS to Chairman / All Members  
All officers at HQ  
All PIUs/CMUs  
Concerned file

Copy for information to PS to Hon'ble Minister of Road Transport & Highways – w.r.t. to note dated 28.8.2009 received from Hon'ble Minister.



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण  
(राजा नवाज़ और रामगढ़ी मंडल)

National Highways Authority of India  
(Ministry of Road Transport and Highways)  
गो-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110075  
G-5 & 6, Sector-10, Dwarka, New Delhi-110075

फोन / Phone : 91-11-25074100/25074200  
फैक्स / Fax : 91-11-25093507 / 25093514

No.NHAI/11041/199/2006-HR.I/2

10.10.2013

**OFFICE ORDER**

Consequent upon approval of the Competent Authority; in supercession of Office Order No.NHAI/11041/199/2006-Admn. dated 11.9.2006 and in continuation to the Office Order No.NHAI/11041/199/2006-HR.I dated 24.9.2013, it has been decided to re-constitute the Planning Cell as "**Planning and Statistics Cell**" with the following functions and composition:-

**Functions:-**

- (i) To plan new projects and schemes
- (ii) To determine Wholesale Price Index (WPI) interpretations and adoption of WPI
- (iii) To develop construction linked indexing for future contracts EPC and BOT projects

**Composition:**- The Cell will be headed by CGM (Planning & Statistics) and supported by a GM level officer, one DGM (Tech.) and one Manager (Tech.).

2. The Planning and Statistics Cell will function under Member (Technical) and CGM (Planning & Statistics) will report to Member (Technical).
3. The officers presently posted in these Cells will continue to look after the work of the re-constituted Cells.

RAM  
(R.C. TIWARI)  
GM (HR/Admin.)-I

**CGM (Planning & Statistics)**

Copy to:-

PSs to Chairman/ Members/ CVO  
All officers and employees of NHAI  
All ROs/ PIUs/CMUs  
Hindi Officer  
Librarian – for hosting the office order on Library website  
Concerned file



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

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

No. : NHA/11041/199/2006-Admn.

दूरध्वाव / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

एस. / Extn. 2223 / 2318 / 2468 / 2653

11<sup>th</sup> September, 2006

### OFFICE ORDER

Consequent upon approval of the Competent Authority and as a part of institutional strengthening of the Authority, the following Cells are hereby created.

2. (A) Planning Cell:

**Functions:**

To plan new projects and schemes

3. **Composition:** The Cell will be headed by a GM level officer, supported by one DGM (Technical) and one Manager (Technical).

4. In order to make this Cell functional, the following officers will look after the functioning of the Cell, till further orders.

1. Shri Pranavant, GM (NS)-II
2. Shri Ajmer Singh, DGM (Tech.)
3. Shri A.K. Dhal, Manager (Tech.)

5. (B) Quality Assurance Cell:

**Functions:**

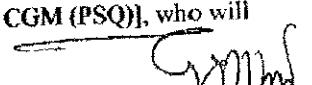
- (i) To conduct quality checks through inspections of ongoing projects
- (ii) To promote quality assurance initiatives
- (iii) To ensure quality audit through the engaged external professional agencies and examine their reports
- (iv) To ensure the compliance of the deficiencies observed in such reports

6. **Composition:** The Cell will be headed by a GM level officer and supported by one DGM (Technical) and one Manager (Technical).

7. In order to make this Cell functional, the following officers will look after the functioning of the Cell, till further orders.

1. Shri M.P. Sharma, GM(N)-II
2. Shri Deepak Saxena, DGM (IT)
3. Shri Narendra Sharma, Manager (EW)-V

8. Both these Cells will be under Shri B.P. Kukrety, CGM (PQ), [presently CGM (PSQ)], who will report directly to the Chairman.

  
(G.P. Chand)  
GM (Administration)

To,

All officers concerned



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजसार्व मंत्रालय)

## National Highways Authority of India

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

दूरध्वास / Phone : 91-11-25074100/250911  
फैक्स / Fax : 91-11-25093607 / 250911

No.NHAI/11041/199/2006-HR.I

24.9.2013

### OFFICE ORDER

Consequent upon approval of the Competent Authority, Shri A.K. Sadhu, CGM (Planning & Statistics) will look after the Planning & Statistics Cell and report to Member (Technical).

  
(R.C. TIWARI)  
GM (HR/Admn.)-I

### CGM (Planning & Statistics)

Copy to:-

PSs to Chairman/ Members/ CVO  
All officers and employees of NHAI  
All ROs/ PIUs/CMUs  
Hindi Officer  
Concerned file



# 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

NHAI/F&A/ work allocation/2010-11/III-7

दूरध्वाष /Phone : 91-11-25074100/25074200

फैक्स /Fax : 91-11-25093507 / 25093514

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

Dated : 10.11.2010

### Office Order

Subject: Standardization of procedure of financial scrutiny of the payment proposals by Finance Division in NHAI HQ.

Procedure for release of payments after requisite financial scrutiny by Finance Division in NHAI HQ have been inter-alia prescribed in Officer Order dated 17.05.2004 as referred in para 8 of Policy Circular No 87/2004 dated 22.07.2004. Further procedure for various recurring payments has also been standardized by prescribing the entitlement norms and reimbursement claims format. Delegation of Powers in NHAI have also been revised vide Policy Circular No. 57 / 2009, dated 7.9.2009 prescribing the competent authority for various payments/expenses. All payment have to be made only after Financial scrutiny/concurrence of such proposals by Finance Division. The designated Officers in Finance Division for financial scrutiny/concurrence of the proposals with monetary ceilings are prescribed as under:-

S.No	Ceiling amount of individual payment proposals	Designated Officer for Financial Scrutiny/ Concurrence
1	All routine/ recurring payment proposals upto Rs 1.00 lakhs in each case	Manager (F&A)
2	All payment proposals upto Rs 10.00 lakhs in each case	DGM (F&A)
3	All payment proposals upto Rs 25.00 lakhs in each case	GM (F&A)
4	All payment proposals upto Rs. 1 crore	CGM (FA)
5.	All payment proposals above Rs. 1 crore	Member (F)

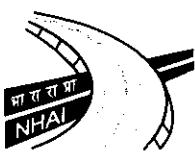
2. However, in case of any doubt in the process of financial scrutiny, approval of CGM (FA)/Member (F) may continued to be solicited. Higher officers will have the inherent power to have financial scrutiny of any financial proposal earmarked to lower functionaries as above.

3. Regarding transfer of funds to PIUs/ CMUs vide para 9 of Policy Circular No. 87/2004 dated 12.7.2004, fresh guidelines have already been issued vide Policy Circular No. 69/2010 dated 30.9.2010.
4. Before releasing the payment, the DDO will ensure that the payments are certified/ approved by the competent authority as per Delegation of Powers Rules, etc and have the financial concurrence as above.
5. All Policy issues will be with the approval of Chairman/Member (F).

(G. Suresh)  
CGM (FA)

To

1. All Officers in F&A Division, NHAI (HQ)
2. All GM/ DGM/Mangers, NHAI (HQ)
3. PS to Chairman
4. PS to All Members/CVO/CGM



## भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport and Highways)

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**NHAI/F&A/Annual Accounts 2010-11/193 11<sup>th</sup> Jan. 2011**

To  
All ROs/SLOs/PIUs/CMUs

.....  
NHAI  
.....

### **Sub: Finalization of accounts for the FY 2010-11.**

Sir,

As per NHAI Act Annual Report of NHAI is placed before the Parliament by 31<sup>st</sup> of December each year. Considering the delay in the past in laying of Annual Report of NHAI in the Parliament and subsequent review by COPLOT (Committee on Paper Laid on Table)-Rajya Sabha, Administration Division has issued two circulars No. 11041/3/2002-Admn dated 18.12.2009 and dated 17.06.2010 (copy enclosed) wherein a clear time-line has been defined for various finalization related activities. The time-line specified in the circular is to be followed meticulously. More over Ministry will be reviewing finalization related activities vis-à-vis the time lines set for achieving them.

To adhere to the time schedule prescribed in the Office Order, following is suggested:-

- (i) In all the units where the post of Accountant is vacant, as a stop gap measure, the concerned Project Director may locally appoint an Accountant through a CA firm/placement agency for initial period of three months on short term contract basis which may be extended with the approval of RO.
- (ii) Apart from considering approval for appointment of accountant on short term contract basis for the field units where the post of Accountant is vacant, ROs may also explore and decide, as far as possible, on additional charge of a vacant post of senior officer like Manager (F)/ Sr. AO/AO by that of adjoining/nearby units falling under their jurisdiction.

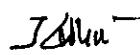
-2-

- (iii) In all the units where Senior Officer like Manager (F)/Sr.AO/AO, is not posted on regular basis, Project Director may locally appoint a Chartered Accountant Firm for Accounting and finalization related work for FY 2010-11 for a lump sum payment up to Rs.30,000/-.

ROs may ensure that Accounting and finalization related activities is completed by respective ROs/PIUs/CMUs/SLOs within the time frame prescribed by HO. Based on circumstances one or more measures as suggested above may be resorted to.

This issues with the approval of Chairman.

Yours faithfully

  
**T.K. Chattopadhyay**  
GM (A&A)

**Encl. As above**



## 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 / 2553

No: 11041/3/2002-Admn

Dated 18.12.2009

### CIRCULAR

**Sub: Laying of the Annual Reports and Audited Accounts of the Authority on the Table of the Houses of Parliament – Examination by the Committee on Papers Laid on the Table (COPLOT), Rajya Sabha – reg.**

National Highways Authority of India (Budget, Accounts, Audit, Investment of Funds and Powers to Enter Premises) Rules 1990 provides that Annual Accounts and the Auditor's Report thereon along with the Annual Report shall be submitted to Central Government by 31<sup>st</sup> day of December of the following year to which the accounts relate. The submission of Annual Accounts have been reviewed by Committee on Papers Laid on the Table (COPLOT), Rajya Sabha, and it has been observed by the Committee that the Annual Reports and Audited Accounts of the Authority have been submitted to Parliament, with a lot of delay in the previous years. The delay in submission of the Annual Report and audited accounts has been viewed seriously. To ensure presentation of the Annual Report in the Parliament before 31<sup>st</sup> December of the following year, the following time schedule has been laid down.

Finalisation/Consolidation of accounts at PIUs/ CMUs/SLO and RO.	15 <sup>th</sup> May
Consolidation and Finalisation of Annual Accounts at HQ.	30 <sup>th</sup> June
Submission for approval of Annual Accounts before the Board of the Authority.	10 <sup>th</sup> July
Submission of approved accounts to C&AG for audit.	15 <sup>th</sup> July
Submission of approved accounts (un-audited) to Admn. Division for preparation of Annual Report.	15 <sup>th</sup> July
All the audit observations on the accounts shall be replied within a week of receipt of the observation.	--
Likely date of the receipt of audited accounts from C&AG.	31 <sup>st</sup> October
Submission of Management reply together with the audited accounts to Admn. Division for finalization of Annual Report.	07 <sup>th</sup> November

Cont...2

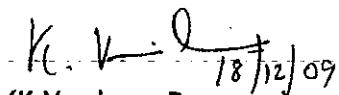
K. K. [Signature]

2. As far as possible concurrent processing of preparation of text of annual report and process of printing should be resorted to. Thus, the following time lines are laid down for processing of the text portion of the annual report

Collection of material for preparation of text of annual report	15 <sup>th</sup> July
Preparation of text of the annual report	15 <sup>th</sup> August
Calling of bids for printing of annual report and short listing of bidder	10 <sup>th</sup> September
Approval of draft annual report by Board	14 <sup>th</sup> November by circular
Printing of Annual Report	22 <sup>nd</sup> November
Forwarding of annual report to Ministry	1 <sup>st</sup> December

3. All the concerned divisions & Officers at HO and RO/SLO/PIU/CMUs will strictly comply with the above time schedule for preparation of Audited Accounts and Annual Report of the Authority.

4. This issues with the approval of Member (Admn).

  
(K Venkara Ramana)  
General Manager (Coord)

To:

PS to Chairman  
PS to all Members  
All CGMs/GMs  
All ROs/PIUs/CMUs  
Librarian/Hindi Division

Copy to :

Director (PPP), MoRT&H

(98)



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

(Ministry of Road Transport and Highways)

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No.: 11041/3/2002-Admn

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एक्स- /Extn.: 2223 / 2318 / 2466 / 2553

17<sup>th</sup> June 2010

**CIRCULAR**

**Sub: Laying of Annual Reports and Audited Accounts of the Authority on the Table of the Houses of Parliament – Recommendation of the Committee on Papers Laid on the Table (COPLOT), Rajya Sabha – reg.**

Based on the recommendation of the Committee on Papers Laid on the Table (COPLOT), Rajya Sabha, our circular No. 11041/3/2002-Admn dated 18.12.2009 is partially modified as under: -

Activities	Revised completion date
Finalization/Consolidation of accounts at PIUs/CMUs/SLO and RO.	10 <sup>th</sup> May
Consolidation and Finalization of Annual Accounts at HQ.	20 <sup>th</sup> June
Submission for approval of Annual Accounts before the Board of the Authority.	25 <sup>th</sup> June
Submission of approved accounts to C&AG for audit.	30 <sup>th</sup> June
Submission of approved accounts (un-audited) to Admn. Division for preparation of Annual Report.	30 <sup>th</sup> June
Likely date of the receipt of audited accounts from C&AG.	15 <sup>th</sup> October

2. All other time schedule remain unchanged.
3. This issues with the approval of Chairman, NHAI.

  
 (S.S. Nahar)  
**Chief General Manager (Coord)**

**To:**

PS to Chairman  
 PS to All Members  
 Dy. Dir. Resident Audit, NHAI  
 All CGMs/GMs  
 All ROs/PIUs/CMUs  
 Librarian/Hindi Division

**Copy to:**

Director (PPP), MoRT&H



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

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

No. NHAI/Model RFQ/ Rev/2009

11.02.2010

**CIRCULAR**

**Sub: Proposed amendments in Model RFQ for Highway Projects - Corresponding amendments in RFP (Vol. I)- Reg**

It has been decided to make the following amendments in the RFP for all bids to be submitted:

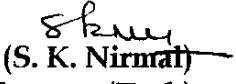
**Clause 2.1.18 (i)**

*A Bidder shall not be eligible for bidding hereunder if, as on bid due date, the Bidder, its Member or Associate was, either by itself or as member of a consortium has been declared by the Authority as the Selected Bidder for undertaking 3 (three) or more projects and the bidder is yet to achieve financial close. A bidder shall be considered as declared Selected Bidder for the projects of NHAI, where the LOA has been issued.*

**Clause 2.1.18 (ii)**

*The Concessionaire shall engage only such EPC Contractors for execution of the work who have experience of atleast one single completed highway work of value at least 20% of the Estimated Project Cost in the preceding 5 years. An undertaking to this effect shall be provided by the Concessionaire along with the EPC Project Agreement Document.*

This has the approval of Chairman.

  
(S. K. Nirmal)  
Chief General Manager (Tech)

To.:

1. PS to Chairman
2. PSs to All Members
3. All CGM(T)/CVO
4. All GMs/DGMs
5. Library



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

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No. 11041/200/2006-Admn.

दूरभाष / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

11.03.2015

### CIRCULAR

#### **Sub: NHAI Security Instructions for handling all official documents.**

It is responsibility and direct concern of all staff of NHAI (Regular/Deputation/Contract/Outsourced) in whatever capacity he is employed, to safeguard the security of all official papers to which he has access in the course of official duties and of which he comes in possession in any other way.

2. Under the provision of CCS (Conduct Rules) all staff are prohibited from communicating, without proper authority, to anyone, including a fellow staff, any information acquired by him in the course of official duties. Any wrongful communication or information as well as retention or removal of any documents containing such information is punishable under the rules.

3. All staff of NHAI HQ/ROs/PIUs/CMUs will ensure the following while discharging their duties:-

- a) All officers in-charge of respective office should ensure that security locks have been installed on their doors/almirahs.
- b) Rooms should be opened in the morning in the presence of officer-in-charge himself or in the presence of an authorised person. The officer-in-charge should put a person on duty every day for which purpose a duty roaster may be maintained.
- c) Likewise, the rooms should be locked in the evening in the presence of officer-in-charge himself or in the presence of an authorised person. The officer-in-charge should put a person on duty every day for which purpose, a duty roaster may be maintained.
- d) Office should not be left unattended during lunch hours. The officer-in-charge may put a person on duty who should remain in the office/room. For this purpose also, a duty roaster may be maintained.
- e) No office should be opened on Saturday/Sunday/holiday except with the prior permission of the concerned GM in writing, at HQ a copy of the same will be given to Reception a day prior to such opening of any office.
- f) In case of any theft, the concerned officer of HR-I Division will be informed forthwith for necessary action by security authority and a copy of the complaint may also be endorsed to the HR-I for records.
- g) The bags of all officers and staff will be required to pass through the baggage scanner.
- h) Unauthorised carriage of official documents on Pen drive/smart devices/etc. is prohibited. Any pen drive/storage device found will be scanned and sanitised to confirm no official data is found thereof, strict appropriate action for defaulters will be initiated.

..02..

4. NHAI general instructions on the subject are enclosed as **Appendix** to this letter.
5. All staff of NHAI (Regular/Deputation/Contract/Outsourced) are requested to strictly adhere to these instructions to avoid any breach on the subject.
6. This has the approval of Competent Authority.



(Col.S.S.Kapur)  
G.M.(HR/Admin.)I

To

**All NHAI**

## NHAI SECURITY INSTRUCTIONS FOR HANDLING OFFICIAL DOCUMENTS

### 1. GENERAL INSTRUCTIONS

- (i) All NHAI staff (Regular/ Deputation/ Contract/Outsourced) should not, unless specifically authorized by a Competent Authority, communicate to other Government servants or to non-official persons or the Press any document or information which has come to his possession in the course of his duties. It is a criminal offence:-
  - a) To possess or communicate without proper authority such information or documents indicated in Para (i) above.
  - b) To receive any such information or document, with the knowledge or with reasonable ground for the belief that it is communicated in contravention of the orders; and
  - c) To attempt to commit or abet the commission of an offence as aforesaid. In other words, it should be clearly understood that all communications received in office as well as the papers connected therewith are to be regarded as confidential so far as the public and employee, other than those who are required to handle them in the course of their duties, are concerned and staff are prohibited from communicating or making any reference direct, or indirect to any information acquired by them in the course of their official duties to any one whosoever, unless its communications authorized by a Competent Authority.
- (ii) No member of the staff, except one who is in the discharge of the official duties shall take spare copy of any writing in any document, which comes before him in his official capacity or to which he is allowed to have access.
- (iii) Office notes shall be treated as confidential and should not be allowed to go out of the office or to be seen even by other staff of the office or by Clerical staff who are not concerned with the file / note or any other staff.
- (iv) No member of the clerical or staff shall take office files / records to his residence without the prior permission of the concerned Officer in the Office. When files / records are taken home with permission, a list of the files / records taken out of the office should be prepared in duplicate, one copy of which should be left with the authority giving permission and the other copy may be kept with the file / records, on order to have a counter check of those files.

## **2. CONFIDENTIAL CHARACTER OF NOTES / FILES**

- (i) The notes portion of a file referred by a division to another will be treated as confidential and will not be referred to any authority outside and attached offices without the general or specific consent of the division to which the file belongs. If the information is in the electronic form it will be handled by the authorised official only.
- (ii) Where the general consent has been obtained under sub-para (1) above, such consent will, however, exclude classified files or to files in which the officer to whom the file is supposed to be referred or shown, is personally affected, or in which his official conduct is under consideration.
- (iii) For the purpose of attending meetings/ discussions outside office an officer not below the level of Dy. Manager/ Asst. Manager may carry official papers/files.

## **3. TYPING/DUPLICATING/PHOTOCOPYING OF OFFICIAL COMMUNICATION**

- (i) As far as possible typing, comparison, preparing covers and closing them etc. after obtaining signature of the officer concerned should be done by the Stenographer or the other official authorized to deal with it, should be present during all stage of the operation. Imperfect copies of photostat papers and other imperfect copies should also be treated as classified waste.
- (ii) The Officer concerned will ensure that all the waste papers or badly typed drafts thrown away by the Stenographer / Typist are carefully collected and destroyed by burning/shredded.
- (iii) The Stenographer / Typist, besides noting his initials at the end of each paper typed by him, must also note the number of copies made before returning the typed copies to the officer concerned. The Officer concerned will ensure that this has been done and that the number of copies recorded is correct. He will also ensure that unauthorized extra copies of papers have not been made and taken away for unauthorized purposes.
- (iv) The Officer concerned should ensure that no used photostat papers, rough papers or extra copies of any document are left lying loose anywhere.
- (v) Unless it is absolutely necessary, the entire file must not be given to the Stenographer / Typist. Only such papers as are actually needed should be removed from the file and given for typing. The file should, as far as possible, remain with the officer concerned.

#### **4. MOVEMENT OF CLASSIFIED AND OFFICIAL DOCUMENTS:-**

- (i) Under no circumstances should any classified document be carried loose in the hands of the Peons.
- (ii) A FTS should be maintained by the PS/PA/Stenographer attached to the Office or by the official authorized to deal with official papers for all outgoing and incoming files containing official papers.
- (iii) Confidential papers should be addressed to an Officer by name and should be opened by the address or in his absence officer so authorized.

#### **5. MISCELLANEOUS INSTRUCTIONS FOR THE CUSTODY OF OFFICIAL DOCUMENTS**

- (i) Official papers should not be left lying about in an Officer's room during his absence. He must ensure that whenever he leaves his desk, all documents are locked either in safes or boxes or in cupboards of which the keys must be with him. It is not sufficient to lock the door of the room concerned and leave classified documents open in the room.
- (ii) No documents will be removed from the office by any officer other than one dealing with them.
- (iii) Utmost care should be taken in disposing of waste papers of all kinds including routine papers and used carbons. All papers must be destroyed by burning / shredded in the presence of the officer responsible for dealing with them.

#### **6. PERSONAL SECURITY**

- (i) It has been clearly indicated at the beginning that it is the duty of every individual, who handles official documents, to ensure their safety and to prevent them from falling into the hands of or their contents being disclosed to unauthorized persons. Unless every person employed on work makes the utmost effort to protect documents and information, it will be impossible to prevent leakages.
- (ii) Security leakages through personal may occur due to any of the following reasons:-
  - a) The motive may be for gain;
  - b) The motive may be for corporate affiliation; and
  - c) Carelessness in talk and in handling papers.
- (iii) It is obvious that if there is a thief in the house, it is impossible to prevent thefts. It is, therefore necessary that all chances of an unreliable person finding position in the office dealing with secret documents should be eliminated. It is by strictly following this precaution that the chances of leakages due to the first two causes may be minimized.

- (iv) It is the duty of the officer in charge as well as the subordinate officer to keep a close watch on behaviour and demeanour of every employee in the office and, any behaviour which gives a slightest indication of suspicious conduct, should be thoroughly looked into. If there is likely to be any substance in the suspicion, it should be brought promptly to the notice of the Head of office.
- (v) Such suspicious behaviour may include staying in office at odd hours, making extra copies, inquisitiveness about matters with which the person is not directly connected, unauthorized absence from the office, absence on leave at certain regular intervals or on fixed days, habits, drunkenness and living beyond means. It must be understood that weakness in character often includes a person to barter official secrets for money or other considerations. Study of a particular type of literature mixing with suspected persons having certain corporate affiliations should also be guarded against to prevent leakages due to corporate affiliations.
- (vi) Unconscious leakage due to carelessness or egoism often occurs through personnel of all posts, and even officers are not immune from this fault. It is the duty of every superior officer to make note of any such remiss by any of his sub-ordinates and suitably pull him up for such mistakes.
- (vii) Personnel security is of the highest importance. Whatever defects in all the other security arrangements there may be, if every person dealing with documents is completely reliable in every respect, then the chances of leakage are minimized.

7. It is also duty of all Staff to bring immediately to the notice of their superior officers any breach of security instructions in general and in particular.

~~MSK/113/15~~



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

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

Dated 11.11.2011

### OFFICE ORDER

#### **Subject: Operation of Bank Accounts of RO/PIU/CMUs in the event of repatriation of one of the signatory.**

It has been observed that in number of cases the repatriation orders of the Project Director or other joint signatory of the Bank Account are issued by HQ with the approval of the Competent Authority but these orders are not being implemented by the ROs/PDs and such officers continue to be the signatory of the Bank Account of the RO/PIU.

2. It has therefore been decided that:

- (i) In the case of repatriation of either of the PD or other joint signatory of Bank Account { i.e. Finance Officers or Manager (T)}, the authority to sign the cheques of such repatriated officers shall stand withdrawn immediately on issue of such repatriation order by the HQ without waiting for his/her formal relief from NHAI.
- (ii) In the case of repatriation of PD, the new PD who is appointed/or given additional charge of the PIU shall become the joint signatory with the finance officer; the finance officer being the DDO. In case of repatriation of Finance Officer, the senior most Manager (T) of the PIU shall become joint signatory with PD; PD being the DDO. In the cases where PD alone is posted without any Finance Officer/Manager (T) and if a JAO is in place in that PIU, the JAO will function as joint signatory and PD will be the DDO.

3. This may strictly be complied with by the ROs/Project Directors.

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

  
( Rajesh Gupta )  
GM (A&A)-Oftg.

To

1. All CGM (ROs)
2. All Project Directors of PIUs/CMUs

Copy to

1. PS to Member (F)
2. PS to CVO
3. PS to CGM (FA)/CGM (HR&A)
4. Librarian



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

**National Highways Authority of India**

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

**NHAI/F&A/22022/Bank operation /07-08/II-15 Dated : 12.5.2008**

To

Project Directors  
All PIUs/CMUs

**Sub: Guidelines issued by Ministry of Finance (Department of Expenditure) regarding Preference to public sector banks for handling Government transactions**

Sir,

The Government of India, Ministry of Finance, Deptt. of Expenditure vide their Office Memorandum no. F.No. 7(2)/E.Coop/2007 dated 15<sup>th</sup> Jan, 2008 (copy enclosed for ready reference) issued guidelines for investment of surplus funds.

NHAI is having regular course of business with Syndicate Bank and Canara Bank and accounts of most of the PIUs/CMUs are with these banks only as already prescribed vide office Order NHAI/F&A/11028/19/2001, dated 19.4.2004. In view of the above guidelines of Ministry of Finance, the procedure for inviting competitive rates from the banks is to be discontinued. To avoid idling of fund at PIU/CMU level, fund should be requisitioned from HQ only to meet the expenditure on actual basis and liquidity level of PIU may not be more than one month expenditure in any case. The surplus funds at PIUs/CMUs level if any, should be placed with the Banks as per the procedure prescribed below:-

- a. Published card rates of minimum 5-7 nationalized banks(subject to availability of branches in the town in which PIU is located) should be obtained from the websites of these banks to determine the highest available card rates of the banks.
- b. The bank with whom the PIU/CMU is having the current account may be given option to match such highest available card rates as

-2-

determined at (a) above and funds may be placed with the bank having our main account at the highest card rate.

c. If the bank with whom PIU/ CMU is having current account are not willing to match the highest card rate, the fund may be placed with the bank having the highest card rate. In case more than one bank publishes the highest card rate(i.e. no. of banks have same published rate and which is the highest), the amount of deposit will be divided among such banks.

This issues with the approval of competent authority.

**Yours faithfully**

*T.K.*  
**(T.K.Chattopadhyay)**  
**General Manager (A&A)**

Encl : As above

F. No.7(2)/E. Coord/2007  
Government of India  
Ministry of Finance  
Department of Expenditure  
\*\*\*\*

New Delhi, January 15, 2008

OFFICE MEMORANDUM

**Sub: Preference to Public Sector Banks for handling Government transactions – reg.**

In August 2003, the Reserve Bank of India (RBI) had taken a decision to induct certain private sector banks for the conduct of Government business. Accordingly, the Departments/Ministries were advised that, if they desired, they could induct these private sector banks also for handling accounts pertaining to their respective Departments/Ministries. These instructions were issued vide RBI Circular No. DGBA.GAD No. 60/42.01.033.2003-04 dated July 18, 2003.

2. It has been brought to the notice of the Government that some Departments/Ministries as well as agencies/entities under the control of Departments/Ministries have transferred their entire business, or a substantial part of their business, to private sector banks to the virtual exclusion of public sector banks. It is observed that public sector banks have a special role and importance in the banking industry and in advancing the economic policies of the Government. It is, therefore, important that Departments/Ministries conduct their business, as far as possible, through public sector banks. In any event, it is not desirable that any Department/Ministry should conduct its business through private sector banks alone to the exclusion of public sector banks. **On a careful examination of the matter, it has now been decided that the funds under the control of the Departments/Ministries or funds amenable to their control (including funds distributed by Departments/Ministries to agencies/entities) shall, at least to the extent of 60 per cent, be placed with public sector banks.** These instructions would apply equally to

subordinate offices, attached offices and autonomous organisations which are mainly funded by Government. The Departments/Ministries are requested to issue forthwith suitable instructions, in accordance with the above decision, to State Governments, agencies and entities to which they distribute funds for the purpose of executing the programmes funded by the Departments/Ministries.

3. It has also been brought to the notice of the Government that, in recent times, there is an emerging practice of inviting competitive bids for placing bulk deposits with banks. As a consequence, there is undesirable competition amongst banks leading to arbitrary hikes in deposit rates (even for short periods) which have consequences for the economy. It is therefore advised that the practice of inviting competitive bids for bulk deposits should be discontinued forthwith. Any Department/Ministry or any of the agencies/entities/bodies referred to in para 2 above should place their bulk deposits with the bank(s) with whom they have a regular course of business, including public sector banks.

  
 (Meena Agarwal)  
 Joint Secretary to the Government of India

1. All Secretaries
2. Controller General of Accounts
3. All CCAs
4. All Financial Advisers



# 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

**NHA/F&A/Audit/Procedure/2009/I-13**

**dated 13.7.2009**

### **OFFICE MEMORANDUM**

**Subject: Timely submission of Records and Replies of Audit Observations to Govt. Audit Party.**

Procedure for submission of documents/ replies of Audit observations to Resident Audit Party of C&AG, have been prescribed vide office order no. NHA/F&A/Audit/ Procedure/ 2006/I/13 dated 19.9.2006 attached with Policy Circular no. Admn./ Finance / 05/2007 dated 24<sup>th</sup> Jan, 2007. It is specified that replies of Half Margin Memos / Inspection Reports shall be submitted by the Project Director through concerned Divisions directly to Government Audit Office with the approval of CGM/Member to ensure that all audit observations are properly replied and settled. A Committee comprising GM (A&A), GM concerned in HQ and Project Director is also set up to interact with Govt. Auditors at HQ level for settlement of outstanding Paras.

It is observed that there is abnormal delay in submission of records and replies of Audit observations by concerned PIUs/ Divisions which is being viewed seriously by the Govt. Audit Office.

It is therefore emphasized that Audit requisition/observations should be attended on priority basis so that reminders from Audit for records/replies are avoided.

This issues with the approval of Member (Finance)

*T.K.Chattopadhyay*  
(T.K.Chattopadhyay)  
General Manager (A&A)

To

1. PS to Chairman
2. PS to All Members
3. PS to All CGMs/CVO
4. All GMs/DGMs/Managers, HQ
5. Project Directors of all PIUs/CMUs
6. Librarian/Hindi Officer



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

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### CIRCULAR

NHAI/11013/LA/Policy/2013/5

14<sup>th</sup>, May, 2013

**Sub: Publishing of Gazette Notifications related to Land Acquisition in Newspapers – Reg.**

\* \* \* \*

The following guidelines are prescribed for publishing the Gazette notifications pertaining to land acquisition in newspapers:

- 1) It has been observed that some PIUs/CMUs/ROs are publishing Gazette Notifications pertaining to land acquisition in more than two newspapers whereas NH Act-1956 stipulates as follows:

***"The Competent Authority shall cause the substance of the notification to be published in two local newspapers one of which will be in vernacular language".***

Therefore, all PIUs/CMUs/ROs should note that the notifications are to be published in only two newspapers as per provision of NH Act-1956. It shall be ensured that the content of Advertisement is invariably released in the local vernacular language in the widely circulated vernacular language newspaper.

- 2) While sending the notification for publishing in newspapers care should be taken to avoid extravagant usage of space.
- 3) It is hereby reiterated that PIUs/CMUs/ROs shall strictly follow above guidelines for publishing gazette notifications in newspapers so expenditure being incurred on publishing notifications is minimized, while at the same time following statutory provision in the matter.

This issues with the approval of Competent Authority.

*[Signature]*  
14/05

**(V. K. Sharma)  
CGM (LA & Coord.)**

To:

1. All ROs,
2. All PIUs/CMUs,
3. All CGMs/GMs at HQ

Copy to:

1. PS to Chairman
2. PS to Member



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

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

606/FTS

NHAI/LEGAL/MISC-1/2012

दूरभाष / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

15.05.2012

### CIRCULAR

**Sub: Clarification to Schedule of Fee for legal charges for Advocates/Techno Legal Experts/Law Firms given on effective and non effective hearing and admissibility of professional fee of the Advocates**

**Ref: Circular No. 11041/217/2007-Admn dt. 24.12.2010, 19.12.2011 and 24.01.2012**

As per the clause 6 of the note portion provided in said Circular No. 11041/217/2007-Admn dt. 24.12.2010, the adjournment charges shall be payable at 50% of appearance fee only when Court does not sit, this shall be applicable for non effective hearing in the Court.

2 It has been felt desirable to issue clarification on the above said clause so that payment of professional fee to the Advocates is regulated properly. It is evident that when Court does not sit the professional fee and other charges for appearance will be curtailed to 50%, in as much as when the Court does not sit, generally adjournments are given in the morning itself by the Court Master/clerk and Counsels/Advocates are not expected to sit in the Court for the whole day. Hence, in such a situation when the Court does not sit, the Counsel is to be paid 50% professional fee for appearance.

3 The above clause also mentioned about the non effective hearing in the Courts. The meaning of non effective hearing is also required to be elucidated so that there is no confusion while processing the bills of Advocates. There might be situations where Court sits but on account of any reason the proceedings are not conducted and adjournment is simply granted in the morning, just by mentioning the matter by the Advocates/Counsels before the Court which can also be termed as non effective hearing and in such a situation also Advocate/Counsels are to be paid only 50% of the appearance fee.

4 Except in the above mentioned situations where Court sits and Counsels/Advocates enter their appearances in the Court and proceedings takes place and thereafter adjournment is granted on account of any reason by the Court for even filing Reply/Re-joinder/Written Statement etc in such situations, the Counsels/Law Firms/Advocates would be entitled to full fee for appearance in accordance with the provisions of said circular.

5 All ROs/CMUs/PIUs and division of Hqrs are requested to note the above while processing the bills of Advocates/Law Firms in the light of the above clarifications.

(P C Grover)  
CGM (Legal/HR)

To

All ROs/CMUs/PIUs

cc : Librarian



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

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

No.: NHAI/13/2/LA-Policy/2009/21700

15<sup>th</sup> September, 2011

### CIRCULAR

**SUB: Procedure to be followed for issuance of Notifications under National Highways (NH) Act, 1956.**

It has been observed that some PIUs / ROs are not complying the instructions issued on the subject vide this Office Circular dated 30.11.2009. As such, non-compliance of the same resulted in delay in processing the proposals for publication of Notifications u/s. 3(a), 3A & 3D under NH Act, 1956.

In view of the above, it has been decided that henceforth all the proposals for publication of Notifications shall be forwarded to HQs, along-with a checklist to ensure submission of all required documents with the proposal to avoid delay in processing the proposals from HQs. The checklist to be attached with each proposal is enclosed.

All the PDs are requested to ensure submission of proposals for publication of Notifications u/s. 3 of NH Act, 1956 as per checklist, through concerned CGMs / ROs. It may be noticed that, proposals relating to notification u/s 3D should reach the Ministry for approval at least one month prior to the due date. Therefore, such proposals should reach NHAI HQ at least 45 days prior to the due date. In case of any delay in submission of proposal, the responsibility shall be fixed on the Project Director and action shall be taken against the defaulters.

Encl: As above.

4  
15/09  
(V. K. Sharma)  
CGM (LA)

To:

1. All PIUs
2. All ROs
3. All Officers of LA Division, HQs

CC for information to:

1. PS to Chairman
2. PS to all Members

**CHECK LIST/CERTIFICATE FOR PROPOSAL FOR  
PUBLICATION OF NOTIFICATIONS U/S SEC 3A OF NH ACT 1956**

**Case / File No.:**

**Date:**

S.No.	Description	Status
1.	Whether related notification of u/s 3(a) is enclosed.	Yes/No
2.	Whether the hard copy of draft notification is signed by the CALA in each page.	Yes/No
3.	Whether the two sets of hard copy of draft notification (in Hindi & English) duly verified and signed by the PD, are provided.	Yes/No
4.	Whether the name of Villages, Taluk, and designation of the Competent Authority are same as per 3(a) Notification.	Yes/No
5.	Whether File No., Name and designation of the signing authority in the Ministry, etc. are provided on the last page of the Schedule.	Yes/No
6.	Whether the Draft Notification as per Circular No.: NHAI/11013/LA&EM/Policy /2004/69 dated 23.01.2006.	Yes/No
7.	Whether the Draft Notification (in Hindi & English) are submitted in A-4 size paper with printing area of 7" X 10"size.	Yes/No
8.	Whether soft copy of draft notification (in Hindi & English) are provided.	Yes/No
9.	Whether colored Index map is provided.	Yes/No
10.	Whether proper colored Alignment map is provided	Yes/No
11.	Whether details of the Structures (Category-wise) is provided in the prescribed format.	Yes/No
12.	Whether Strip Plan showing the Structures coming under acquisition is provided.	Yes/No
13.	Whether approval of the Competent Authority for Change of Alignment, if any, for additional 3(A) is provided.	Yes/No
14.	Whether the pages of the Draft Notification and Enclosures are properly numbered.	Yes/No
15.	Whether standard certification (*) has been given on the last page of draft notification as per memorandum of MoRTH dt 01.12.10	Yes/No

(\*) Standard Certification "Content Page No. 1 to ..... including Cover Page of Draft Notification has been checked by me and confirmed correct".

Project Director  
 PIU: \_\_\_\_\_  
 (With Stamp)

**National Highways Authority of India**  
**Project Implementation Unit:**

**CHECK LIST/CERTIFICATE FOR PROPOSAL FOR  
 PUBLICATION OF NOTIFICATION U/S SEC 3(a) OF NH ACT 1956**

**Case / File No.:**

**Date:**

S.No.	Description	Status
1.	Whether nomination of Competent Authority by the State Government is provided.	Yes/No
2.	Whether name & designation of the Competent Authority mentioned in the draft notification are same as per the nomination received from the State Govt.	Yes/No
3.	Whether two sets of hard copy of draft notification (in Hindi & English) with duly verified Signed by the Project Director are provided.	Yes/No
4.	Whether name of District, Taluk and Village for which acquisition is to be done are provided.	Yes/No
5.	Whether the File No., Name and Designation of signing authority are properly provided on last page of schedule of draft notification.	Yes/No
6.	Whether the Draft Notification as per Circular No: NHAI/11013/LA&EM/Policy /2004/69 dated 23.01.2006.	Yes/No
7.	Whether the proposal submitted is in A-4 size paper with printing area of 7" X 10" size.	Yes/No
8.	Whether soft copy of draft notification is provided (in Hindi & English).	Yes/No
9.	Whether proper colored Index Map / Alignment Map is provided.	Yes/No
10.	Whether pages of the Draft Notification and Enclosures are numbered.	Yes/No
11.	Whether standard certification (*) has been given on the last page of draft notification as per memorandum of MoRTH dt 01.12.10	Yes/No

(\*) Standard Certification "Content Page No. 1 to ..... including Cover Page of Draft Notification has been checked by me and confirmed correct".

**Project Director**  
**PIU:**  
 (With Stamp)

**National Highways Authority of India**  
**Project Implementation Unit:** \_\_\_\_\_

**CHECK LIST/CERTIFICATE FOR PROPOSAL FOR  
 PUBLICATION OF NOTIFICATION U/S SEC 3D OF NH ACT 1956**

**Case / File No.:**

**Date:**

S.No.	Description	Status
1.	Whether related Notifications u/s. 3(a) & 3A are enclosed.	Yes/No
2.	Whether the hard copy of draft notification is signed by the CALA in each page.	Yes/No
3.	Whether the two sets of hard copy of draft notification (in Hindi & English) duly verified and signed by the PD, are provided.	Yes/No
4.	Whether the quantum of land proposed against each survey no. is not exceeding than 3A Notification.	Yes/No
5.	Whether the Survey No., type and nature of land as mentioned in the Draft 3D Notification is same as per 3A Notification .	Yes/No
6.	Whether the name of Villages, Taluk and Designation of the Competent Authority are same as per 3(a) Notification.	Yes/No
7.	Whether File No., Name and designation of the signing authority in the Ministry, etc. are provided on the last page of the Schedule.	Yes/No
8.	Whether the Draft Notification as per Circular No: NHA/11013/LA&EM/Policy /2004/69 dated 23.01.2006.	Yes/No
9.	Whether the Draft Notification (in Hindi & English) are submitted in A-4 size paper with printing area of 7" X 10"size.	Yes/No
10.	Whether soft copy of draft notification (in Hindi & English) are provided.	Yes/No
11.	Whether, detailed report of the CALA after hearing the objections if any, by the persons interested after 3A notification is enclosed.	Yes/No
12.	Whether Colored Index Map and Alignment Map are provided.	Yes/No
13.	Whether details of the Structures (Category-wise) is provided in the prescribed format.	Yes/No
14.	Whether Strip Plan showing the Structures coming under acquisition is provided.	Yes/No
15.	Copies of news paper-substance as published in two local Newspapers (one of which is in vernacular language are provided).	Yes/No
16.	Whether the proposal is submitted as per Circular No. NHA/LA/11013/2009-Misc dated 04 <sup>th</sup> May, 2011.	Yes/No
17.	Whether pages of the Draft Notification and Enclosures are numbered.	Yes/No
18.	Whether standard certification (*) has been given on the last page of draft notification as per memorandum of MoRTH dt 01.12.10	Yes/No

**Note:** Please insert in Column No. 9 only "Name of Person interested" in place of "Name of Land looser / land owners".

(\*) Standard Certification "Content Page No. 1 to ..... including Cover Page of Draft Notification has been checked by me and confirmed correct".

Project Director  
 PIU: \_\_\_\_\_  
 (With Stamp)



# 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

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दूरभाष / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

No.NHAI/11041/08/2010-HR.I

16.5.2012

### OFFICE MEMORANDUM

#### **Sub: Initiation of process for extension of deputation of officers working in NHAI**

It has been observed that some officers are working on deputation basis beyond extended period of deputation and proposals for extension of deputation is received from HR/Admn. Division just a few days before such normal / extended deputation period comes to an end, which is not a sound proposition.

2. All officers of HR/Admn. Division are directed to initiate the proposal for extension of deputation period of an officer at least 6 months before the expiry of his deputation period. The information relating to all deputationist officers in that post must be therefore compiled in MS Excel in the format given below and submit to the Chairman for approval of the normal / extended deputation period.

Name of post: \_\_\_\_\_

Sl. No.	Name of officer on deputation	Parent Deptt.	Date of joining	Initial tenure agreed by parent deptt.	Tenure as per Regulations	Period of tenure completed till date (in years and months)	Present tenure ending on	Whether approval of MORT&H required	Remarks

3. Any violation of these instructions will attract disciplinary action against the concerned officer(s) of HR/Admn. Division.

(P.C. Grover)  
CGM (Admn. & HR)

To,

All officers of HR/Admn. Division

Copy to:

PS to Chairman/Members/CVO  
Library



**भारतीय राष्ट्रीय राजमार्ग प्राधिकरण**  
(सड़क परिवहन और राजमार्ग मंत्रालय)  
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NHAI-12011/7/95-Admn

Dated : 16.08.2010

**OFFICE ORDER**

In compliance to the instructions from the Central Vigilance Commission vide no. 003/VGL/18 dated the 17<sup>th</sup> September 2003, it has been decided that the Chief Vigilance Officer in NHAI would henceforth be accorded the status and perquisites of Functional Director of Board Level.

2. This issues with the approval of the Chairman.

*Meeta Singh*  
(MEETA SINGH)  
GM (HR/ADMN)-II

To,

CVO

Copy to:

1. PS to Chairman
2. PS to All Members
3. All NHAI Officers & Staff / PIVs



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

No.: 11041/278/2009-Coord

16<sup>th</sup> December 2009

### CIRCULAR

#### **Sub: Signing of State Support Agreement.**

With the approval of Competent Authority, all CGM's of Regional Offices are authorized to sign the State Support Agreement (as per the approved format) on behalf of NHAI with the respective State Governments.

*S.K.Nirmal*  
(S.K. Nirmal)  
Chief General Manager (Coord)

To:

1. PS to Chairman
2. PS to All Members
3. All Regional Officers
4. All CGMs/GMs/DGMs
5. Librarian



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

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No. NHAI/Model RFQ/ Rev/2009 / ५३

17.03.2010

### CIRCULAR

**Sub: Amendments in RFP (Vol. I) vide Circular dt. 11.02.2010- Clarifications- Reg**

In continuation to Circular dt. 11.02.2010, it is to clarify that in respect of clause 2.1.18(i) the financial close shall be deemed not to be pending if the applicant has executed the Financing Agreements and delivered to the Authority 3 (three) true copies thereof, duly attested by a Director of the Concessionaire and 3 (three) true copies of the Financial Package and the Financial Model, duly attested by a Director of the Concessionaire, along with 3 (three) soft copies of the Financial Model in MS Excel version or any substitute thereof, which is acceptable to the Senior Lenders as stipulated in clause 4.1.3 of the MCA

The Concessionaire shall also be required to submit an affidavit that any change in the financial document or security conditions, as may be required by NHAI, shall be incorporated.

This has the approval of Chairman.

*S. K. Nirmal*  
(S. K. Nirmal)  
Chief General Manager (Tech)

To.:

1. PS to Chairman
2. PSs to All Members
3. All CGM(T)/CVO
4. All GMs/DGMs
5. Library



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

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No.NHAI/11041/08/2010-HR.I

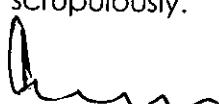
17.5.2012

### OFFICE MEMORANDUM

#### **Sub: Streamlining the functioning of Field Offices**

In order to streamline the functioning of field offices (i.e. Zonal Offices, Regional Offices, PIUs, CMUs and Site Offices), the following decision has been taken:-

- (i) A formal work distribution should be made amongst the Technical officers of the Regional Office by CGM (Tech.) of RO and by Project Director for PIUs/ CMUs and Site Offices with the approval of concerned CGM (Tech.) of RO.
  - (ii) The attendance register for ensuring attendance of staff posted in field offices should be maintained as per the instructions contained in NHAI HQ Circular No.NHAI/0001/Admn.ll/Misc./2012 dated 8.5.2012. The ED for employees of Zonal Office, CGM (Tech.) of RO for employees of RO and PD for employees of PIUs/CMUs and officer-in-charge of Site Office for employees of Site Office, respectively will be responsible for maintaining and monitoring the attendance registers and will countersign the register on each day.
  - (iii) The record of incoming and outgoing communications and movement of files, etc. should be maintained as per instructions contained in Swamy's Manual on Office Procedure for Central Govt. Offices.
2. All officers and employees are directed to follow these instructions scrupulously. Any violation of these instructions may attract disciplinary action.



(P.C. Grover)  
CGM (Admn. & HR)

To,

All officers and employees of NHAI



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport and Highways)

जी-५ एवं ६, सेक्टर-१०, द्वारका, नई दिल्ली - ११००७६

G-5 & 6, Sector-10, Dwarka, New Delhi-110076

File No. : NHAI/0061/Admin.II/Misc./2012

दूसरा /Phone: 91-11-25074100/25074200

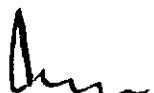
फैक्स /Fax: 91-11-25093507 / 25093514

May, 2012

### CIRCULAR

It has been decided that in addition to the Access Card, an Attendance Register is to be maintained in each division in respect of officers and staff upto Manager level, who are working on regular/contract/deputation basis. The register shall be maintained by Head of the divisions *w.e.f. 01<sup>st</sup> June, 2012*. All are required to sign their attendance for attending the office with arrival and departure time on day-to-day basis. In case of delay, 10 minutes grace time may be considered by the controlling authority. Controlling Officers are advised to mark "cross" with red pen on same day, if the column of Attendance Register is not signed by the individual due to his/her absence.

2. The payment of monthly salary shall be regularly made by the Finance division on the basis of attendance certified by the Head of the divisions on monthly basis. However, the payment of salary will be made, based on attendance from 1<sup>st</sup> day of the month to the 20<sup>th</sup> day of the every month. The payment of excess salary, if any, will be adjusted in the subsequent month based on the attendance received for the previous month.
3. All ROs/PDs/SLOs are also directed for taking similar action for the staff working under their jurisdiction.
4. This issues with the approval of the Competent Authority.

  
**(P.C. Grover)**  
**CGM (HR/ADMN.)**

To,

1. All the officers/staff posted at NHAI HQs (Corporate & MTNL building)
2. All CGMs/GMs
3. All Regional Officers/Project Directors/SLOs

#### Copy also to

1. PS to Chairman
2. PS to Member (Admn.)/Member (Fin.)/Member (T)/Member (P)/CVO
3. CGM (F&A)- for necessary action, please.



# 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.: 11041/3/2002-Admn

दूरभाष /Phone : 91-11-25074100/25074200

फैक्स /Fax : 91-11-25093507 / 25093514

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

17<sup>th</sup> June 2010

### CIRCULAR

**Sub: Laying of Annual Reports and Audited Accounts of the Authority on the Table of the Houses of Parliament – Recommendation of the Committee on Papers Laid on the Table (COPLOT), Rajya Sabha – reg.**

Based on the recommendation of the Committee on Papers Laid on the Table (COPLOT), Rajya Sabha, our circular No. 11041/3/2002-Admn dated 18.12.2009 is partially modified as under:-

Activities	Revised completion date
Finalization/Consolidation of accounts at PIUs/CMUs/SLO and RO.	10 <sup>th</sup> May
Consolidation and Finalization of Annual Accounts at HQ.	20 <sup>th</sup> June
Submission for approval of Annual Accounts before the Board of the Authority.	25 <sup>th</sup> June
Submission of approved accounts to C&AG for audit.	30 <sup>th</sup> June
Submission of approved accounts (un-audited) to Admn. Division for preparation of Annual Report.	30 <sup>th</sup> June
Likely date of the receipt of audited accounts from C&AG.	15 <sup>th</sup> October

2. All other time schedule remain unchanged.
3. This issues with the approval of Chairman, NHAI.

  
(S.S. Nahar)  
17.6.10.  
Chief General Manager (Coord)

**To:**

PS to Chairman  
PS to All Members  
Dy. Dir. Resident Audit, NHAI  
All CGMs/GMs  
All ROs/PIUs/CMUs  
Librarian/Hindi Division

**Copy to:**

Director (PPP), MoRT&H



# 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-110075

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

दूरभाष / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

NHAI/11013/DGM (LA/Coord)/2012

Date: 17/10/2012

### Circular

**Subject: Additional guidelines to be followed before submission of Draft proposal for Notifications under NH Act, 1956.**

A considerable time and effort is sometimes wasted at Head Quarters while incorporating corrections to Draft 3(a), 3A or 3(D) Notifications or the schedules therewith which are submitted by RO's for publication, due to minor issues related with font, alphabet size and printing area in the soft-copy of the Draft Notifications enclosed with proposals for Notification submitted by PIUs.

2. Accordingly, the following may be adhered to by the PIUs while submitting proposals for Notifications to avoid delay during preparation of final draft, etc., before submission to Ministry for publication:

- (a) The font to be used for Hindi typing should be "Kruti Dev 010".
- (b) the font to be used for English typing should be "The Times Roman".
- (c) the size of alphabets should be 12
- (d) the printing area should be 7"x10" inch with equal margins at Top and Bottom as well as Left and Right.

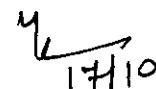
3. The Notifications and the schedule therewith should be as per circular No. NHAI/13/2/LA-Policy/2009 dated 30<sup>th</sup> November, 2009. However, the subsequent pages of the schedules after the first page should contain only column Nos. at the top-most row without mentioning "Serial Number", "District", "Taluk", etc., as is done on the top-most row of the first page of the schedule.

4. The soft copy prepared by PIUs and submitted along with the proposals should be strictly according to the draft certified by CALA.

5. The additional drafts signed by PD should be strictly as per related draft certified by CALA.

6. The file No., name of signing authority with designation and standard certificate (as per "Note" under checklist enclosed with circular No. NHAI/13/2/LA-Policy/200925700 dated 15<sup>th</sup> September, 2011) should be provided at the end of a Draft schedule.

All PIUs are requested to adhere to the above instructions and submit the proposals after verification which should be strictly as per relevant Check List. RO's should exercise a check of the schedules and proposals before submitting the same to HQ.

  
(V.K.Sharma)

Chief General Manager (LA& Coord)

To,

- (i) All ROs
- (ii) All PIUs
- (iii) All officers of LA Division.

**Copy for information:**

- (i) P.S. to Chairman
- (ii) P.S. to all Members.



**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

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फैक्स / Fax : 91-11-25093507 / 25093514

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

NHAI/F&A/Work Allocation/100 /2007-08/

Dated: 18.7.2007

**Office order**

**Subject: Finance Representatives in tender committees of NHAI.**

In supercession of the Finance Division office order of even number dated 4.8.2006 regarding nomination of the officers of the Finance Division in the Committees constituted for various purposes, the following revised arrangements are proposed:-

2.1 Henceforth, the following officers shall represent Finance Division in the committees constituted for evaluation of tender proposals (Short-listing, prequalification, evaluation of technical/financial bids).

Name of the Designated Officer* of the Finance Division	Name of the Division
Shri. V.R. Srinivasan, DGM(F)	Corridor Management (CM/CO) Division and NHDP Phase-V.
Shri Saurabh, DGM(F)	The Division handling NS-EW project (Phase-II), Phase-VII, Port Connectivity projects and Special Projects and IT Division.
Shri S.D.Sharma DGM(F)	BOT Division (Phase-III), GQ project (Phase-I), Phase IV & VI.
Shri Ram Singh, MGR (F) / Shri B.S .Rawat, Mgr(F)	Administration Division

\* In the event of the designated officer being on leave (or in case of non-availability), the alternate officer nominated by Member (F) or an officer working under the designated officer shall represent the Finance Division in such committees, who shall sign the minutes.

2.2 For nomination of any officer for purposes other than those covered in Para 2.1 above, specific proposals may be sent to Member (F).

This issues with the approval of Member (Finance).

*T.K.Chattopadhyay*  
(T.K.Chattopadhyay)  
GM(Audit & Accounts)

To,

All CGMs/GMs at HQ

All Officers concerned in Finance Division at HQ

*M. Bharatian / Hindi Officer*



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

दूरध्वाप / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

## National Highways Authority of India

(Ministry of Road Transport and Highways)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110075

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

NHAI/11013/DGM (LA/Coord)/2012

Date: 18/10/2012

### Circular

#### **Subject: Mutation of Land Record and submission of monthly progress report.**

Land acquired by NHAI has to be mutated in the name of Central Govt. and such records should be readily available for future references and also to establish ownership in the name of NHAI in the matter of removal of encroachments.

2. As per clause 10.13 of NHAI works Manual the Records of Rights should be in the name of Central Govt. and the Project Director shall ensure that the land records are authentic at all times. Also, as per circular No. NHAI/13/LA/Policy/2006/10 dated 03.10.2006, it is the responsibility of the Project Directors to obtain and submit certified copies of Records of Rights in which land acquired has been mutated in the name of Central Government. (One copy to be retained at PIU/CMU).

3. It has come to the notice that ROWs on many stretches of National Highways entrusted to NHAI have not been mutated properly in land records and therefore land records do not show correct position of land owned by Government of India in respect of these Highways.

4. In view of the above all PDs/ROs should get necessary mutation done by approaching state Revenue Authorities and submit a progress report in this regard in the first week of every month.

5. All PDs/ROs are directed to personally supervise the matter and comply with the aforesaid instruction.



**(Rajiv Yadav)**  
Member (Admn)

To,

- (i) All Member's
- (ii) All RO's/CGMs.
- (iii) All PD, PIU's

**Copy to:**

- (i) PS to Chairman



# 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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फैक्स /Fax: 91-11-25093507 / 25093514

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

No: 11041/3/2002-Admn

Dated 18.12.2009

### CIRCULAR

#### Sub: Laying of the Annual Reports and Audited Accounts of the Authority on the Table of the Houses of Parliament – Examination by the Committee on Papers Laid on the Table (COPLOT), Rajya Sabha – reg.

National Highways Authority of India (Budget, Accounts, Audit, Investment of Funds and Powers to Enter Premises) Rules 1990 provides that Annual Accounts and the Auditor's Report thereon along with the Annual Report shall be submitted to Central Government by 31<sup>st</sup> day of December of the following year to which the accounts relate. The submission of Annual Accounts have been reviewed by Committee on Papers Laid on the Table (COPLOT), Rajya Sabha, and it has been observed by the Committee that the Annual Reports and Audited Accounts of the Authority have been submitted to Parliament, with a lot of delay in the previous years. The delay in submission of the Annual Report and audited accounts has been viewed seriously. To ensure presentation of the Annual Report in the Parliament before 31<sup>st</sup> December of the following year, the following time schedule has been laid down.

Finalisation/Consolidation of accounts at PIUs/ CMUs/SLO and RO.	15 <sup>th</sup> May
Consolidation and Finalisation of Annual Accounts at HQ.	30 <sup>th</sup> June
Submission for approval of Annual Accounts before the Board of the Authority.	10 <sup>th</sup> July
Submission of approved accounts to C&AG for audit.	15 <sup>th</sup> July
Submission of approved accounts (un-audited) to Admn. Division for preparation of Annual Report.	15 <sup>th</sup> July
All the audit observations on the accounts shall be replied within a week of receipt of the observation.	--
Likely date of the receipt of audited accounts from C&AG.	31 <sup>st</sup> October
Submission of Management reply together with the audited accounts to Admn. Division for finalization of Annual Report.	07 <sup>th</sup> November

Cont...2

2. As far as possible concurrent processing of preparation of text of annual report and process of printing should be resorted to. Thus, the following time lines are laid down for processing of the text portion of the annual report

Collection of material for preparation of text of annual report	15 <sup>th</sup> July
Preparation of text of the annual report	15 <sup>th</sup> August
Calling of bids for printing of annual report and short listing of bidder	10 <sup>th</sup> September
Approval of draft annual report by Board	14 <sup>th</sup> November by circular
Printing of Annual Report	22 <sup>nd</sup> November
Forwarding of annual report to Ministry	1 <sup>st</sup> December

3. All the concerned divisions & Officers at HO and RO/SLO/PIU/CMUs will strictly comply with the above time schedule for preparation of Audited Accounts and Annual Report of the Authority.

4. This issues with the approval of Member (Admn).

K. V. R. 18/12/09  
(K Venkara Ramana)  
General Manager (Coord)

To:

PS to Chairman  
PS to all Members  
All CGMs/GMs  
All ROs/PIUs/CMUs  
Librarian/Hindi Division

Copy to :

Director (PPP), MoRT&H



# 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. Ref.NHAI/Legal/Misc./1/2011/

दूरभाष /Phone : 91-11-25074100/25074200

फैक्स /Fax : 91-11-25093507 / 25093514

19<sup>th</sup> December, 2011

### CIRCULAR

Sub: Schedule of Fee for Legal Charges to Advocates/Techno Legal Experts/Law Firms.

Ref: Circular No.11041/217/2007-Admn. Dated 24.12.2010

1. It has been observed that a large number of legal cases are filed especially in land acquisition matters against NHAI/PIUs and the Counsels generally draft a similar reply/counter affidavits/rejoinder/written statement etc and till the disposal of the case, the pleadings remain similar, barring the changes of title/case nos. etc. (which reflect the name of applicant, plot no. and other details of land etc., being acquired by NHAI) and otherwise pleadings remain almost similar. NHAI Counsels just replicate the reply/counter affidavits/rejoinders /written statements etc without any original input therein and charge 50% after 3 cases in accordance with the captioned circular, which is felt to be on the higher side.

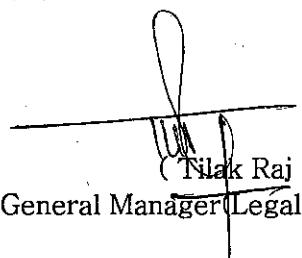
2. In view of the above, the following is clarified and payment to the Counsel/Law Firm in such a situation may be regulated as under:

(a) Where the cases are filed in one and the same court or any Authority and matters are similar (not materially different) which are heard as bunch matters and pleadings like filing of reply, counter affidavits, rejoinders, written statements etc are also similar, then, for first three cases, the payment may be made full as per the captioned Policy Circular's schedule and 50% upto 10 cases, and thereafter, 10% for rest of the cases.

(b) In so far as the payment towards appearance/hearing of case is concerned, in bunch matters, the appearance will be counted as one in respect of all matters.

3. The above clarifications are issued in partial modification of the Circular dated 24.12.2010 referred to above, to this extent and other conditions of the circular shall remain unchanged.

4. This issues with the approval of Chairman.

  
Tilak Raj  
General Manager (Legal)

All Officers at HQs

CVO

All PIUs/CMUs/SPVs

All ZOs/ROs/SLOs

Copy for information to:

PS to Chairman



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

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

No.11041/131/2006-Admn

दूरभाष /Phone : 91-11-25074100/25074200

फैक्स /Fax : 91-11-25093507 / 25093514

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

20<sup>th</sup> July, 2009

### OFFICE MEMORANDUM

It has come to notice that the technical divisions are not providing replies to applications under the RTI Act within the specified time limit. It is observed that large number of RTI applications either have not been replied or no communication with regard to their disposal has been given to Coordination Division, which obviously assumes that the applications have not been disposed off.

2. It has also been observed that the Monthly/Quarterly reports from the PIUs are not received within the prescribed time limit. The information in the reports provided by some of the PIOs/PDs are not adequate and not in conformity with the provisions of the Act.
3. All CGMs, GMs (PIOs) and Project Directors of PIUs are, therefore, directed to strictly adhere to the instructions and provide the information/reports related to RTI matters within the prescribed time limit and as per the provisions of RTI Act. Any lapse in this regard will be viewed seriously and administrative action will be taken accordingly.

(Brijeshwar Singh)  
Chairman

To

1. All CGMs/CVO
2. All GMs & PIOs
3. All Project Directors of PIUs/CMUs



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

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दूरभाष /Phone : 91-11-25074100/25074200

फैक्स /Fax : 91-11-25093507 / 25093514

**NHAI/F&A/Policy /2012-13/III-56 (ii)**

**Date: 20.07.2012**

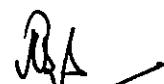
### Office Memorandum

**Subject: - Action Plan to Mitigate Potential Areas of Corruption- Directions of Vigilance Section, MoRT&H regarding processing of Bills/payment proposals.**

In accordance with the directions received from Vigilance Section, MoRT&H, the following is conveyed for strict implementation in NHAI.

In order to improve transparency and accountability in the working of NHAI, it is imperative that the bill processing and payment system in NHAI should be based on the policy of "first come first serve" basis. The time limits fixed for processing of the bills should be scrupulously adhered to. All CGMs/GMs in HQ and ROs/Project Directors in field units of NHAI are directed to ensure that all bills/proposals for payment received in HQ/ROs/PIUs, should strictly be taken up for processing on "first come first serve" basis, in a time bound manner. A register should be maintained by each Division/ROs/PIUs to monitor the disposal of Bills/payment proposals on "first come first serve" basis.

Any instance, where a bill/payment proposal received subsequently is processed out of turn, before processing all bills/proposals received prior to that, will be viewed seriously.

  
(Dr. J.N. Singh)  
Member (F)

To,

1. All CGMs/GMs/DGMs/Managers in HQ
2. All CGMs (ROs)
3. All Project Directors of PIU/CMUs

Copy to,

1. PS to Chairman
2. PS to All Members
3. PS to CVO
4. Hindi Section/Librarian



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

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फैक्स / Fax : 91-11-25093507 / 25093514

NHAI/F&A/Policy /2012-13/III-56 (i)

Date: 20.07.2012

### Office Memorandum

Subject: - Action Plan to Mitigate Potential Areas of Corruption- Directions of Vigilance Section of MoRT&H regarding Issuance of NOC for Retail Outlets etc.

In accordance with the directions received from Vigilance Section, MoRT&H, the following is conveyed for strict implementation in NHAI.

In order to improve transparency and accountability in the functioning of NHAI, it has been decided that for processing proposal for issuance of NOC for retail outlets and access to private properties, the delivery will be based on the policy of "first come first serve" basis. The Time limit of 30 days for processing of NOC cases is to be scrupulously enforced. All CGMs/GMs in HQ and ROs/Project Directors in field units are therefore directed to ensure that all requests for issuance of NOC of retail outlets and access to private properties etc. are processed on "first come first serve basis". A register should be maintained by each Division/ROs/PIUs to monitor the disposal of request for NOC on "first come first serve" basis.

Any instance, where a proposal received subsequently is processed out of turn before processing the proposals received prior to that, will be viewed seriously.

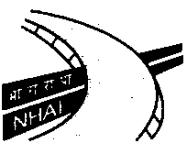
  
(Dr. J.N. Singh)  
Member (F)

To,

1. All CGMs/GMs/DGMs/Managers in HQ
2. All CGMs (ROs)
3. All Project Directors of PIU/CMUs

Copy to,

1. PS to Chairman
2. PS to All Members
3. PS to CVO
4. Hindi Section/Librarian



# 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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No.11041/12/2005-Admn.

20.8.2007

### CIRCULAR

#### **Sub: Guidelines on filing of documents and maintenance of records**

It has been observed by the Chairman that files are not being put-up in proper filing format, i.e. they are not being numbered, indexed. It has, therefore, been directed that the following guidelines should be followed by one and all in NHAI:

- (i) All the documents should be put-up in file boards/covers and no loose paper should be put-up.
- (ii) All the documents and note sheets in the file should be properly numbered/docketed/indexed.
- (iii) The file number should be written on the top right hand corner of every note sheet of the file.
- (iv) The flag should be used only in the exceptional cases and they should be properly stapled.
- (v) There should rarely be any need to put a flag because page number of the paper referred to in the section of correspondence, should generally be mentioned in the margin on the note sheet.
- (vi) While submitting the drafts for approval, the page numbers of the letters, which are being referred to in the draft, should clearly be indicated in the margin.
- (vii) The drafts for approval should be kept below the note sheets, duly flagged and the flags should be stapled.
- (viii) In case of some urgent/immediate file, the same should be clearly displayed on an index card to be stapled on the wings of the file board.
- (ix) While submitting the notes to the higher authorities, it may be ensured that adequate space is left at the bottom of the note sheet for the higher officers to record their remarks. Wherever necessary, the last sentence of the noting may be carried to the next page so that adequate space is available for recording the notes by the higher officers.

(x) It should always be ensured that courtesy note sheets are attached to the file, i.e. there should always be at least one clear note sheet following the note sheet on which last note is recorded.

2. Exhaustive guidelines on the subject, have also been issued vide Policy Circular No.1/2004 bearing No.11041/9/2002-Admn. dated 16.2.2004 (copy enclosed), which should be followed by one and all in NHAI scrupulously.

*V.K. Sharma*  
20/08  
(V.K. Sharma)  
General Manager (Admn.)

All officers and staff of NHAI

Copy for information to:

PS to Chairman

1/c



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण  
(सड़क परिवहन और राजमार्ग मंत्रालय)  
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No.11041/9/2002- Admn.

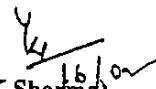
16<sup>th</sup> Feb., 2004

**POLICY MATTER – ADMINISTRATIVE/FINANCE (71/2004)**  
(Decision taken on Admin. Division File No. 11041/9/2002- Admn.)

**Sub: Guidelines on filing of documents and maintenance of records**

A comprehensive guidelines on filing of documents and maintenance of records are circulated herewith for strict compliance.

This issues with the approval of Chairman.

  
(V K Sharma)  
General Manager (Admn.)

All Officers at HQs  
All PDs/SPVs

## **GUIDELINES ON FILING OF DOCUMENTS AND MAINTENANCE OF RECORDS**

1. All the documents generated or received by the Unit/Division should be kept neatly in the chronological order in proper files.
2. Each file will contain documents pertaining to a particular subject. The broad subjects may be decided by the respective Unit/Division.
3. Each file will have a distinctly unique number, which will be indicated in all the documents generated on the subject and kept in that file. Normally, if the number of documents filed becomes more than 100, another volume may be opened with the same number alongwith an indication of the number of the volume.
4. The file index system to be followed for allotment of number to the files shall be as follows:
  - (i) Each main subject or main head under each functional group is assigned consecutive, Arabic numerals beginning with "11" which also could go up to "99".
  - (ii) Similarly, the sub-subjects or sub-heads under each functional group is assigned consecutive, Arabic numerals beginning with "11" which also could go up to "99".
  - (iii) The subject numerals and sub-subject numerals are separated by "O" the group of numerals to the left of "O" refer to the main subject while that to the right of its sub-subject, topic, aspect or factor.
  - (iv) Files opened under the same subject etc. are given serial numbers 1, 2, 3 and so on and separated from the group of numerals identifying the main subject and the sub-subject by a slant stroke.
  - (v) The year in which the file is opened is shown separately from the file number by a slant stroke.

- (vi) At the end of each file code, number is to be indicated by the dealing division or unit by a suitably chosen abbreviated group of letters separated from the year by a hyphen.
- (vii) Each subject and sub-subject thus having been identified by an alpha-numeric code, a brief content of the subject is indicated in the rectangle on the file cover marked "subject".

Illustrations:

- (a) In a file numbered "11012/3/96-Admn", the first group of Arabic numerals "11" stands for the main subject heading "Establishment". The figure "0" is a separating sign. The second group of Arabic numerals "12" stands for the subordinate subject "Recruitment". The number "3" between slant strokes denotes that it is the 3<sup>rd</sup> file opened under this subordinate heading. The figure "96" indicates the year of opening the file and the abbreviating letters "Admn." stands for Administration Division.
- (b) In a file numbered "11020/5/2001-DM II", the first group of Arabic numerals "11" stands for the main subject heading "Procurement". The figure "0" is a separating sign. The second group of Arabic numerals "20" stands for the subordinate subject "EOI". The number "5" between slant strokes denotes that it is the 5<sup>th</sup> file opened under this subordinate heading. The figure "2001" indicated the year of opening the file and the abbreviating letters "DM II" stands for Delhi-Mumbai II Division.

5. The documents will be filed in the following manner:

- (i) Each file will consist of two parts, the correspondence received/issued on a particular subject and noting sheets.
- (ii) All the correspondence papers (letters, orders, instructions etc. issued/received by the Unit/Division) will be arranged in the chronological order of date of issue/receipt in the respective folder. Separate folders will be maintained for each distinct file number.

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(iii) The notings pertaining to the decisions recorded will be kept on top of the correspondence folder, neatly tagged.

(iv) All the noting sheets as well as the correspondence papers (each page) will be serially numbered in ink.

(v) The noting sheets will also have the file numbers typed on each sheet at top right corner (in small fonts).

(vi) Both the noting sheets and the correspondence folder will always be kept tied together neatly by a binder/tag.

(vii) So long as the file is current, the noting sheets will be kept on top of the folder and tied with the binder.

(viii) Once the file (or its volume) is closed, the noting sheets will be kept inside the folder and tied neatly.

(ix) The date of opening and closing the file will be indicated neatly on top of the file/volume.

6. Each Unit/Division will have a file register which will contain the record of all the files maintained in the Unit/Division. This register will be maintained by the PA of the PD (in PIUs)/GM or DGM (in the Hqs) concerned. It will be the personal responsibility of all the officers of the respective Unit/Division to ensure that a file opened on any subject is first entered in the file register. It will also bear the signatures of the officers of the respective Unit/Division against the details of each file opened in the Unit/Division. This register will be inspected once in three months by the PD/GM concerned.

7. The documents like DPRs, survey records, register on various subjects etc. will also be included in the file register and assigned a distinctive number which may even be the serial number of the file register.

8. The PD/GM or DGM concerned will render a certificate to the Administration Division latest by 15<sup>th</sup> March, 2004 that the file register has been opened and is being maintained in accordance with these guidelines.

9. The new folders alongwith binders will be made available to the Divisions in the Hqs., by the Admn. Division, latest by 15.3.2004. The PIUs may obtain the samples from Admn. Division and procure the folders/binders from local market.
10. The new system will come into effect immediately.

#### **Recording & Weeding Out**

11. The old records which have outlived their utility and the prescribed period of retention may be weeded out by destruction. The periods for which the records are required to be maintained are prescribed in the various instructions issued by NHAI, MoRT&H and Ministry of Personnel, Public Grievances and Pension.
12. A copy of the Record Retention Schedule for the substantive functions of the National Highways Authority of India which has been prepared on the basis of the Record Retention Schedule prescribed by the Ministry of Road Transport & Highways is enclosed as Annexure I.

For the areas not covered in the schedule of the NHAI, a reference may be made to the Record Retention Schedule prescribed by the Ministry of Road Transport & Highways in particular and to the Record Retention Schedule prescribed by the Ministry of Personnel, Public Grievances and Pensions (Department of Administrative Reforms and Public Grievances).

13. The relevant extracts of the instructions of the Ministry of Personnel, Public Grievances and Pensions relating to Records Management and Security of Official Documents are attached as Annexure II & III respectively.
14. **Some Important Points to be kept in mind**

- (i) While flagging the correspondence, the flags should not be stapled, as it is bound to cause damage to the paper. There should rarely be any need to put a flag because page number of the paper referred to in the section of correspondence, should generally be mentioned in the margin on the note sheet.

- (ii) While typing on the noting sheets, it should be ensured that adequate margin is left, particularly on the right hand side.
- (iii) While submitting the drafts for approval, the page number of the letters, which are being referred to in the draft, should be clearly indicated in the margin.
- (iv) While submitting the notes to the higher authorities, it may be ensured that adequate space is left at the bottom of the note sheet for the higher officer to record their remarks. Wherever necessary, the last sentence of the noting may be carried to the next page so that adequate space is available for recording the notes by the higher officers. The note should never be carried to the bottom of the note sheet as it gets frayed over a period of time and note becomes indecipherable. Moreover, it should be ensured that the final authority passing orders on the proposals on the file does not have to put his/her signatures on the margin or at the bottom of the note sheet, which gets frayed after sometime or on a blank page. Such possibilities should be anticipated and note should be carried on to the next page.
- (v) It should always be ensured that courtesy note sheets are attached to the file i.e. there should always be at least one clear note sheet following the sheet on which last note is recorded.
- (vi) The drafts for approval should be kept below the note sheets, duly flagged.
- (vii) Part cases should not normally be opened. Wherever it becomes absolutely necessary to open a part case, it should be merged with the main file as soon as possible. Part cases opened should also be recorded in the document register kept with the GM concerned.

#### 15. Space for Records in the HQs.

The space for records is being provided at Basement Level-2 in the Headquarters. A Record Keeper along with an Assistant will be positioned in the Basement. The records to be taken out of the Basement by the concerned division should be entered in the register kept with the Record Keeper in the Basement.

RECORD RETENTION SCHEDULE FOR NATIONAL HIGHWAYS AUTHORITY OF INDIA

PART-A

Sr. No	Documents	Period of retention from the date of recording
1.	Documents related to DPR Consultant	
(i)	Pre-Qualification Documents	<p><u>Unqualified Bids</u> : 2 years from the date of Pre-Qualification .</p> <p><u>Qualified Bids</u> : 3 years from the date of Pre-Qualification except finally successful Bid.</p> <p><u>Finally Successful Bids</u> : 2 years after expiry of professional liability period. In case of arbitration 2 years after settlement of the arbitration or legal disputes, whichever is later.</p>
(ii)	Bid Documents for Consultancy Services	<u>Unsuccessful Bids</u> : 3 years from the date of award of the contract. Original financial bids of unsuccessful bidders to be preserved for 2 years from date of completion of consultancy contract.
(iii)	DPR Consultancy Contract Document	5 years after expiry of professional liability. In case of arbitration 2 years after settlement of the arbitration or legal disputes, whichever is later.
(iv)	Detailed Project Report (DPR) all volumes	Permanent
2.	Supervision Consultancy	
(i)	Pre-Qualification Document	<p><u>Unqualified Bids</u> : 2 years from the date of Pre-Qualification .</p> <p><u>Qualified Bids</u> : 3 years from the date of Pre-Qualification except finally successful Bid.</p> <p><u>Finally Successful Bids</u> : 2 years after expiry of professional liability period. In case of arbitration 2 years after settlement of the arbitration or legal disputes, whichever is later.</p>
(ii)	Bid Documents for Consultancy Services	<u>Unsuccessful Bids</u> : 3 years from the date of award of the contract. Original financial bids of unsuccessful bidders to be preserved for 2 years from date of completion of consultancy contract.
(iii)	Supervision Consultancy Contract Document	5 years after expiry of professional liability. In case of arbitration 2 years after settlement of the arbitration or legal disputes, whichever is later.
(iv)	Proof Checking designs, final completion drawing handing over report.	Permanent

3. Civil Work Contract	
(i)	Pre-Qualified Documents
	<p><u>Unqualified Bids</u> : 2 years from the date of Pre-Qualification .</p> <p><u>Qualified Bids</u> : 3 years from the date of Pre-Qualification except finally successful Bid.</p> <p><u>Finally Successful Bids</u> : 2 years after expiry of defect liability period. In case of arbitration 2 years after settlement of the arbitration or legal disputes, whichever is later.</p>
(ii)	Bid Documents
	<u>Unsuccessful Bids</u> : 3 years from the date of award of the contract except L-2 and L-3 which shall be destroyed 2 years after completion of work.
(iii)	Contract Agreement for Civil Work
	5 years from the date of actual completion or 2 years after expiry of defect liability period or settlement of arbitration or legal disputes, whichever is later.
(iv)	Measurement Books
	10 years from the date of actual completion.

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RECORD RETENTION SCHEDULE FOR NATIONAL HIGHWAYS  
AUTHORITY OF INDIA

PART - B

Sl. No	Documents	Period of retention from the date of recording
1.	Execution of National Highways  i) Survey Investigation  a) Major Works b) Minor Works  ii) Land Acquisition  iii) Technical Appraisal  iv) Administrative approval of works (less than Rs.50 lakhs)  v) Enquiry committee  vi) Inspection Reports  vii) Quarterly Progress report on National Highways from States & Monitoring thereof  viii) Project Completion records  ix) Consultative Committee Minutes & Meetings  x) VIP reference  xi) Alignment of Roads (angle wise)	10 Years 5 Years Permanent 5 years 10 years 5 years 3 years 3 years Permanent 3 years 3 years Permanent
2.	Maintenance and Development of National Highways  a) Policy  b) Others  ii) Bridges  iii) Roads  a) Original work for widening & lengthening the road  b) Maintenance/Repair of roads	Permanent 3 years Permanent 10 years 3 years after completion of work

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3.	<u>New Additions in the National Highways System</u>  (i) State wise Proposal i) Accepted ii) Rejected (ii) Examination of Proposals regarding 4 laning of National Highways (iii) VIP References (iv) Misc. correspondence	5 years 3 years Permanent  3 years  1 year
4.	<u>Private Sector Finance for National Highways</u>  (i) Legislation - Identification of Specific Projects for (ii) Proposals i) Accepted ii) Rejected (iii) Meetings of Ministerial Committee/High Power (iv) Seminar (v) Misc. correspondence	Permanent  5 years 3 years  10 years  3 years or 1 year after audit is over, whichever is later. 1 year
5.	<u>Roads of Inter-State &amp; Economic Importance</u>  i) State wise proposals a) Accepted b) Rejected ii) Approval of Programme a) Policy b) Others iii) Misc. Correspondence	5 years 5 years  Permanent 3 years after implementation  1 year
6.	<u>Tender Cases</u>  i) Bridges ii) Roads	Permanent 3 years after completion of work
7.	<u>Sanction of Original Estimates/Revised cost Estimates</u>  i) Major	10 years

	ii) Minor	5 years
8.	Processing of Estimate Finance Committee (EFC) cases (up to 200 crores)	5 years
9.	Public Investment Board (PIB) cases (from 200 C-10 to 500 crores	10 years
10.	Extension of Licence deeds in respect of Petrol Pump/Waterpipe line/Cables etc.	Permanent
11.	Technical operational matters relating to Build and Transfer (BOT) Projects <ul style="list-style-type: none"> <li>1. Empanelment of consultants for National Highway Projects</li> <li>2. Empanelment of Arbitrators of both domestic funded schemes and externally aided projects</li> <li>3. Traffic and Transportation on National Highway</li> <li>4. Wayside amenities - approval of</li> <li>5. V. I. P. references</li> </ul>	Permanent <ul style="list-style-type: none"> <li>3 years</li> <li>3 years</li> <li>5 years</li> <li>5 years</li> <li>3 years</li> </ul>
12.	<u>National Highways</u> <ul style="list-style-type: none"> <li>i) Policy</li> <li>ii) National Highway Act 1956 &amp; Amendments thereto</li> <li>iii) Draft Ribbon Development Act &amp; Rules thereunder (under progress)</li> <li>iv) VIP references</li> </ul>	<ul style="list-style-type: none"> <li>Permanent</li> <li>Permanent</li> <li>Permanent</li> <li>3 years</li> </ul>
13.	<u>Meetings</u> <ul style="list-style-type: none"> <li>i) With outside agencies</li> <li>ii) Transport Development Council (TDC)</li> <li>iii) Indian Road Congress (Indian National International Bridge &amp; Structural Engineers (IRC-ING-IABSE)</li> </ul>	<ul style="list-style-type: none"> <li>3 years</li> <li>5 years</li> <li>3 years</li> </ul>
14.	<u>Plan Scheme Project</u> <ul style="list-style-type: none"> <li>Five year plan of the NHAI</li> <li>Annual Plan NHAI</li> <li>20 years plan</li> </ul>	<ul style="list-style-type: none"> <li>10 years</li> <li>3 years</li> <li>10 years</li> </ul>
15.	<u>Road Development-Foreign Assistance</u>	
	i) Asian Highway Policy	Permanent

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	ii) Meetings iii) Treaties/Agreements to which India became Party iv) Seminars-Conferences v) Training abroad under Colombo Plan vi) World Bank Assistance International Development Association/Asian Development Board (IDA/ADB) vii) Permanent International Association of Roads Congress (PIAEC) Indian National Group of the International Associations for Bridges and Structural Engineering (ING IABSE) viii) Misc. Correspondence	5 years Permanent 3 years 3 years 5 years 5 years 1 year
16.	<u>Training of Highway Engineers Local Training</u>	
	i) Training ii) Conferences/Seminar/Workshops iii) Annual Membership	3 years -do- -do-
17.	<u>Traffic Census Data</u>	
	i) Traffic Census ii) Traffic Statistics iii) Misc. Correspondence	5 years 5 years 1 year
18.	<u>Reports &amp; Returns</u>	
	i) Monthly/Quarterly/Fortnightly/weekly/Annual	1 year
19.	Misc. Correspondence	1 year
20.	<u>Institutional Improvements/Research and Development/Introduction of new techniques</u>	
	i) Policy ii) Institutional improvement/Standing Committee, etc. iii) Introduction of new machines/literature (item-wise) iv) Follow up action (item-wise)	Permanent 10 years 5 years 5 years
21.	<u>Repair Estimates</u>	
	i) Policy ii) Repair Estimate	Permanent 3 years

	iii) Estimate for missing parts	3 years
22.	<u>Hire Charges:-</u>  i) Policy  ii) Recovery of Hire charges  iii) Hire out of machines to other organisation	Permanent  3 years after recovery  3 years or 1 year after audit is over where-ever financial matters are involved
23.	<u>Cement</u>  i) Policy  ii) Correspondence	Permanent  1 year
24.	<u>Bitumen</u>  i) Policy  ii) Others	Permanent  3 years
25.	<u>Maintenance &amp; Repair (M&amp;R) Grants</u>  i) Budget Provision - Release of funds under M&R grants	3 years
26.	Technical literature Bitumen work/Earth Work/Bridge Work	3 years
27.	<u>Inspections</u>  Audit inspection of section	3 years or 1 year after audit is over whichever is later
28.	National Highways  1. Policy matters/decisions relating to all aspects of National Highways  2. National Highways Act, 1956 framing of Rules for levy of fee on National Highways  3. Agency Charges on National Highway Works  4. Registration of Land  5. Correspondence regarding Railway level crossing  6. Encroachment of National Highway lands correspondence  7. Maintenance and Repairs of National Highways - Sanction letters	Permanent  3 years  Permanent  3 years  3 years  3 years  3 years or 1 year after the audit is over whichever is later

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	8      Quality Control :	
	i)      Policy	Permanent
	ii)     Others	5 years
	9      Inauguration Ceremonies of National Highways	3 years or 1 year after the audit is over whichever is later
	10.     Landscaping/Plantation of trees along the Roadside	3 years
	11     Electrification of Bridges - references received from the States	3 years
	12     Erection of Structures after completion of Structure	1 year
	13     Speed Breaks	

## CHAPTER XI

### RECORDS MANAGEMENT

96. *Activities involved in records management.*—Records management covers the activities concerning recording, retention, retrieval and weeding out.

97. *Stage of recording.*—Files should be recorded after action on the issues considered thereon has been completed. However, files of a purely ephemeral nature containing papers of little reference or research value may be destroyed after one year without being formally recorded.

98. *Procedure for recording.*—(1) After action on the issue(s) considered on the file has been completed, the dealing hand/initiating officer, in consultation with his supervisory officer, should close and record the file in the manner prescribed below :

- (a) indicate the appropriate classification of record (vide para 99 below) and in the case of class 'c' also specify the retention period and the year of destruction on the file cover;
- (b) where necessary, revise the title of the file so that it describes adequately the contents at that stage;
- (c) get the file indexed (vide para 101 below) unless it is to be retained for less than 10 years from the date of closing;
- (d) extract from the file, copies of important decisions, documents, etc. as are considered useful for future reference and add them to the standing guard file/precedent book;
- (e) remove from the file all superfluous papers such as reminders, acknowledgements, routine slips, working-sheets, rough drafts, surplus copies, etc. and destroy them;
- (f) complete all references and, in particulars, mark previous and later references on the subject on the file cover;

99. *Classification of records.*—Files may be recorded under any one of the following classes :

(1) *Class 'A' meaning 'keep and microfilm'.*—This classification will be adopted for :

- (a) files which qualify for permanent preservation for administrative purposes (vide part 'A' of Appendix 25 ) and which have to be microfilmed because they contain :
  - (i) a document so precious that its original must be preserved intact and access to it in the original form must be restricted to the barest minimum ; or
  - (ii) material likely to be required for frequent reference by different parties.
- (b) files of historical importance such as those listed in Part 'B' of Appendix 25.

(2) *Class 'B' meaning 'keep but do not microfilm'*—This class will cover files required for permanent preservation for administrative purposes, such as those listed in part 'A' of Appendix 25, but not containing material of the kind mentioned in (i) or (ii) of sub-para (1) (a) above.

(3) *Class 'C' meaning 'keep for specified period only'*—This class will include files of secondary importance and having reference value for a limited period not exceeding 10 years.

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104. *Precedent Book.*—Every section will maintain a precedent book in the prescribed form (Appendix 27) for keeping note of important rulings and decisions having a precedent value for ready reference. Entries in this record will be made at the earliest opportunity and, in any case, at the stage of recording the file.

105. *Record Retention Schedule.*—(1) To ensure that files are neither prematurely destroyed, nor kept for periods longer than necessary, every department will :

- (a) in respect of records connected with accounts, observe the instructions contained in Appendix 13 to the General Financial Rules;
  - (b) in respect of records, relating to establishment, personnel and housekeeping matters common to all departments, follow the 'schedule of periods of retention for records common to all departments' issued by the Department of Administrative Reforms and Public Grievances;
  - (c) in respect of records prescribed in this Manual, observe the retention periods specified in Appendix 28; and
  - (d) in respect of records, connected with its substantive functions, issue a departmental retention schedule prescribing the periods for which files dealing with specified subjects should be preserved in consultation with the National Archives of India.
- (2) The above schedules should be reviewed at least once in 5 years.

107. *Review and weeding of records.*—(1) A class 'C' file will be reviewed on the expiry of the specified retention period and weeded out unless there are sufficient grounds warranting its further retention. Justification for retaining a file after review will be recorded on the file with the approval of branch officer/divisional head concerned. Retention after a review will be for a period not exceeding ten years.

(2) Class 'A' and class 'B' files will be reviewed on attaining the 25th year of their life in consultation with the National Archives of India. In these reviews, the need for revising the original classification of class 'B' files may also be considered.

(3) The year of review of class 'C' files be reckoned with reference to the year of their closing and that for class 'A' and class 'B' files with reference to the year of their opening.

(4) Records not falling within the category of files, e.g., publications, spare copies of circulars, orders, will also be subjected to periodic reviews at suitable intervals and those no longer needed should be weeded out. To facilitate such reviews each section will maintain a register in the form at Appendix 32.

## Annex. III

CHAPTER XII  
SECURITY OF OFFICIAL INFORMATION AND DOCUMENTS

110. *Unauthorised communication of official information.*—Unless authorised by general or specific orders, no official will communicate to another official or a non-official, any information or document which has come into his possession in the course of his official duties.

111. *Treatment of classified papers.*—(1) The provisions contained in this manual apply primarily to unclassified papers. In handling classified papers, the official concerned will have to exercise special care and follow the provisions of 'Departmental Security Instructions' issued by the Ministry of Home Affairs. Since, according to these instructions, classified papers (other than confidential) are expected to be handled either by officers themselves or in sections designated as 'secret' or 'top secret', it is essential that in sections not so designated:

- (a) a separate set of registers and other records (e.g., dak register, section diary, file register, file movement register, precedent book, index slips, various arrears and disposal statements, is maintained for such papers by section officer himself; and
- (b) the recording of such files and their review is also undertaken by him personally, keeping in view sub-para (vii) of para 2 in Chapter II of the Departmental Security Instructions.

(2) Every classified file will be reviewed once in five years for declassification. A declassified file considered fit for permanent preservation will be transferred to the National Archives.

112. *Confidential character of notes.*—(1) The notes portion of a file referred by a department to another will be treated as confidential and will not be referred to any authority outside the secretariat and attached offices without the general or specific consent of the department to which the file belongs.

(2) Where the general consent has been obtained under sub-para (1) above, such consent will not be construed to apply to classified files or to files in which the officer to whom the file is supposed to be referred or shown, is personally affected or in which his official conduct is under consideration.

113. *Communication of information to the press.*—(1) Official information to the press and other news media, i.e. radio and television, will normally be communicated through the Press Information Bureau.

(2) Only Ministers, Secretaries and other officers specially authorised in this behalf may give information or be accessible to the representatives of the press. Any other official, if approached by a representative of the press, will direct him to the Press Information Bureau.

(3) Whenever it is proposed to release an official information to the press, or to hold a press conference or press briefing, or to give publicity to an official report, resolution or any other publication, the department concerned will consult the accredited information officer in advance. The accredited information officer will meet the authorised officials from time to time and collect information worthy of publicity.

(4) Detailed procedure in respect of matters mentioned in this para, as laid down by the Ministry of Information and Broadcasting, should be followed.

114. *Use of restrictive classification for printed reports etc.*—(1) The restrictive classification 'For official use only' will not be assigned to any printed report, pamphlet or compilation unless it contains information which it would not be desirable in the public interest to disclose. In doubtful cases, the test that may be usefully applied is whether the publication, whose circulation is proposed to restrict to official use only, is such that the Minister would be justified in refusing to lay it before the Parliament.

(2) No official publication will be marked 'For official use only' except with the prior approval of the branch officer, who will obtain the orders of the Secretary or Minister in doubtful cases.



## 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

टूरप्पा / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

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

No. NHAI/11013/2010-LA/Notif 3A/

Dated : 21 Apr 2010

To All Regional Officers

Sub : Regarding submission of Line sketch of the alignment of the land to be acquired with proposal for 3A notification

Ref : Member Admn. Office note dated 31.03.2010

Sir,

Member ( Admn.) has desired that every proposal for publication of notification u/s 3A should accompany with the Line Sketch of the alignment of the land to be acquired. It is therefore requested that all Draft Notification u/s 3A initiated by the PIUs under your jurisdiction should be sent alongwith the Line Sketch of the alignment of the land to be acquired.

Y  
21/04  
( V. K. Sharma )  
Chief General Manager (LA)



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

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

No. NHAI/13021/01/2013-Elect/45051

दूरभाष / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

21<sup>st</sup> October, 2013

### OFFICE ORDER

Consequent upon approval of Chairman, the Electronic Division at NHAI HQ is renamed as Highway Automation and Management (HAM) Division. HAM Division shall provide technological support for automation of functions of Corridor Management (CM) and Commercial Operations (CO) Divisions. It shall also coordinate with Indian Highways Management Company Limited (IHMCCL) whenever and wherever need arises. HAM Division shall carryout the following responsibilities:

- (i) Installation of Automatic Vehicle Counter cum Classifier (AVCC) System at Toll Plazas;
- (ii) Introduction of Weigh-in-Motion (WIM) Systems at Toll Plazas;
- (iii) Facilitating development of Telecom Infrastructure for seamless mobile coverage along National Highways;
- (iv) Vehicle Tracking System (VTS) with facility of GPS for Ambulance/ Route Patrol Vehicles/ Cranes;
- (v) Toll Information System (TIS) for dissemination of toll related information to public, viz. toll plaza locations, toll rates, etc. ;
- (vi) Toll System Security and Traffic Audit in revenue sharing projects of NHAI; and
- (vii) Round-the-clock connections to the networks of the Authority on Toll Revenues, to be provided by the Concessionaires;

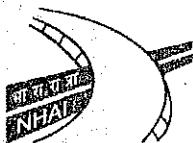
2. HAM Division shall be under CGM (CO). HAM Division shall provide technical support to CM division as and when required in relation to Item No.(i)&(ii) above. The organization structure of HAM Division shall be finalized separately.



(P.C. Grover)

Chief General Manager (HR)

All Officers Concerned



## 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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NHAI/LA/2009

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

22.10.2009

### OFFICE ORDER

It has been decided with the approval of the Competent Authority to decentralize the following Land Acquisition Activities to the Regional Offices for ensuring early completion of Land Acquisition activities:

(i) Acceptance of Awards passed by the Competent Authority for Land Acquisition (CALA)-:

The award passed by the Competent Authority for Land Acquisition (CALA) under Section 3(G) of NH Act shall be accepted by the Regional CGM upto Rs. 10.00 crores per case.

(ii) Concurrence for Creation of Dedicated Special Land Acquisition Units (SLAUs)-:

NHAI's concurrence for creation of dedicated Special Land Acquisition Units (SLAUs) as per prescribed norms, initially for a period of one year, shall be given by the Regional CGMs. In case of any extension beyond one year, the case may be forwarded to HQ for concurrence.

(iii) Translation, Vetting and Publication of Notifications:-

Translation of the Notifications under Section 3(a), 3(A) and 3(D) in Hindi and Legal Vetting of the same shall be arranged by the Regional CGMs. After translation and legal vetting the same shall be forwarded to Land Acquisition Division, HQ for obtaining approval of the Hon'ble Minister and also for publication of the same in the Gazette of India. For this purpose CLA and Hindi Translator may be hired by the Regional Officers as per norms

(iv) Acceptance of Arbitral Awards for compensation for land:-

(a) Arbitral Awards wherein Arbitrator has enhanced compensation determined by CALA by an amount upto Rs 1.0 lac are to be accepted at level of concerned Project Director irrespective of reasons adduced by Arbitrator for enhancing compensation. However, while conveying acceptance of such Awards it is to be made amply clear to Arbitrator that the Award is being accepted because amount by which he has enhanced compensation is too meager for protraction of legal proceedings, not because NHAI agrees with reasons adduced by him for enhancing compensation. This will ensure that reasons adduced by Arbitrator

for enhancing compensation in any one particular case are not cited as precedents for enhancing compensation in other similar cases.

(b) Decision to accept Arbitral Awards wherein Arbitrator has enhanced compensation by an amount upto Rs 5,00,000 are to be taken at level of CGM in charge of the State. Such cases need not be referred to HQ/Land Acquisition Division for opinion. In these cases also Arbitrator is to be intimated as per para (a) above.

2. This order is in supersession of all earlier orders issued in this regard and will have immediate effect.

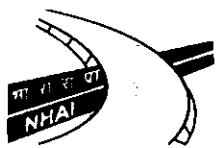
4  
4/22/X  
(V.K.SHARMA)  
Chief General Manager (LA)

Copy to:

1. All CGMs at HQ
2. All CGMS at RO
3. All PDs

Copy also to:

1. PS to Chairman
2. PS to All Members



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

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(Ministry of Road Transport and Highways)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110075  
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File No. 11017/01/2013-Admn.

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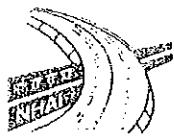
Date: 23.07.2013

### Circular

**Sub: - Introduction of Annual Medical Examination for all officers of NHAI who are above the age of 40 years on regular/deputation basis reg.**

In 154<sup>th</sup> meeting of Executive Committee held on 05.07.2013, it has been decided that the existing provision of NHAI circular no 11016/1/2001-Admn. dated 11.05.2009 regarding medical check-up in respect of regular employees of NHAI and those who are on deputation to undergo the medical check-up once in two years; will remain unchanged. However, any Group 'A' officer of NHAI of the age of 40 years & above voluntarily interested for his medical check-up annually, is also permitted to avail this facility and thus entitled to claim requisite amounts as laid down in DoP&T's OM no 21011/1/2009 Estt. (A)-Part dated 01.02.2013, i.e. Rs.2000/- for men and Rs.2200/- for women. This facility of health check up can be availed from the hospitals an CGHS panel.

  
M. K. Sinha  
DGM-(Admn.)



## भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(मड़क परिवहन और राजमार्ग भंगालय)

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

NHAI/Legal/Misc./1/2012

दूषपात्र /Phone: 91-11-25074100/25074200

फैक्स /Fax: 91-11-25093507 / 25093514

24<sup>th</sup> January, 2012

### CIRCULAR

Sub: Clarifications to Schedule of Fee for Legal Charges to Advocates/Techno Legal Experts/Law Firms.

Ref: Circular No.11041/217/2007-Admn. Dated 24.12.2010 & 19.12.2011.

In continuation to the Circular of even no. dated 19.12.2011, the following is clarified:

(i) The bunch matters would constitute all claim petitions filed under one Award covering the claim petitions of the Awardees of a village or villages.

However, in case, there is any material change in the reply/written statement/counter affidavit/rejoinder etc., same will be excluded from the bunch matters and it would also be applicable where the cases have been filed before the Arbitrator appointed by the Central Govt. or before the District Court/Principal Court of Civil Jurisdiction against the award.

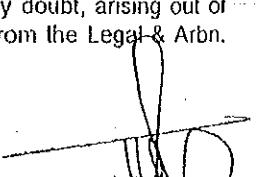
(ii) The payment for appearance of bunch matters, in respect of land acquisition cases before the Arbitrator appointed by the Central Govt., as mentioned at S.No.10 (i) of Policy Circular dated 24.12.2010, shall be applicable, i.e., Rs.1500/- per case, per appearance and maximum Rs.7500/- for 5 or more cases, if clubbed together.

(iii) The payment for appearance of bunch matters before the District Courts/City Civil Court/Consumer Court/Small Causes Court/Appellate Tribunal as mentioned at S.No.3 (i) of Policy Circular dated 24.12.2010 shall be applicable with a cap/ceiling, i.e., Rs.4000/- per case, per appearance and maximum Rs.16,000/- for 5 or more cases, if clubbed together.

(iv) The fee payable to Law Firms/Advocates for bunch matters before High Courts or Supreme Court, pertaining to the land acquisition cases, the revised guidelines shall be applicable.

2. The revised guidelines shall be applicable prospectively, i.e., from 19.12.2011 i.e. the date of issue of Circular dated 19.12.2011. In case of any doubt, arising out of interpretation of revised circular, clarification may be sought from the Legal & Arbn. Cell.

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

  
( Tilak Raj )  
General Manager(Legal)

All Officers at HQs, CVO

All PIUs/CMUs/SPVs

All ZOs/ROs/SLOs

Copy for information to: PS to Chairman



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

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NHAI/Legal/Misc-8/2012

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

### CIRCULAR

#### **Sub: Expedited processing of bills of Law Firms/Advocates.**

In order to streamline and cut inordinate delays in processing of bills of Law Firms/Advocates, the Competent Authority has decided that henceforth, for every case, two files shall be maintained. In first file, all correspondence records, note sheets etc are to be kept and the second file may be exclusively made containing the original approval of Competent Authority for engagement of the Law Firms/Advocates and sanction of their professional fee and other charges etc, and bills for payment may be processed through the second file. The work on original first file may be carried on unhindered in the respective Divisions and same need not be insisted upon by the Finance Division, which has no correlation/relevance with the payments of fee of Law Firms/Advocates.

2. Hence, the bills of Law Firms/Advocates for payment may be, henceforth, processed expeditiously on the basis of second file, which shall be containing the original sanction/approval of Competent Authority so as to ensure timely payment to Law Firms/Advocates.
3. This issues with the approval of Competent Authority.

( P C Grover )  
CGM(Legal/HR)

To,

All Officers at HQs,

All ZOs/ROs/SLOs/PIUs/CMUs/SPVs

Copy for information to: PS to Chairman



# 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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सं. ई. 11019/1/2010-रा.भा./08

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

दिनांक : 25.01.2012

विषय: भारतीय राष्ट्रीय राजमार्ग प्राधिकरण में हिंदी के प्रयोग को बढ़ावा देने के लिए संशोधित हिंदी प्रोत्साहन योजना ।

भारतीय राष्ट्रीय राजमार्ग प्राधिकरण में राजभाषा हिंदी के प्रयोग को बढ़ावा देने के लिए दिनांक 09 मई, 2006 के नीतिगत परिपत्र : प्रशासन/वित्त (122/2006) और दिनांक 30 मार्च, 2007 के नीतिगत परिपत्र : प्रशासन (10/2007) में संशोधन करते हुए दिनांक 01 जनवरी, 2012 से संशोधित हिंदी प्रोत्साहन योजना लागू करने का निर्णय लिया गया है। उक्त प्रोत्साहन योजना की प्रति संलग्न है।

2. वरिष्ठ अधिकारीगण स्वयं अधिक से अधिक सरकारी कामकाज हिंदी में करने के लिए पहल करें और अपने अधीनस्थ अधिकारियों/कर्मचारियों को भी इसके लिए प्रेरित करें।

(पी.सी. गोहर)

मुख्य महाप्रबंधक (प्रशासन)

सेवा में,

भारतीय राष्ट्रीय राजमार्ग प्राधिकरण में सभी अधिकारी/कर्मचारी

## भारतीय राष्ट्रीय राजमार्ग प्राधिकरण में राजभाषा हिंदी के प्रयोग को बढ़ावा देने के लिए प्रोत्साहन योजना ।

### 1. योजना का विस्तार

भारतीय राष्ट्रीय राजमार्ग प्राधिकरण में नियमित/प्रतिनियुक्ति/दीर्घावधि संविदा पर कार्यरत सभी अधिकारी/कर्मचारी इस प्रोत्साहन योजना में भाग लेने के पात्र हैं । हिंदी अधिकारी तथा हिंदी अनुवादक प्रोत्साहन योजना के अनुलग्नक-। की क्र.सं. 'झ' पर उल्लिखित प्रोत्साहन योजना को छोड़कर अन्य किसी प्रोत्साहन योजना में भाग लेने के पात्र नहीं होंगे ।

2. यह योजना 01 जनवरी, 2012 से लागू होगी । योजना में उल्लिखित तिमाही से तात्पर्य अप्रैल से जून, जुलाई से सितम्बर, अक्टूबर से दिसम्बर तथा जनवरी से मार्च तिमाही अवधि से है । वर्ष से तात्पर्य वित्तीय वर्ष से है ।

3. योजना में उल्लिखित नियंत्रक अधिकारी से तात्पर्य - आंचलिक कार्यालय में कार्यपालक निदेशक, क्षेत्रीय कार्यालय में मुख्य महाप्रबंधक/क्षेत्रीय अधिकारी, परियोजना कार्यालय इकाई/कॉरीडोर प्रबंधन इकाई/विशेष प्रयोजन कंपनी में परियोजना निदेशक तथा मुख्यालय में महाप्रबंधक अथवा उससे उच्च स्तर के अधिकारी से है ।

4. योजना में उल्लिखित अहिंदी भाषी से तात्पर्य उन अधिकारियों/कर्मचारियों से है जिनकी मातृभाषा हिंदी, उर्दू, पंजाबी, सिंधी, गुजराती व मराठी नहीं है ।

5. प्रोत्साहन योजना में भाग लेने वाले अधिकारी/कर्मचारी संलग्न अनुलग्नक-। में उल्लिखित व्यौरे के अनुसार प्रोत्साहन राशि पाने के पात्र होंगे । हिंदी कक्ष में कार्यरत आशुलिपिक अनुलग्नक-। में क्रम संख्या-घ पर उल्लिखित वार्षिक पुरस्कार योजना में भाग लेने के पात्र नहीं होंगे ।

6. मूल कार्य हिंदी में करने के लिए लागू प्रोत्साहन योजना में भाग लेने वाले अधिकारियों/कर्मचारियों को संलग्न प्रपत्र-। के अनुसार एक रजिस्टर में तिमाही के दौरान हिंदी में किए गए कार्य का रिकार्ड रखना होगा तथा संलग्न प्रपत्र-॥। में अपने रिपोर्टिंग अधिकारी के प्रमाण पत्र के साथ प्रोत्साहन राशि का दावा तिमाही आधार पर प्रस्तुत करना होगा । रजिस्टरों/सेवा पुस्तिकाओं आदि में हिंदी में प्रविष्टियों के लिए भी उक्त संलग्न प्रपत्र-॥। में ही संबंधित अधिकारियों को दावा प्रस्तुत करना होगा । रजिस्टरों में एक क्रमांक/एक पंक्ति में की गई सभी प्रविष्टियों को एक प्रविष्टि माना जायेगा तथा एक ही पत्र जो एक से अधिक व्यक्तियों/एजेंसियों को संबोधित हो, उसे भी एक पत्र गिना जाएगा ।

7. कोई भी अधिकारी/कर्मचारी अनुलग्नक-। में क्र.सं. 'क' तथा 'ख' पर दी गई प्रोत्साहन योजनाओं (हिंदी में पत्र/टिप्पण/शब्द लिखने/टंकित करने तथा हिंदी में डिक्टेशन देने) में से एक समय में एक ही प्रोत्साहन योजना में भाग लेने का पात्र होगा ।

लग्न

जारी ...

8. अनुलग्नक-। के क्र.सं. 'ध' पर उल्लिखित प्रोत्साहन योजना के अंतर्गत वर्ष के दौरान हिंदी में किए गए कार्य के लिए देय पुरस्कारों का निर्धारण चारों तिमाहियों में किए गए कुल कार्य के आधार पर किया जाएगा । ये पुरस्कार अखिल भारतीय स्तर पर दिए जायेंगे । इसमें भाग लेने वाले मुख्यालय, आंचलिक कार्यालय, क्षेत्रीय कार्यालय तथा परियोजना कार्यान्वयन इकाई/कॉरीडोर प्रबंधन इकाई/विशेष प्रयोजन कंपनी के सभी अधिकारी/कर्मचारी अपने रिपोर्टिंग तथा नियंत्रक अधिकारी के माध्यम से अपना दावा संलग्न प्रपत्र-III में प्रतिवर्ष 30 अप्रैल तक मुख्यालय में हिंदी अधिकारी अथवा प्रभारी, हिंदी प्रभाग को प्रस्तुत करेंगे । पुरस्कारों का चयन निम्नलिखित अधिकारियों की एक समिति द्वारा किया जाएगा :-

1. महाप्रबंधक (प्रशासन)
2. महाप्रबंधक (वित्त)
3. महाप्रबंधक (तकनीकी)

समिति को हिंदी अधिकारी अथवा प्रभारी, हिंदी प्रभाग द्वारा सहयोग प्रदान किया जायेगा ।

9. प्रबोध, प्रवीण, प्राज्ञ, हिंदी टंकण तथा हिंदी आशुलिपि परीक्षा पास करने वाले अधिकारियों/कर्मचारियों को संलग्न प्रपत्र-IV में प्रोत्साहन राशि का दावा प्रस्तुत करना होगा ।

10. उपर्युक्त क्र.सं. 8 में उल्लिखित दावों को छोड़कर शेष सभी दावे निम्न प्रकार प्रस्तुत/स्वीकृत किये जायेंगे :-

मद	जिसे दावा प्रस्तुत किया जाना है	स्वीकृतकर्ता
मुख्यालय में कार्यरत अधिकारी/कर्मचारी	हिंदी अधिकारी अथवा प्रभारी, हिंदी प्रभाग	महाप्रबंधक (प्रशासन)
आंचलिक कार्यालयों, क्षेत्रीय कार्यालयों में कार्यरत अधिकारी/कर्मचारी	रिपोर्टिंग अधिकारी	कार्यपालक निदेशक, मुख्य महाप्रबंधक/क्षेत्रीय अधिकारी
परियोजना कार्यान्वयन इकाइयों/कॉरीडोर प्रबंधन इकाइयों/विशेष प्रयोजन कंपनियों में कार्यरत अधिकारी/कर्मचारी	रिपोर्टिंग अधिकारी	परियोजना निदेशक
(प्रबोध, प्रवीण, प्राज्ञ तथा हिंदी आशुलिपि/टंकण परीक्षा पास करने पर प्रोत्साहन राशि का दावा मुख्यालय में प्रशासन प्रभाग के माध्यम से प्रस्तुत किया जाएगा)		

11. इस प्रोत्साहन योजना में भाग लेने वाले अधिकारी/कर्मचारी के हिंदी में किए गए कार्यों की किसी भी समय जाँच की जा सकती है । यदि दावा असत्य पाया जाता है तो संबंधित अधिकारी/कर्मचारी को एक वर्ष के लिए प्रोत्साहन योजना में भाग लेने से बंचित कर दिया जाएगा । इसके अलावा संबंधित अधिकारी/कर्मचारी के विरुद्ध अनुशासनिक कार्रवाई भी की जा सकती है ।

12. इस योजना से संबंधित किसी भी विवाद की स्थिति में महाप्रबंधक (प्रशासन) का निर्णय अंतिम माना जायेगा ।

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## भारतीय राष्ट्रीय राजमार्ग प्राधिकरण में राजभाषा हिन्दी के प्रगामी प्रयोग को बढ़ावा देने के लिए प्रोत्साहन योजना

1	2	3
क. मूल हिन्दी पत्राचार (तिमाही में लिखे, टंकित किए गए पत्र/टिप्पण/शब्द) के लिए तिमाही में देय प्रोत्साहन राशि		
हिन्दी भाषी अधिकारियों/कर्मचारियों के लिए	अहिन्दी भाषी अधिकारियों/कर्मचारियों के लिए	प्रोत्साहन राशि
100 पत्र/टिप्पण या 10 हजार शब्द	80 पत्र/टिप्पण या 8 हजार शब्द	रु. 2400/-
75 पत्र/टिप्पण या 7500 शब्द	60 पत्र/टिप्पण या 6 हजार शब्द	रु. 2000/-
50 पत्र/टिप्पण या 5 हजार शब्द	40 पत्र/टिप्पण या 4 हजार शब्द	रु. 1600/-
ख. हिन्दी में डिक्टेशन (तिमाही में हिन्दी में दिए गए डिक्टेशन) देने के लिए तिमाही में देय प्रोत्साहन राशि		
हिन्दी भाषी अधिकारियों के लिए	अहिन्दी भाषी अधिकारियों के लिए	प्रोत्साहन राशि
100 पत्र/टिप्पण या 10 हजार शब्द	80 पत्र/टिप्पण या 8 हजार शब्द	रु. 2400/-
75 पत्र/टिप्पण या 7500 शब्द	60 पत्र/टिप्पण या 6 हजार शब्द	रु. 2000/-
50 पत्र/टिप्पण या 5 हजार शब्द	40 पत्र/टिप्पण या 4 हजार शब्द	रु. 1600/-
ग. रजिस्टरॉन/सेवा पुस्तिकाओं आदि में (तिमाही के दौरान की गई प्रविष्टियों) हिन्दी में प्रविष्टियों करने पर देय तिमाही प्रोत्साहन राशि		
हिन्दी भाषी अधिकारियों/कर्मचारियों के लिए	अहिन्दी भाषी अधिकारियों/कर्मचारियों के लिए	प्रोत्साहन राशि
200 प्रविष्टियाँ	150 प्रविष्टियाँ	रु. 1000/-
150 प्रविष्टियाँ	100 प्रविष्टियाँ	रु. 800/-
100 प्रविष्टियाँ	50 प्रविष्टियाँ	रु. 600/-
एक क्रमांक/एक पंक्ति में की गई सभी प्रविष्टियों को एक प्रविष्टि माना जाएगा।		
घ. वर्ष के दौरान मूल हिन्दी पत्राचार (हिन्दी में लिखे, टंकित किए गए या डिक्टेशन दिए गए पत्र/टिप्पण/शब्द) के लिए वार्षिक पुरस्कार		
हिन्दी भाषी अधिकारियों/कर्मचारियों के लिए	अहिन्दी भाषी अधिकारियों/कर्मचारियों के लिए	प्रोत्साहन राशि
प्रथम पुरस्कार (दो)	प्रथम पुरस्कार (दो)	रु. 5000/- प्रत्येक को
द्वितीय पुरस्कार (दो)	द्वितीय पुरस्कार (दो)	रु. 4000/- प्रत्येक को
तृतीय पुरस्कार (दो)	तृतीय पुरस्कार (दो)	रु. 3000/- प्रत्येक को
प्रोत्साहन पुरस्कार (चार)	प्रोत्साहन पुरस्कार (चार)	रु. 2000/- प्रत्येक को
उपर्युक्त हर वर्ग में देय दो पुरस्कारों में से एक पुरस्कार हिन्दी में सबसे अधिक पत्र लिखने/टंकित करने वाले को तथा दूसरा पुरस्कार सबसे अधिक डिक्टेशन देने वाले अधिकारी को दिया जाएगा।		
च. भाराराप्त्रा में कार्यभार ग्रहण करने के उपरांत हिन्दी परीक्षाएँ पास करने पर देय प्रोत्साहन		
परीक्षा का नाम	60 से 74 प्रतिशत अंक प्राप्त करने पर	75 प्रतिशत एवं उससे अधिक अंक प्राप्त करने पर
हिन्दी प्रबोध	रु. 2000/-	रु. 2400/-
हिन्दी प्रवृत्ति	रु. 2400/-	रु. 2800/-
हिन्दी प्राज्ञ	रु. 2800/-	रु. 3200/-
उपर्युक्त के अलावा हिन्दी प्राज्ञ परीक्षा पास करने पर एक वर्ष तक प्रतिमाह हिन्दी भाषी को एक तथा अहिन्दी भाषी को दो वेतनवृद्धि के बराबर वैयक्तिक वेतन देय होगा। दीर्घकालिक संविदा पर कार्यरत अधिकारियों/कर्मचारियों के लिए यह वैयक्तिक वेतन उनके समकक्ष नियमित वेतनमान में कार्यरत अधिकारियों/कर्मचारियों को देय वेतनवृद्धि के बराबर होगा।		

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छ. माराराप्रा में कार्यभार ग्रहण करने के उपरांत हिन्दी टंकण/हिन्दी आशुलिपि परीक्षाएँ पास करने पर देय प्रोत्साहन

परीक्षा का नाम	85 से 94 प्रतिशत अंक प्राप्त करने पर	95 प्रतिशत एवं उससे अधिक अंक प्राप्त करने पर देय अतिरिक्त प्रोत्साहन राशि
हिन्दी टंकण	रु. 2000/-	रु. 2400/-
हिन्दी आशुलिपि	रु. 3000/-	रु. 4000/-

उपर्युक्त के अलावा हिन्दी टंकण/आशुलिपि परीक्षा पास करने पर एक वर्ष तक प्रतिमाह हिन्दी भाषी को एक तथा अहिन्दी भाषी को दो वेतनवृद्धि के बराबर वैयक्तिक वेतन देय होगा। दीर्घकालिक संविदा पर कार्यरत अधिकारियों/कर्मचारियों के लिए यह वैयक्तिक वेतन उनके समकक्ष नियमित वेतनमान में कार्यरत अधिकारियों/कर्मचारियों को देय वेतनवृद्धि के बराबर होगा। यदि कोई कर्मचारी अपने प्रयासों से हिन्दी आशुलिपि तथा हिन्दी टंकण परीक्षा पास करता है तो उसे क्रमशः रु. 4800/- तथा रु. 2400/- की एकमुश्त राशि अलग से देय होगी।

ज. हिन्दी प्रतियोगिताओं के लिए देय पुरस्कार राशि

पुरस्कार	हर प्रतियोगिता में देय पुरस्कारों की संख्या	पुरस्कार राशि
प्रथम पुरस्कार	एक	रु. 5000/-
द्वितीय पुरस्कार	एक	रु. 4000/-
तृतीय पुरस्कार	एक	रु. 3000/-
प्रोत्साहन पुरस्कार	दो	रु. 2000/- प्रत्येक को

प्रतियोगिताओं में भाग लेने वाले अहिन्दी भाषी प्रतियोगियों को 20 प्रतिशत बोनस अंक देय होंगे।

झ. कर्मचारियों के बच्चों के लिए हिन्दी प्रोत्साहन पुरस्कार योजना (दो बच्चों तक सीमित)

परीक्षा का नाम	हिन्दी विषय में 75 से 89 प्रतिशत अंक प्राप्त करने पर देय प्रोत्साहन राशि	हिन्दी विषय में 90 प्रतिशत एवं उससे अधिक अंक प्राप्त करने पर देय प्रोत्साहन राशि
10वीं कक्षा	रु. 1600/-	रु. 2000/-
12वीं कक्षा	रु. 2000/-	रु. 2400/-

ट. प्राधिकरण के कार्यों से संबंधित प्रकाशित हुए मूल तकनीकी/गैर तकनीकी लेख/तकनीकी पुस्तक/गैर-तकनीकी पुस्तक लिखने के लिए देय प्रोत्साहन राशि\*

तकनीकी लेख	रु. 2200/-	
गैर-तकनीकी लेख	रु. 1000/-	
तकनीकी पुस्तक	रु. 50000/-	
गैर-तकनीकी पुस्तक	रु. 25000/-	

\*यह प्रोत्साहन राशि एक उच्च स्तरीय समिति, जिसमें सदस्य (प्रशासन), सदस्य (वित्त) और सदस्य (तकनीकी) शामिल होंगे, की अनुशंसा के आधार पर प्रदान की जाएगी।

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प्रपत्ति-१

श्री/श्रीमती/कुमारी.....द्वारा..... तिमाही के दौरान लिखे/टंकित किए गए/डिक्टेशन दिए गए पत्रों/टिप्पणी अथवा उनमें लिखे गए शब्दों का व्यौरा

प्रपत्र-11

हिन्दी में मूल कार्य के लिए दावा

1. अधिकारी/कर्मचारी का नाम :
2. पदनाम :
3. नियुक्ति स्थान :
4. मातृभाषा :
5. तिमाही अवधि :
6. दावा विवरण :

क्र.सं.	मद	कुल पत्र/टिप्पण/शब्द/प्रविष्टियाँ	दावा की गई प्रोत्साहन राशि
(क)	तिमाही के दौरान हिन्दी में लिखे/टकित किए गए कुल पत्र/टिप्पण अथवा शब्द		
(ख)	तिमाही के दौरान हिन्दी में डिक्टेशन दिए गए कुल पत्र/टिप्पण अथवा शब्द		
(ग)	तिमाही के दौरान रजिस्टरॉन/सेवा पुस्तिकाओं में की गई कुल प्रविष्टियाँ		
कुल प्रोत्साहन राशि			

नोट : कोई भी अधिकारी/कर्मचारी एक समय में उपर्युक्त क्र. सं. (क) और (ख) में से केवल एक योजना में ही भाग ले सकता है।

हस्ताक्षर.....

रिपोर्टिंग अधिकारी का प्रमाण पत्र

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी.....ने .....तिमाही के दौरान .....पत्र/टिप्पण/शब्द हिन्दी में लिखे या डिक्टेशन दिए तथा रजिस्टरॉन/सेवा पुस्तिकाओं में .....प्रविष्टियाँ हिन्दी में की।

रिपोर्टिंग अधिकारी के हस्ताक्षर.....

नाम.....

पदनाम.....

नियंत्रक अधिकारी\*

\*नियंत्रक अधिकारी से तात्पर्य परियोजना निदेशक या महाप्रबंधक या उससे उच्च अधिकारी से है।

प्रपत्र-III

हिन्दी में मूल कार्य के लिए वार्षिक आधार पर पुरस्कार राशि हेतु दावा

1. अधिकारी/कर्मचारी का नाम : .....
2. पदनाम : .....
3. नियुक्ति स्थान : .....
4. मातृभाषा : .....
5. दावा वर्ष : .....
6. दावा विवरण : .....

तिमाही अवधि	कुल लिखे/टंकित किए गए पत्र/टिप्पण/शब्द	कुल डिक्टेशन दिए गए पत्र/टिप्पण/शब्द
अप्रैल से जून		
जुलाई से सितम्बर		
अक्टूबर से दिसंबर		
जनवरी से मार्च		
कुल योग		

(कृपया सत्यापन के लिए चारों तिमाहियों में किए गए दावों की फोटोप्रति संलग्न करें)

हस्ताक्षर.....

रिपोर्टिंग अधिकारी का प्रमाण पत्र

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी.....ने .....वर्ष के दौरान .....पत्र/टिप्पण/शब्द हिन्दी में लिखे/टंकित किए या डिक्टेशन दिए ।

रिपोर्टिंग अधिकारी के हस्ताक्षर.....  
नाम.....  
पदनाम.....

नियंत्रक अधिकारी\*

\*नियंत्रक अधिकारी से तात्पर्य परियोजना निदेशक या महाप्रबंधक या उससे उच्च अधिकारी से है ।

प्रपत्र-IV

हिन्दी आशुलिपि/टंकण, हिन्दी प्रबोध/प्रवीण/प्राज्ञ परीक्षा पास करने पर प्रोत्साहन राशि के लिए दाया प्रपत्र

1. अधिकारी/कर्मचारी का नाम : .....
2. पदनाम : .....
3. नियुक्ति स्थान : .....
4. मातृभाषा : .....
5. दाया विवरण : .....

परीक्षा का नाम	संस्थान का नाम जहाँ से परीक्षा पास की	वर्ष	प्राप्तांक प्रतिशत में	देय प्रोत्साहन राशि
हिन्दी आशुलिपि				
हिन्दी टंकण				
हिन्दी प्रबोध				
हिन्दी प्रवीण				
हिन्दी प्राज्ञ				

(कृपया परीक्षा पास करने से संबंधित प्रमाण प्रस्तुत करें)

6. क्या प्राधिकरण में नियुक्ति से पूर्व  
आप हिन्दी आशुलिपि/टंकण जानते  
थे या ऐसी कोई परीक्षा पास कर  
चुके/चुकी हैं ? : हाँ/नहीं
7. क्या आप इससे पूर्व हिन्दी आशुलिपि/  
टंकण परीक्षा पास करने पर प्रोत्साहन  
राशि प्राप्त कर चुके/चुकी हैं ? : हाँ/नहीं
8. मैं एतद्वारा घोषणा करता/करती हूँ कि उपर्युक्त दी गई सूचना मेरी अधिकतम जानकारी और विश्वास के अनुसार  
सही है। यदि उक्त सूचना गलत या असत्य पाई जाती है तो मैं उक्त राशि लौटाने का वचन देता/देती हूँ। मुझे यह भी  
मालूम है कि गलत या असत्य सूचना देने पर मेरे विरुद्ध अनुशासनिक कार्रवाई की जा सकती है। उपर्युक्त के अतिरिक्त  
मुझे प्राधिकरण की प्रोत्साहन योजना के तहत..... से एक/दो वेतनवृद्धि के बराबर वैयक्तिक वेतन  
प्रदान करने की कृपा करें।

दिनांक :

हस्ताक्षर .....

प्रशासन प्रभाग द्वारा सत्यापन के लिए

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी..... की प्राधिकरण में नियुक्ति हिन्दी  
आशुलिपिक/वैयक्तिक सहायक/सचिव/टंकक के तौर पर नहीं हुई है तथा हमारे रिकॉर्ड के अनुसार प्राधिकरण में नियुक्ति  
के समय वे हिन्दी आशुलिपि अथवा टंकण का ज्ञान नहीं रखते थे/रखती थीं और उन्होंने हिन्दी प्रबोध/प्रवीण/प्राज्ञ अथवा  
इसके समकक्ष अथवा उच्चतर कोई हिन्दी परीक्षा पास नहीं की है।

दिनांक :

प्रबंधक (प्रशासन)



# 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

File No. NHAI/F&A/Toll /2012-13/II-62

Date: 25.04.2012

### OFFICE MEMORANDUM

**Subject:** Revised procedure for remittance of toll revenue, shared revenue, negative grant, Premium etc. to Consolidated Fund of India (CFI) within three days of its collection.

1. As per existing procedure the toll related receipts i.e. toll revenue, shared revenue, negative grant and Premium are being remitted to CFI on monthly basis. However, the Ministry have now prescribed that these receipts should be deposited by NHAI in Consolidated Fund of India within three days of its collection/receipts in PIU's Account in full. Therefore, the procedure for remittance of toll amounts in CFI within three days of its collection is hereby prescribed as under to be implemented w.e.f. 1.5.2012:-

- (i) In respect of Toll collection from Auctioned toll plazas, the weekly amount will be received by PIUs on due dates and after accounting in their books, the amount will be remitted by PIU on same day through RTGS in toll Account with Syndicate Bank, Transport Bhawan, New Delhi. (A/c No.90621010002456- IFSC Code:-SYNB0009062).
- (ii) In respect of the Departmental/DGR collection on daily basis, the PIU will make arrangement for deposit the collection in nearby branch of Syndicate Bank on daily basis which should be deposited directly in the above toll account with Syndicate Bank, New Delhi through CBS system. In case, there is no nearby branch of Syndicate Bank, the daily collection will be deposited with the existing bank and the same is to be remitted to above toll account with Syndicate Bank, New Delhi through RTGS on daily basis.
- (iii) In respect of the Shared Revenue, Premium/Negative Grant, the amount shall first be received by the PIU in their account and the same should be remitted to above toll account with Syndicate Bank, New Delhi on the same day through RTGS.

2. With the above procedure, it will be the responsibility of the DDO to ensure that all these receipts are remitted in Toll Account with Syndicate Bank, New Delhi as referred in Para 1 above, on the same day of collection or latest by next working day without fail.

*[Signature]*

:2:

3. The day- wise/PIU-wise receipts in Toll Account in Syndicate Bank, New Delhi will be accounted for by NHAI HQ based on the bank statement of toll account. Day wise credits will be given to concerned PIUs in HQ books of account. The PIUs should regularly view the HQ Account through e-PFMS to verify that the daily remittances made by them to Toll Account are correctly reflected in HQ accounts. Any discrepancies should promptly be pointed out.
4. The Toll receipts should be remitted in Toll A/c in full and bank charges if any charged/levied by the Banks should not be adjusted from the toll receipts but to be paid separately and booked under GL Code 2853- Expenditure on toll collecting activities.
5. At the end of the month, the PIUs will submit a Toll Plaza wise/Stretch wise monthly reconciliation statement of remittances made during the month in the revised format as per **Annex**. The DDO will ensure that this report, in scanned copy, is sent to NHAI- HQ latest by second working day of next month, by e-mail or Fax only to bsrawat@nhai.org and kawal@nhai.org.
6. This issues with the approval of Member (Finance).

*R → 2*

( Rajesh Gupta )  
GM (F&A)

To,

The Project Directors  
All PIUs/CMUs

Copy to

1. PS to Chairman
2. PS to Member (F)
3. CGM (FA)/ CGM (CO)
4. All CGM (T)- ROs
5. Librarian for hosting in Library site
6. Hindi Officer for Hindi Version

**Letter Head of the PIU**

Dated: .....

To,

The Manager (F&A), NHAI HQ

Sir,

The details of remittance of toll revenue, shared revenue, negative grant, Premium, etc. in toll account with Syndicate Bank, Transport Bhawan, New Delhi. (**A/c No.90621010002456, RTGS No. SYNB0009062**) pertaining to this office, are furnished as under:-

Name of the PIU			
Name of Toll Plaza/Stretch			
Name of the Collecting Agency/Concessionaire			
Mode / nature of collection			
Period/Month			
Details of remittance at HQ in A/c No.90621010002456			
S.No.	Date of collection/ receipt in PIU A/c	Date of Remittance in HQ Toll A/c by PIU	Amount
Total amount remitted during the month			

It is certified that the above figures are correct and reconciled with the figures booked in PIU's Books of Accounts.

(Signature of DDO/ Project Director)

- Note 1. This report as scanned copy should be sent through e-mail only to NHAI HQ to [bsrawat@nhai.org](mailto:bsrawat@nhai.org) and [kawal@nhai.org](mailto:kawal@nhai.org) on the first working day of next month positively. (No hard copy is required.)
- Note 2 TCS is not required to be remitted to HQ but to be deposited in Govt. Account at PIU end.
- Note 3 Details of change in mode of collection or revision of rate of auction/rate of OMT/Premium etc, should be intimated in advance before such remittance.
- Note 4 The report should also include the collection of the last day of the month even though remitted to HQ in next month.



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport and Highways)

जी-५ एवं ६, सेक्टर-१०, द्वारका, नई दिल्ली-११००७५

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

दूरध्वाप / Phone : 91-11-25074100/25074200

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## CIRCULAR

NHAI/DR&A/ARB(Misc)/2011

27 Dec 2012

### **Subject:- Handling of Arbitration cases by Legal and Arbitration Cell-clarifications on the role of the PD-PIU or his representative.**

In continuation to Circular of even No dated 30 Jul 2012 whereby it was intimated that in terms of the decision of the Competent Authority all Arbitration cases, henceforth, would be handled and represented by the Arbitration Cell instead of the PDs.

2. In this regard, it is clarified that all PDs shall extend full cooperation in the Arbitration matters which means that all submissions before the AT shall continue to be done by the concerned PD, in accordance with the procedure laid down below except that the Arbitral proceeding shall be attended, on regular basis, by the officers of Legal and Arbitration Cell but as and when the presence of PD/Officer of PIU is required for deposition/examination/ cross examination etc, same shall be complied with by him upon the advice given by the Arbitration Cell/Law Firm. The requirement/responsibility of PDs/Officers of PIUs in Arbitration proceedings which is not exhaustive but illustrative, is given as under.

(i) At the time of drafting of Statement of Claim (SOC)/Statement of Defence (SOD) inputs from PIU is most important and cannot be avoided as PIU is the best source who can verify the facts and provide the inputs. In substance, the PIU is required to provide comments/parawise reply to the Statement of Claim filed by the Contractor to the Law Firm/Advocate/Techno-Legal Expert so engaged for the case. In case of Counter claim, the PIU is required to provide the facts and grounds as also the quantum of the claim to be lodged against the Contractor.

(ii) The presence of the PD in all hearings is not required though participation of concerned officer from PIU who is well acquainted with the facts of the case in providing inputs and other documents to the counsel/Law Firm is imminent, for constructive hearings.

(iii) The comments/parawise reply to the Statement of Claim (SOC), is required to be provided to the counsel alongwith copy of the all the necessary documents.

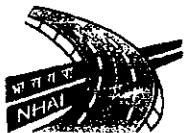
- (iv) Presence of PD is not necessary during the preliminary hearing i.e till completion of pleadings, miscellaneous hearings and during the Contractor's arguments. However, representative from PIU may be required at the time of NHAI's arguments or if any clarification of technical nature pertaining to facts etc are sought by the Tribunal.
- (v) Presence of the concerned officer from the PIU is imperative during the arguments of NHAI as any queries raised by the Tribunal will be answered during the course of arguments itself which will eventually save unnecessary further arbitral hearings.
- (vi) If Contractor is filing evidence, assistance of PIU in making interrogatories and representatives presence during the cross examination is inevitable.
- (vii) Although Site visits by the Arbitral Tribunal is not generally required, however, if owing to exceptional circumstances, site visit is required, then the PIU representative shall be required to coordinate and accompany, the Members of Arbitral Tribunal and make all necessary arrangements .
- (viii) The arrangements and payment for the venues shall be done by the PIU under intimation to the Legal and Arbitration Cell.
- (ix) The payment to the Counsel, Arbitrators, Techno-legal Consultant etc shall be done by the PIU, under intimation to the Legal and Arbitration Cell.

3. All PDs/ROs are requested to comply with the above instructions so that Arbitration matters are handled properly both at the PIU as well as the HQ.



(PC Grover)  
CGM (Legal)

All ROs/PDs/All Division at HQs



## भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

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

No. 11041/217/2007- Admn

Dated : 29<sup>th</sup> December 2008

### OFFICE ORDER

(Decisions taken in 37th Weekly Meeting held on 23.12.2008 on the Action Plan of LMNHP under World Bank Loan)

Earlier in Sept, 2006, as a part of Institutional Strengthening of the Authority, the Cells viz Planning, Quality Assurance, Project Appraisal, Road Safety, Contract Management, Standardization & R&D and Legal & Arbitration have been created. In the 37<sup>th</sup> Weekly Meeting held on 23.12.2008, the following decisions have been taken :

**(a) Activities of Road Safety Cell :** The activities of Road Safety Cell shall be as per the note enclosed (**Annex-A**). In addition, the Safety Cell would also undertake the appointment of Safety Consultants, which is mandatory as per MCA of BOT Projects. Sh. S.C. Jindal, CGM (T) would continue to head the Cell. Mr. K. Venkata Ramana, GM (Tech.) would look after Safety Standards & Audits related matters. Mr. V.S. Darbari, GM would look after the issues viz Interactions with Stakeholders, Public Education, Data Collection, etc. (i.e., all matters other than Standards & Audits).

**(b) Design Review Unit :** It has been decided to establish a Design Review Unit headed by CGM (T), Sh. H.C. Arora under Member (T) and supported by Sh. Alok Deepankar, GM (T). The Unit would review all design proposals and outsource the functions of review of special designs by engaging experts in various fields as and when required. It was also decided to engage an expert for one month to study and recommend procedures and propose the staffing/ responsibility/ authority of the Design Review Unit. The recommendations of this expert would be submitted to NHAI Board for decision.

**(c)** In addition to the functions given in Office Order No. NHAI/11041/199/2006-Admn. Dated 11<sup>th</sup> September 2006, the Contract Management Cell would examine the existing procedures in NHAI as per the enclosed note (**Annex-B**) by taking the assistance of a Consultant, if required. The findings & recommendations would be submitted to NHAI Board for decision.

2. Earlier, a Committee was constituted under the chairmanship of Member (Admn.) vide Office Order No. NHAI/11041/199/2006-Admn dated 5<sup>th</sup> February 2008 (copy enclosed) for monitoring of projects on continuous basis, ensuring the time and cost bound implementation, monitoring performance of

Contd... 2

contractors/ consultants and building data base on them which will be utilised while taking decision on award of new contract. This Committee has been re-constituted as given below:

a) Sh S.K. Puri Member (Projects)	Convener/ Chairman
b) Sh S.C. Jindal, CGM (T)	Member
c) Chief Engineer (PIC), DoRT&H	Member
d) Representative of Secretary General, IRC	Member
e) Representative of CRRI	Member

The above Committee would take the assistance of the external experts to design the performance criteria and process. The Committee would review the performance after completion of the project also besides monthly & annual reviews.

*12/1/15*

(Dr. A. Didar Singh)  
Member (Admn.)

**Copy to :**

All Members/ CGMs/ GMs/ PIUs/CMUs/SPVs/Librarian/ Hindi Officer  
PS to Chairman

**Note on activities of Road Safety Cell of NHAI**

Ministry (Safety Cell) is considering a report of the Committee headed by Sh. S. Sundar, Former Secretary, MOST on National Road Safety Policy, Creation of a National Road Safety & Management Board and National Road Safety Fund.

2. As part of institutional strengthening of NHAI, a Road Safety Cell has been created through Office Order dated 11.09.06 with the following functions.

- (i) To appraise safety systems and procedures in contract management;
- (ii) To set operational policy and safety standards;
- (iii) To monitor road safety aspects during design, construction and operation;
- (iv) To advise on all road safety issues;
- (v) To maintain and manage data related to road safety;
- (vi) To coordinate all the studies related to road safety; and
- (vii) To carry out road safety awareness programme

3. Activities of Road Safety Cell are given below (to be reviewed on biannual basis):

(a) Road Safety Cell of NHAI would review and prepare a checklist of Safety Standards separately for three stages viz Design, Construction and O&M, which would be circulated within NHAI for compliance. The responsibility for checking the works as per Checklists during Design & Construction is with the concerned Technical Divisions and Corridor Management Division in case of O&M. Road Safety Cell of NHAI would undertake sample safety audits by engaging a team of experts and propose revisions to Standards & Contract Clauses.

(b) Road Safety Cell of NHAI would update the Accident Management System in RIS by engaging the consultants.

(c) Road Safety Cell of NHAI would endeavor to sign the MOUs with Ministry of Health & Family Welfare (MoH), National Crime Records Bureau (NCRB), Bureau of Police Research & Development (BPRD)/ State Police/ Transport Departments for undertaking highway patrols, post-accident measures, recording of accident details, enforcement of rules/ laws, etc.

(d) Road Safety Cell of NHAI would undertake Public Education/ Awareness Programmes by engaging the consultants.

4. Action Plan :

S. No.	Activity	Time for completion
1	Through an advertisement in newspapers, individual experts would be asked to express their willingness/ fees to work with NHAI on safety related issues. After scrutiny of applications, a short list of various experts would be prepared.	2 months from approval of this note
2	Teams would be set up from the short-listed experts for undertaking the following :  (a) Preparation of checklists for circulation in NHAI (b) Undertake safety audits of Projects during Design & Construction and O&M Criteria for selection of Projects Design & Construction – Highest volume of traffic in PCUs O&M – Reaches reporting highest no. of accidents	1 month  One Project each of Design & Construction and O&M per month
(c)	Updation of data in Accident Management System of RIS	3 months
(d)	Review Standards & Contract Clauses and propose revisions	Part of Safety Audit
(e)	Conduct training/ awareness programmes for various stakeholders	One per quarter
3	Draft MOU with MoH/ NCRB/ BPRD/ State Police/ Transport Departments – Preparation, Circulation, Feedback, Correction & Signing	6 months from approval of this note

5. Staffing of Road Safety Cell under Member (T) in HQ :

CGM (Tech.) – 1 no.

GM - 2 no.

Standards & Audits; and

Interactions with Stakeholders, Public Education, Data Collection, etc. (i.e., all matters other than Standards & Audits)

DGM/ Manager – 4 no. (to begin with)

Note : The staffing at site would be provided as per requirements.

6. Budget : NHAI would provide the funds as required to meet the cost of advertisements, fees & travel expenses of experts/ officers of Cell, organizing workshops/ meetings/ training programmes, funds to MoH/ NCRB/ BPRD/ Police/ Transport Departments as per MOUs. The cost of implementation of various measures as per safety audits during Design & Construction and O&M would be taken care of by concerned division of NHAI.

### **Working Group on Quality Enhancement of Contract Supervision and management**

1. The objective of the working group will be to critically review the existing administrative procedures of the project delivery with a view to reduce implementation delays and improve the quality of implementation with timely decision by NHAI. The broad term of reference of the working group should include but not be limited to:

- Organize interviews and/or organize a workshop with selected Project Directors, 'Engineers', HQ staff and contractors to receive feedback on existing procedures, how these affect the overall contract performance and cause delays.
- Review all activities following a value-chain approach and identify the critical ones which result in significant delays in decision making and implementation. Indicate the range of delays identified.
- For the critical activities identified, review the existing procedures and constraints and opportunities for improvement.
- Recommend changes to existing procedure to NHAI's Board for Approval.

2. The working group must include selected staff from HQ, Project Directors, and paractising Engineers (both Design and Supervision Consultants).

3. The Working Group must submit its report by February 28, 2009 for approval by NHAI Board.

4. The Working group should consider the existing administrative procedures for the following, and comment on delegation of authority, financial powers and timeframe for decision

#### **4.1 Project Preparation Phase (for Traditional and PPP contracts)**

- Procurement of Feasibility Study/PPR/DPR Consultant
  - Preparation of TORs and Estimates.
  - Advertising
  - Evaluation of EOIs
  - Short listing
  - Method of selection – Quality based, Cost Based, Single Source etc
  - Method of Procurement – Lump Sum, Time Based, hybrid etc.
  - Formation of evaluation committee
  - Pre-proposal meeting and issuance of minutes
  - Evaluation of Proposals
  - Award decision
  - Is there a Need to Prepare a NHAI Procurement Manual for Service Contract
- Contract Administration of Consultancy Contracts
  - Release of advances
  - Variations in the Scope of work
  - Changes to Key Professional / Support Staff
  - Technical Review of Design, Estimates, BOQ
  - Field verification of survey data and designs where applicable
  - Approval of Reports/Deliverable, performance evaluation
  - Payments – Interim and Final
  - Extension of Time
  - Issuing notice on poor performance and contract defaults
  - Termination of Contract and debarment

#### 4.2 Pre-Construction Phase (for Traditional and PPP contracts)

- LA - Decision to go as per NH Act or LA Act
- Appointment of Competent Authority (LA)
- Setting up adequate grievance redressal procedure related to LA and R & R
- Deciding on adequate public consultation procedure (i.e. how many consultations, when and where, focus group / door-to-door approach etc.)
- Review and approval of LA Estimates and release of compensation
- Review and approval of Micro Plans and release of assistance
- Coordination with utility agencies and line departments and approvals (e.g. canal closures, railway clearances, transmission line shifting, traffic access closures, interconnection with storm water drainage system etc.)
- Review of estimates and disbursement of utility shifting advances
- Coordination with local administration and police on adequate advance arrangements on traffic management during construction
- Coordination with local administration on setting up local forums for demand management and grievance redressal
- Tree cutting permission
- Disbursement of NPV for tree cutting.

#### 4.3 Procurement of Works (for traditional contracts)

- Review of contract packaging and Procurement Plan
- Review of Bid Document and Engineers Estimates.
- Review of Contract Completion period
- Advertising
- Method of selection – Pre-Qualification / Post Qualification
- Formation of evaluation committee
- Pre-bid meeting and issuance of minutes
- Bid evaluation
- Award decision
- Is there a Need to Prepare a NHAI Procurement Manual for Work

#### 4.4 Construction Phase (for traditional contracts)

- Release of advances including mobilization and machinery advance
- Issuance of Excise Exemption Certificates.
- Design changes leading to a variation order.
- Variation Orders including variation in the quantity of any particular BOQ item.
- Acceptance/Approval of a rate, quoted by the contractor in the event of any variation.
- Acceptance/approval of change in the specification of any work item and corresponding rate.
- Variations resulting from an error or omission in the contract.
- Acceptance or changes in approved work methodology.
- Adding a new item in the BOQ and approving the quantity, rate and specification of the same.
- Resolving a dispute – Who and How it is decided that NHAI intend to refer a particular case to DRB/ Arbitration /Court.
- Implementing DRB recommendation
- Auditing / Inspection of Contractor's accounts
- Granting EOT.
- Progress Reporting by Supervision Consultants
- Abuse of Joint Venture Agreements.
- Managing construction induced impacts, local demands and grievance redressal
- Traffic management and Construction safety

- Monitoring Compliance with Statutory Procedures (SPCB Clearances, MoEF regulations etc.)
- Use of Day Works and/or Provisional Sums.
- Issuing instructions to Contractors
- Authority to Stop the Work at a particular location – Although as per the contract Engineer has authority to work but what is this practice?
- Payments of IPC
- Issuance of substantial completion and/or completion certificate.
- Extension of DLP, if required
- Taking over part of a highway section, if contract provides for.

#### 4.5 Concessioning of Highway Section (for PPP Concessions)

- Internal systems and procedures for monitoring the authority's and concessionaire's obligations as per the Concession Agreement, during the construction, operation and termination phases. These should be distinguished from the role of an independent engineer in monitoring the concessionaire's performance on various counts during these phases and cover how agency monitors the performance and fulfilment of various obligations of the concessionaire and takes appropriate action (with or without inputs from the independent engineer)
- Release of Payments both grant(?) payments and performance based annuities
- Issuance of Excise Exemption Certificates (? Is this relevant).
- Design changes and acceptance/approval of change in the specification of any work item
- Acceptance or changes in approved work methodology
- Resolving a dispute – Who and How it is decided that NHAI intend to refer a particular case to DRB/ Arbitration /Court.
- Granting EOT and extension/modification of concession period
- Progress Reporting by Supervision Consultants
- Abuse of Concession or Consortia Agreements.
- Renegotiation of concession
- Authority to Stop the Work at a particular location – what is this practice?
- Issuance of substantial completion and/or completion certificate
- Systems and procedures followed for traffic sampling.
- Procedures followed for extending “revenue shortfall loan” and monitoring its repayments.

For this section check Model Concession Agreement for aspects that are controlled by NHAI

#### 4.6 Record Keeping (for Traditional and PPP contracts)

The Working Group must also review the existing record keeping system in place at NHAI and should consider following

- Is there a record keeping system or procedure in place to maintain all contract documents starting from planning, design through to the completion?
- What procedures are followed to take over project related documents from design or supervision consultants?
- Is there any tracking system for grievance redressal ?
- Are documents kept at Field or at HQ?
- How the electronic documents are maintained?



ભારતીય રાષ્ટ્રીય રાજયાંગે પ્રાધિકારણ  
(પોત પદ્ધતિન, સર્કાર પરિવહન ઓર રાજ્યાંગ મંત્રાલય)

**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

ફોન/Phono: 91-11-25092507/25092506

ફોક્સ/Fax: 91-11-25092507 / 25092514

ફો. /E-mail: 2223/ 2310 / 2468 / 2553

5<sup>th</sup> February 2008

No: NHAI/11041/199/2008-Admn.

**OFFICE ORDER**

Consequent upon approval of Competent Authority, an interdepartmental committee comprising of following officers has been formulated under the Chairmanship of Member (Admn.):

- i) Shri Atul Kumar, CGM(IT)
- ii) Shri S C Jindal, CGM(T)
- iii) Shri S K Puri, CGM(T)
- iv) Shri G P Chand, GM(MIS)
- v) Shri Ajmer Singh, DGM(PSQ)
- vi) Shri P K Mahopatra, DGM(MIS) (Convener)

2. The committee is for monitoring of projects on continuous basis for ensuring the time and cost (bond) implementation, monitoring performance of contractors/consultants and building data base on them which will be utilised while taking decision on award of new contract.

3. The committee will meet every 15 days to review the projects and performance of contractors/consultants.

*V K Sharma*  
(V K Sharma)  
GM (Admn)

**To :**

- PS to Chairman
- PS to all Members
- All CGMs/CVO
- All GMs/DGMs/Managers
- All PIUs/CMUs
- 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

No.NHAI/11041/08/2010-HR.I

दूरभाष / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

30.3.2012

### OFFICE MEMORANDUM

It has been observed that the transfers and repatriation orders issued by the Headquarters are not being promptly complied with and officers/employees continue at the same place/post even for a long time. Therefore, there is a need to put a system in place so that orders of Competent Authority do not become farcical and to induce discipline amongst officers/ employees.

2. It has been decided that officer/employee should immediately comply with the transfer/ repatriation orders and no request / representation for review thereof shall be entertained before his joining at the new place of posting.

3. In case, the officer/ employee fails to comply the transfer/ repatriation orders, the following officials will be responsible for stoppage of pay and allowances of such officer/ employee after 15 days of issue of transfer/ repatriation order:-

Sl. No.	Transfer/ Repatriation orders issued for	Officer responsible for stoppage of pay and allowances
(i)	Officer/employee at HQ	DDO/HQ
(ii)	Officer / employee of PIU / CMU	Project Director
(iii)	Project Director	CGM (Tech.) of RO
(iv)	GM (Tech.)/ GM level	CGM (Fin.) of HQ

4. This issues with approval of the Chairman, NHAI.

(P.C. Grover)  
CGM (Admn. & HR)

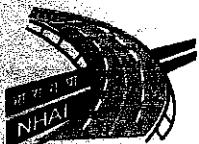
To,

### All officers & employees of NHAI

Copy for information to:

PS to Chairman

PSs to Members/CVO



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

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

### POLICY CIRCULAR

(Decision taken by 51<sup>st</sup> Executive Committee Meeting on 22 Apr 2010)

NHAI/29/LA/Policy

30 Apr 2010

#### Subject: Delegation of Powers pertaining to land acquisition to Regional Officers.

1. In order to facilitate speedy disposal of cases pertaining to land acquisition, the Executive Committee (in its 51<sup>st</sup> Meeting, held on 22 Apr 10) has approved delegation of authority/responsibility for disposal of such cases to ROs, as follows:-

Sl No	Subject delegated	Quantum of authority delegated
(i)	Approval/sanction of compensation .	Authority for approval/sanction of compensation upto Rs 25 Cr per case.
(ii)	Extensions for personnel (Govt retired and 'private') engaged by PIUs for land acquisition.	Authority for granting extensions for personnel engaged by PIUs for land acquisition for upto the period of completion of land acquisition, subject to other terms and conditions stipulated in Policy Circulars dated 03 Oct 06 and 24 Jun 09.
(iii)	Provision of resources (ie personnel/office furniture/equipment/vehicle/ stationery etc) to CALA where SLAUs have not been constituted, and extensions for the same.	Authority for provision/extension of resources to CALA where SLAUs have not been constituted, is delegated as follows; (i) 01 time grant of Rs 03 lac for purchase of furniture/office equipment. (ii) monthly expenses @ Rs 1.5 lac. (iii) Office space (only in case accommodation cannot be provided within premises of local administration/PIU) as per entitlement of a PIU headed by a DGM.
(iv)	Extensions for SLAUs	02 extensions of 01 year each, beyond the initial period of 01 year.
(v)	Payment for Joint Measurement-Survey (JMS).	Authority to sanction JMS charges as per rates payable under State Govt Orders.
(vi)	Payment for publication of Notifications under the NH Act, and other Notices/ Advertisements etc in Newspapers.	Authority to sanction/release of payment for publication of Notifications under the NH Act, and other Notices/ Advertisements etc in Newspapers, only in cases where the Notifications etc could not be published at DAVP rates for valid reasons (preferably to the lowest bidder). Project Directors would remain competent to issue advertisements as per DAVP rates.
(vii)	Payment of Administrative charges to State Govts for land acquisition	Authority to sanction/release Administrative Charges as per rates levied by the State Govt.
(viii)	Payment of Capitalized value of land.	Authority to sanction/release Capitalized Value as per rates levied by the State Govt.

W

<b>Sl No</b>	<b>Subject delegated</b>	<b>Quantum of authority delegated</b>
(ix)	Selection of Govt approved valuator for valuing assets other than land (ie structures/ trees/bore-wells/ ponds etc) where concerned local Dept (ie PWD/Agriculture/Horticulture Forest/etc) is unable to undertake the task of valuation of the assets.	In case concerned local Dept is unable/unwilling to take on the task of valuing assets, ROs may invite bids for selection of Govt approved valiators. Bids are to be invited at fixed rates as opposed to percentages of the values determined for the assets, restricted to 01% of asset value (so as to guard against the tendency to exaggerate asset-values for inflating valuation fees).
(x)	Payment of Valuator's fees.	Authority to release Valuator's fees as per rates chargeable by concerned local Dept (if the Dept has valued the assets), or as per rates quoted by the lowest bidder selected for the task. (Bids are to be invited at fixed rates)
(xi)	Payment of fees chargeable by concerned local Dept for vetting the valuations of assets arrived at by Govt approved Valuator.	Authority to release fees chargeable by concerned local Dept (for vetting the valuations of assets arrived at by Govt approved Valuator), as per Orders issued by the State Govt/ concerned Dept.
(xii)	Purchase of land which was omitted from acquisition under the NH Act (due to vintage of Revenue records, last minute changes in alignment, or for provision of features in addition to the DPR).	Authority for purchase of land (which was omitted from acquisition under the NH Act), at rates not exceeding the rates adopted by CALA for compensating similar adjoining/identical land acquired under the NH Act.

3. It is hereby reiterated that ROs/PDs shall ensure handing over of land to the Concessionaires as per timeframes stipulated in the Concession Agreements.

4. This issues with approval of the Competent Authority in NHAI.

  
 30/04  
 (VK Sharma)  
 CGM(LA)

**To:**

1. **All ROs**
2. **All PIUs**
3. **All CGMs/GMs at HQ**

**Copy to:**

1. **PS to Chairman**
2. **PS to Members**



# 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

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फैक्स / Fax : 91-11-25093507 / 25093514

NHAI/DR&A/ARB(Misc.)/2011

July 30, 2012

### CIRCULAR

**Sub.: Handling of Arbitration cases by Legal & Arbitration Cell of the HQs.**

It has been decided by the Competent Authority that henceforth all Arbitration cases shall be handled and represented by Arbitration Cell instead of Project Directors so as to maintain uniformity of instance before tribunals and develop expertise in the field of Arbitration matters. Accordingly all PIUs are hereby advised to henceforth refer all notices of Concessionaire/Contractors invoking Arbitration Clauses of the Contract/Concession agreement, to Legal & Arbitration Cell for taking further necessary action in the matter.

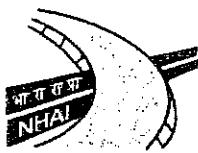
2. The Project Directors shall extend full cooperation and provide all relevant documents/files/records, pertaining to the disputes for which arbitration clause has been recently invoked. The relevant information needs to be given to Legal & Arbitration Cell alongwith significant inputs/comments for formulating the counter- claim and reply/written statement to be filed before Arbitral Tribunals on behalf of NHAI as well as defending claims against the organization effectively.

3. The ongoing cases shall continue to be handled by Project Directors in accordance with the extant instructions issued earlier through various circular/office orders. However, the cases where Arbitrators have been recently appointed but the proceedings are yet to commence have to be tackled as per new arrangement.

  
(P.C. Grover)  
Chief General Manager (Legal/HR)

To,

All Officers of HQ/ZO/PIUs/CMUs/Site Office



## भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोस्ट 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

No. NHAI/MC-II/PHASE V/LA/JAIPUR/3(D)/2009/ dt. 30.09.2009

### CIRCULAR

Sub:- Proposals pertaining to Land Acquisition for various projects

Sir

In connection with the subject matter it may kindly be noted that utmost priority needs to be given to the Land Acquisition matters with respect to your jurisdiction. As already informed, the land acquisition process shall be monitored at the highest levels.

In this regard, to fasten & smoothen the process, the Competent Authority has already decided that the matters related to the land acquisition will be directly sent to LA division by the concerned Project Directors thru' the respective CGM, Regional Office to avoid undue delay.

All PD's are therefore advised to ensure strict compliance of the directions of Competent Authority in this regard and proposals for publication of notification etc. need not be sent to the technical divisions in HQ.

  
(S. K. Nirmal)  
Chief General Manager (Tech)

Copy to :

1. CGM-RO Chandigarh - DR
2. CGM-RO Delhi - RKP
3. CGM-RO Delhi - RKS
4. CGM-RO Mumbai - DOT
5. CGM-RO Bangalore - AKM
6. CGM(LA), HQ
7. Respective PD's

# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोस्ट परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

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No.NHAI/13/2/LA-Policy/2009

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फैक्स /Fax: 91-11-25093507 / 25093514

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

30<sup>th</sup> November 2009

### CIRCULAR

**Subject: Procedure to be followed for issuance of Notifications under National Highways (NH) Act, 1956.**

1. Following discrepancies have been observed in the draft Notifications of 3a, 3A and 3D of NH Act, 1956 in the proposals submitted by the PIUs to NHAI HQs.
  - i) Draft Notifications in English and Hindi versions are not submitted in the standard formats approved by the Ministry of Law.
  - ii) Invariably Hindi version is not enclosed.
  - iii) In case of 3A Notification, copy of 3a notification is not placed with the proposal.
  - iv) In case of 3D notification, the notifications under Section 3a and 3A are not enclosed with the proposals.
  - v) The area shown in the 3D notification exceeds the area notified under Section 3A.
  - vi) Draft Notification under Section 3A differs in terms of the name of villages as notified under section 3a.
  - vii) In case of fresh additional 3A, the reasons are not recorded by the PIU for choosing the alternate alignment and its approval from the Competent Authority in the proposal.
2. In view of the discrepancies observed, it is important that PIUs should take extra precautions in submitting the proposals to the HQs to avoid delays in publication of such notifications.

PIUs and CMUs are, therefore, requested to forward the land acquisition proposals under Section 3a, 3A and 3D of NH Act, 1956 strictly as per the approved standardized formats, the details of which are as follows:

#### NOTIFICATION

Particulars	English Version at Annexure No.	Hindi Version at Annexure No.
Section 3(a) of NH Act, 1956 for single Competent Authority	A	B
Section 3(a) of NH Act, 1956 for more than one Competent Authority	C	D
Section 3(A) of NH Act, 1956	E	F
Section 3(D) of NH Act, 1956	G	H

3. The soft copies of these formats are also enclosed alongwith the circular. PIUs/CMUs should follow the standard formats as given above and adhere to the following checklists while submitting the notifications to HQs.

#### Section 3(a)

- i) Whether nomination of competent authority by the State Government provided.
- ii) Whether the name of villages, for which acquisition to be done, is provided.
- iii) Whether the name and designation of competent authority are correct.

#### Section 3(A)

- i) Whether notification under Section 3(a) is enclosed.
- ii) Whether the villages in draft notifications are same as notified under Section 3(a)
- iii) Whether the draft notification is signed by the competent authority.
- iv) One additional copy of draft notification as per standard format without signatures of the competent authority in Hindi and English.

### **Section 3D**

- i) Whether notification under Section 3(a) and 3(A) provided.
- ii) The area notified under draft 3(a) notification is not exceeding 3(A)
- iii) No survey number other than notified under Section 3(A) included in the draft notification.
- iv) The detailed report of the competent authority after considering the objections raised by the land owners after Section 3(A).

The following points should also be looked into and submitted with the proposal:

- 1) In case additional 3(A) is to be notified, reasons to be recorded for change in alignment.
- 2) Approval of the competent authority for accepting change in alignment.
- 3) All the checklist points as mentioned in Para-3 above must be followed.

All PIUs are requested to upload the standard formats in their computers so that there are no discrepancies noticed in the notifications submitted to the HQs. This will reduce the time period in the legal vetting and Hindi translation.

The concerned PD and Manager will be responsible in case any deviations are observed in the draft notification from that of standard formats.

*V  
K  
30/X*  
(V.K. Sharma)  
Chief General Manager(LA)

To,

1. All PIUs
2. All ROs
3. All CGMs/GMs at HQ

CC for information to:

1. PS to Chairman
2. PS to all Members

*Anneiture - A*

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, EXTRAORDINARY, PART-II,  
SECTION 3, SUB-SECTION (ii)]

**GOVERNMENT OF INDIA**  
**MINISTRY OF ROAD TRANSPORT AND HIGHWAYS**

## **NOTIFICATION**

NEW DELHI, Dated the.....200..

SO.....(E).- In exercise of the powers conferred by clause (a) of section 3 of the National Highways Act, 1956 (48 of 1956), the Central Government hereby authorises the ..... as the competent authority to perform the functions of such authority under the said Act with effect from the date of publication of this notification in the Official Gazette, in respect of the stretch of land from Km.....to Km..... of the National Highway No...., for building (widening / four-laning, etc.), maintenance, management and operation in the State of ..... as specified in the Schedule given below.

## SCHEDULE

Acquisition of land in respect of National Highway No..... in the State of .....  
on the stretch from Km..... to Km.....

(File No. ....)

( )  
Deputy Secretary to the Government of India

Annexure - B

(भारत के राजपत्र, असाधारण, भाग 2, खण्ड 3, उच्चारण (ii) में प्रकाशनर्थ)

भारत सरकार  
सङ्केत परियहन और राजमार्ग भवनालय

अधिसूचना

नई दिल्ली, तारीख 200

का. आ.....(अ).— केन्द्रीय सरकार, राष्ट्रीय राजमार्ग अधिनियम, 1956 (1956 का 48) की धारा 3 के खण्ड (क) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए.....को.....राज्य में नीचे दी गई अनुसूची में यथा विनिर्दिष्ट राष्ट्रीय राजमार्ग संख्या.....के.....कि.मी. से कि.मी. .... तक के भूखण्ड का निर्माण (चौड़ा लेन का बनाने/ चौड़ा करने आदि), अनुरक्षण, प्रबंध और प्रचालन के संबंध में उक्त अधिनियम के अधीन सक्षम प्राधिकारी के कृत्यों का पालन करने के लिए इस अधिसूचना के राजपत्र में प्रकाशन की तारीख से सक्षम प्राधिकरी के रूप में प्राधिकृत करती है।

अनुसूची

.....राज्य में राष्ट्रीय राजमार्ग संख्या .....के.....कि.मी. से.....कि.मी. तक की बाबत भूमि का अर्जन

जिला.....

ब्रम सं.	जिला	तालुक	पुलिस थाना	गाँव का नाम

[फा.सं.

]

उपसचिव (भारत सरकार)

Annexure -C

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, EXTRAORDINARY  
PART-II, SECTION 3, SUB SECTION (ii)]

**GOVERNMENT OF INDIA**  
**MINISTRY OF ROAD TRANSPORT AND HIGHWAYS**

## **NOTIFICATION**

**NEW DELHI**, Dated the ..... 200..

SO.....(E).- In exercise of the powers conferred by clause (a) of section 3 of the National Highways Act, 1956 (48 of 1956), the Central Government hereby authorises the officers mentioned in column (2) of the Schedule annexed hereto as the competent authorities to perform the functions of such authorities under the said Act with effect from the date of publication of this notification in the Official Gazette, in respect of the stretch of land specified in the corresponding entry in column (3) of the said Schedule relating to districts, taluk, police station and villages mentioned in column (4), (5), (6) and (7) respectively of the said Schedule for building (widening / four-laning, etc.), maintenance, management and operation of the National Highway No..... in the State of .....

## SCHEDULE

Land acquisition on National Highway No..... in the State of .....

(File No. ....)

( )  
Deputy Secretary to the Government of India

(भारत के राजपत्र, असाधारण, भाग 2, खण्ड 3, उपखण्ड (ii) में प्रकाशनार्थ)

भारत सरकार  
सङ्क परिवहन और राजमार्ग मंत्रालय

अधिसूचना

नई दिल्ली, तारीख

200

का. आ.....(अ).— केन्द्रीय सरकार, राष्ट्रीय राजमार्ग अधिनियम, 1956 (1956 का 48) की धारा के खण्ड (क) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए..... राज्य में राष्ट्रीय राजमार्ग संख्या के निर्माण (बौद्ध करने/ चार लेन का बनाने, आदि), अनुरक्षण, प्रबंध और प्रचालन के लिए उक्त अनुसूची के कमशः स्तंभ (4), स्तंभ (5), स्तंभ (6), और स्तंभ (7), में उल्लिखित जिलों, तालुकों, पुलिस थानों और गाँवों से संबंधित उक्त अनुसूची के स्तंभ (3) की तथ्यानी प्रवष्टी में विनिर्दिष्ट भू-खंड के संबंध में इस अधिसूचना के राजपत्र में प्रकाशन की तारीख से अनुसूची के स्तंभ (2) में उल्लिखित अधिकारियों को उक्त अधिनियम के अधीन सक्षम प्राधिकारियों के कृत्यों का पालन करने के लिए प्राधिकृत करती है।

अनुसूची

.....राज्य में राष्ट्रीय राजमार्ग संख्या ..... पर भूमि अर्जन

क्रम सं.	सक्षम प्राधिकारी	भूखण्ड	जिला	तालुक	पुलिस थाना	गाँव का नाम
(1)	(2)	(3)	(4)	(5)	(6)	(7)

[फा.सं.

]

उपसचिव (भारत सरकार )

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, EXTRAORDINARY PART-II,  
SECTION 3, SUB SECTION (ii) ]

GOVERNMENT OF INDIA  
MINISTRY OF ROAD TRANSPORT AND HIGHWAYS

NOTIFICATION

NEW DELHI, Dated the 200.

S.O. (E).- In exercise of powers conferred by sub-section (1) of section 3A of the National Highways Act, 1956 (48 of 1956) (hereinafter referred to as the said Act), the Central Government, after being satisfied that for the public purpose, the land, the brief description of which is given in the Schedule below, is required for building (widening / four-laning, etc.), maintenance, management and operation of National Highway No....., in the stretch of land from Km. .... to Km. .... (..... Section) in the district of..... in the State of ....., hereby declares its intention to acquire such land;

Any person interested in the said land may, within twenty-one days from the date of publication of this notification in the Official Gazette, object to the use of such land for the aforesaid purpose under sub-section(1) of section 3C of the said Act.

Every such objection shall be made to the competent authority, namely, the ..... in writing and shall set out the grounds thereof and the competent authority shall give the objector an opportunity of being heard, either in person or by a legal practitioner, and may, after hearing all such objections and after making such further enquiry, if any, as the competent authority thinks necessary, by order, either allow or disallow the objections.

Any order made by the competent authority under sub-section (2) of section 3C of the said Act shall be final.

The land plans and other details of the land covered under this notification are available and can be inspected by the interested person at the aforesaid office of the competent authority.

## SCHEDULE

Brief description of the land to be acquired with or without structure falling within the stretch of land from Km. .... to Km. .... (..... section) of the National Highway No.... in the State of .....

[F No ..... ]

( )  
Deputy Secretary to the Government of India

(भारत के राजपत्र, असाधारण, भाग 2, खण्ड 3, उपखण्ड (ii) में प्रकाशनार्थ)

भारत सरकार  
सङ्केत परिवहन और राजमार्ग मंत्रालय

अधिसूचना

नई दिल्ली, तारीख

200

का.आ.....(अ) केन्द्रीय सरकार, राष्ट्रीय राजमार्ग अधिनियम 1956 (1956 का 48) (जिसे इसमें इसके पश्चात् उक्त अधिनियम कहा गया है) की धारा 3क की उपधारा (1) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, यह समाधान हो जाने के पश्चात् कि.....राज्य के .....जिले में राष्ट्रीय राजमार्ग संख्या .....के .....कि0मी0 से .....कि0मी0 तक के भूखण्ड (.....सेक्षण) का निर्माण (चौड़ा करने/चार लेन का बनाने आदि), अनुरक्षण, प्रबंध और प्रचालन के लिए वह भूमि अपेक्षित है जिसका संक्षिप्त वर्णन नीचे अनुसूची में दिया गया है, ऐसी भूमि का अर्जन करने के अपने आशय की घोषण करती है;

कोई व्यक्ति, जो उक्त भूमि में हितबद्ध है, उक्त अधिनियम की धारा 3ग की उपधारा (1) के अधीन पूर्वोक्त प्रयोजन के लिए ऐसी भूमि के उपयोग पर राजपत्र में इस अधिसूचना के प्रकाशन की तारीख से इक्कीस दिन के भीतर आक्षेप कर सकेगा;

ऐसा प्रत्येक आक्षेप सक्षम प्राधिकारी, अर्थात्....., को लिखित रूप में किया जाएगा और उसमें उसके आधार अधिकथित किए जाएंगे और सक्षम प्राधिकारी, आक्षेपकर्ता को व्यक्तिगत रूप में या किसी विधि व्यवसायी द्वारा सुने जाने का अवसर देगा और ऐसे आक्षेपों की सुनवाई के पश्चात् तथा ऐसी और जाँच करने के पश्चात् यदि कोई हो, जिसे सक्षम प्राधिकारी आवश्यक समझे, आदेश द्वारा या तो आक्षेपों को अनुज्ञात कर सकेगा या अननुज्ञात कर सकेगा;

उक्त अधिनियम की धारा 3ग की उपधारा (2)के अधीन सक्षम प्राधिकारी द्वारा किया गया कोई आदेश अंतिम होगा ; और

इस अधिसूचना के अंतर्गत आने वाली भूमि के रेखांक और अन्य व्यौरे सक्षम प्राधिकारी के उक्त कार्यालय में उपलब्ध हैं और उनका हितबद्ध व्यक्तियों द्वारा निरीक्षण किया जा सकता है।

अनुसूची

राज्य के ..... जिले में राष्ट्रीय राजमार्ग संख्या ..... के ..... कि.मी. से  
कि.मी. तक (..... खंड) के लिए अर्जन की जाने वाली संरचना रहित अथवा  
संरचना सहित भूमि का संक्षिप्त विवरण

क्रम संख्या	जिला का नाम	तालुक का नाम	गाँव का नाम	सर्वेक्षण संख्या	भूमि का प्रकार	भूमि की प्रकृति	भूमि का क्षेत्रफल (हेक्टेयर में/ वर्ग मी० में)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

[फा. सं.]

उपसचिव (भारत सरकार)

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, EXTRAORDINARY, PART II,  
SECTION 3, SUB-SECTION (ii)]

GOVERNMENT OF INDIA  
MINISTRY OF ROAD TRANSPORT AND HIGHWAYS

NOTIFICATION

NEW DELHI, Dated the 200..

S.O. (E).— Whereas by the notification of the Government of India in the Ministry of Road Transport and Highways, Department of Road Transport and Highways number S.O....., dated....., published in Gazette of India, Extraordinary, Part II, Section 3, Sub-section (ii) issued under sub-section (1) of section 3A of the National Highways Act, 1956 (48 of 1956) (hereinafter referred to as the said Act), the Central Government declared its intention to acquire the land specified in the Schedule annexed to the said notification for building (widening / four-laning, etc.), maintenance, management and operation of National Highway No.... on the stretch of land from Km.... to Km.... (.... Section) in ..... in the State of .....

And whereas the substance of the said notification has been published in “.....” dated the ..... and “.....” dated .....; under sub-section (3) of section 3A of the said Act;

And whereas no objection has been received from any person by the competent authority;

Or

And whereas objections have been received and the same have been considered and disallowed by the competent authority;

And whereas, in pursuance of sub-section (1) of section 3D of the said Act, the competent authority has submitted its report to the Central Government;

Now, therefore, upon receipt of the said report of the competent authority and in exercise of the powers conferred by sub-section (1) of section 3D of the said Act, the Central Government hereby declares that the land specified in the said Schedule should be acquired for the aforesaid purpose;

And further, in pursuance of sub-section (2) of section 3D of the said Act, the Central Government hereby declares that on publication of this notification in the Official Gazette, the land specified in the said Schedule shall vest absolutely in the Central Government, free from all encumbrances.

## SCHEDULE

Brief description of the land to be acquired, with or without structure, falling within the stretch of land from Km..... to Km..... (..... Section) on the National Highway No.....in the State of .....

[F No ..... ]

( )

Deputy Secretary to the Government of India

(भारत के राजपत्र, असाधारण, भाग 2, खंड 3, उपखण्ड (ii) में प्रकाशित)

भारत सरकार  
सङ्केत परिवहन और राजमार्ग मंत्रालय

अधिसूचना

नई दिल्ली, तारीख

200

का.आ. (अ).- केन्द्रीय सरकार ने, राष्ट्रीय राजमार्ग अधिनियम, 1956 (1956 का 48) (जिसे इसमें इसके पश्चात् उक्त अधिनियम कहा गया है) की धारा 3क की उपधारा (1) के अधीन जारी की गई भारत सरकार के सङ्केत परिवहन और राजमार्ग मंत्रालय, की अधिसूचना संख्या का.आ.....तारीख....., जो भारत के राजपत्र, असाधारण, भाग-2, खंड-3, उपखण्ड (ii), तारीख.....में प्रकाशित की गई थी, द्वारा.....राज्य में राष्ट्रीय राजमार्ग संख्या .....के.....कि.मी. से .....कि.मी. (.....सेक्षन) तक के भूखण्ड के निर्माण (चार लेन का बनाने/चौड़ा करने), अनुरक्षण, प्रबन्ध और प्रचालन के लोक प्रयोजन के लिए उस अधिसूचना से उपाबद्ध अनुसूची में विनिर्दिष्ट भूमि का अर्जन करने के अपने आशय की घोषणा की थी;

और उक्त अधिसूचना का सार उक्त अधिनियम की धारा 3क की उपधारा (3) के अधीन.....तारीख को “.....” और.....तारीख को “.....”में प्रकाशित किया गया था;

और सक्षम प्राधिकारी को किसी व्यक्ति से कोई आक्षेप प्राप्त नहीं हुए हैं;

या

और आक्षेप प्राप्त हुए थे और सक्षम प्राधिकारी ने उन पर विचार कर लिया है और आक्षेपों को अननुज्ञात कर दिया है;

और सक्षम प्राधिकारी ने उक्त अधिनियम की धारा 3घ की उपधारा (1) के अनुसरण में, केन्द्रीय सरकार को अपनी रिपोर्ट दे दी है;

अतः अब, केन्द्रीय सरकार, सक्षम प्राधिकारी की उक्त रिपोर्ट प्राप्त हो जाने पर और उक्त अधिनियम की धारा 3घ की उपधारा (1) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए यह घोषणा करती है कि उक्त अनुसूची में विनिर्दिष्ट भूमि का पूर्वोक्त प्रयोजन के लिए अर्जन किया जाना चाहिए;

और अब केन्द्रीय सरकार, उक्त अधिनियम की धारा 3घ की उपधारा (2) के अनुसरण में, यह घोषणा करती है कि इस अधिसूचना के राजपत्र में प्रकाशन पर उक्त अनुसूची में विनिर्दिष्ट भूमि, सभी विलंगमों से मुक्त हो कर आत्यन्तिक रूप से केन्द्रीय सरकार में निहित हो जाएगी।

अनुसूची

.....राज्य के .....जिले में राष्ट्रीय राजमार्ग संख्या .....के .....कि.मी. से .....कि.मी. तक  
(.....सेवकशन) के लिए अर्जन की जाने वाली संरचना रहित अथवा संरचना सहित  
भूमि का संक्षिप्त विवरण

पा. सं.

३पसचिव (भारत सरकार )



# 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

दूरध्वाप /Phone : 91-11-25074100/25074200

फैक्स /Fax : 91-11-25093507 / 25093514

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

NHAI/CMC/Misc/2010/15439

30<sup>th</sup> November 2010

### CIRCULAR

#### Sub: Adjustment of Cost of RFQ and RFQ Document

There have been instances when NHAI has annulled the process of bidding due to some unforeseen circumstances at RFQ / RFP stages. In such cases the bidders have been requesting for refund of purchase price of the document.

The matter has been considered carefully and it has been decided that normally the cost document will not be refunded but will be adjusted during the process of re-bidding of the project, if the bidder participate in the re-bedding process again. If the bidder however, has in writing stated that he will not participate in further bids over the next 12 months, it should be refunded.

This issues with the approval of Competent Authority.

  
P. K. Sharma  
General Manager (CMC)

Copy to:

All Members

All CGMs / GMs / DGMs & Managers



# 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 ६, सेक्टर-१०, द्वारका, नई दिल्ली-११००७५

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

राष्ट्रीय /Phone : 91-11-25074100/25074200

फैक्स /Fax : 91-11-25093507 / 25093514

फॉक्स /Ext : 2223 / 2318 / 2468 / 2553

No: 11041/48/2002-Admn

March 1, 2007

### OFFICE ORDER

Sub: Designation for CGMs-req

The Chief General Managers (Tech) in the Authority are designated as follows :-

Sr.No.	Name of the officer	Initial
1.	Shri Ashok Wasson	CGM(Tech) AW
2.	Shri B P Kukrety	CGM(Tech) PQ
3.	Shri A K Bajaj	CGM(Tech) AKB
4.	Shri S K Puri	CGM(Tech) SKP
5.	Shri APS Sethi	CGM(Tech) APS
6.	Shri Ashok Kumar	CGM(Tech) AK
7.	Shri B N Singh	CGM(Tech) BNS
8.	Shri S C Jindal	CGM(Tech) SCJ
9.	Shri Mahesh Kumar	CGM(Tech) MK
10.	Shri R P Indoria	CGM(Tech) RP

2. This issues with the approval of the Chairman.

(G.P. Chand)  
General Manager (Admn.)

To,

1. All CGMs/CVO/GMs at Hqs.
2. All Project Directors

Copy to :-

1. PS to Chairman
2. PS to Members



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

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

No. 11041/59/2006-Admn

01.09.2009

### POLICY CIRCULAR

With the approval of the Competent Authority it has been decided to establish the Regional Offices and/or State level offices at State capitals with the following norms:

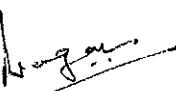
- I. The Maximum Carpet Area for Regional Offices headed by CGM shall be 4500 Sqft.
  - II. The Ceiling of monthly rent shall be maximum Rs. 60,000/- for 'X' cities (old A-1) and Rs. 50,000/- for other cities. However, the rent be restricted to the Government commercial rent.
  - III. The maximum cost of office furniture and furnishing including DG Sets, may be Rupees Sixty Lakhs (one time). The cost does not include office equipments.
2. With a view to have a uniform procedure for hiring Regional Office accommodation, RO should follow the following procedures:-
- a) To hire an office accommodation, an open advertisement in two regional dailies should be given, invariably. Out of the two regional dailies one should be of the vernacular.
  - b) In case there is necessity of committing any annual rent increase in the lease agreement, the same should be negotiated with the owner and in no case the annual rent increase should be more than 10%.
  - c) Annual increase of maximum of 10% will be admissible only on annual extension of tenancy and not on new hiring.

Contd..2/

- d) In case of non-availability of office accommodation within the prescribed monthly rent ceiling the carpet area should be reduced upto 75%.
- e) In case of any relaxation sought by a Regional Office from the above guidelines, the same should be referred to the HQs with full details/justification.

**3.** For furnishing the Regional Office, an open advertisement in at least two regional dailies should be given for inviting the tenders. A committee should also be constituted consisting of at least three officers of the rank of Manager and above for evaluating the tenders. An officer from NHAI HQ Admn Div should also be involved while evaluating the tenders. The recommendation of the Tender Committee should be submitted to HQ for final approval of the Competent Authority.

Yours faithfully



(Rakesh Nagar)  
GM (HR/Admin)-I

Copy to:

- 1) PS to Chairman
- 2) PS to All Members
- 3) All CGMs/CVO
- 4) All GMs/DGMs
- 5) All PIUs/CMUs
- 6) Hindi Office/Library
- 7) All Officers at HQ
- 8) All Regional Offices



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

F. NO : 11041/21/2005-Admn.

2<sup>nd</sup> August , 2007

### CIRCULAR

#### Sub: Usage of e-File Tracking System

Government of India, Department of Administrative Reforms & Public Grievances has impressed upon all the Departments/Autonomous Body's to introduce the e-FTS in their offices immediately and submit compliance.

2. It has been observed that maintenance of manual records of movement does not facilitate effective tracking of a receipt/file and quick location of the same. In order to obviate this problem, NHAI has also implemented the web based e-FTS document Management Information System (DMIS) to digitally record the movement of receipts and files thus facilitating monitoring and expeditious disposal. Accordingly, as per these instructions and upon approval of the Competent Authority, officers and the staff in NHAI HQ have been requested to make use e-FTS for recording and transfer/movement of files/records between one office and the other.

3. It is impressed upon all the officers & staff in NHAI to make full usage of the e-FTS developed by NIC to ensure that disposal of cases completed within the prescribed period at all levels and delays be monitored. The progress achieved in the implementation of e-FTS in NHAI will be reviewed & monitored periodically.

*Unnathi/S/J*  
(K. S. Ramasubban)  
Member (Admn.)

To :

All the Members  
All the CGMs  
All GMs

Copy to :

PS to Chairman



# 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

No.11013/01/2011/P&IS- (RCRSS)

March 03, 2011

### CIRCULAR

**Sub: Road User Complaint, Redressal & Suggestion System (RCRSS).**

As you are aware that a FaceBook page based Road User Complaint, Redressal & Suggestion System has been put in place by NHAI where by the complaints/ comments/ suggestions received from road users are being forwarded to the concerned officers for further necessary action and resolution of all the complaints. In this regard, a circular was issued on February 08, 2011 (copy enclosed).

2. It has been noticed that some of the officers have opened their FaceBook accounts and are posting their responses also. However, it appears that most of the officers are yet to open their FaceBook accounts and carry out the activities as per the enclosed circular.

3. It is pertinent to mention that on FaceBook people expect quick response. Response posted by the concerned officer within few hours would be much appreciated. It should also be noted that delayed response brings negative publicity to the organization. Therefore, as desired by the Hon'ble Minister for Road Transport & Highways, I would like to reiterate that all the officers of NHAI shall invariably open a FaceBook account and keep watch on the complaints/ comments/ suggestions related to their area as well as post their immediate response on the FaceBook wall.

**Encl:** As above.



(R.S. Gujral)  
Chairman, NHAI

To

All ZOs  
All ROs  
All PDs  
All CGMs, NHAI HQ  
All GMs, NHAI HQ

**Copy to -**

**All Members**



## 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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फैक्स / Fax: 91-11-25093507 / 25093514

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

No.11013/01/2011/P&IS/RCRSS

February 8, 2011

#### CIRCULAR

**Sub : Road User Complaint, Redressal & Suggestion System (RCRSS)**

NHAI has a Road User Complaint, Redressal & Suggestion System, by which any road user can post his/her complaint/suggestion by visiting the NHAI's website and also through "Facebook", the salient features of which are briefly described as under:

- (i) There is a complaint monitoring helpdesk at NHAI HQ [rgrms@nhai.org](mailto:rgrms@nhai.org) and Phone: 011-25074100/200 Extn. 1498. The main role of the helpdesk is to route the complaints/suggestions received from the road users to the concerned officials and monitor them.
- (ii) On the homepage of NHAI website, there is link "Road User Complaint, Redressal & Suggestion System" which on clicking redirects the user to a predefined form wherein the user can fill in its details along with complaints/suggestions. On filling up of the form and pressing "submit" button, the user gets complaint ID via e-mail. The complaint helpdesk at NHAI, HQ forwards all the complaints to the concerned Project Director, CGM-cum-Regional Officer, Zonal Officer, Member, CGM and GM at NHAI HQ. The PD on receipt of the complaint within 7 days will send an interim report to the complainant through e-mail whether the stretch is with NHAI or not and in case, it is with NHAI, who is the concessionaire or NHAI's contractor and how much time will it take to resolve the complaint. A copy of this e-mail will be marked to [rgrms@nhai.org](mailto:rgrms@nhai.org).
- (iii) A Complaint system has also been made on "Facebook", where discussion forums on: (a) Road condition which inter-alia includes road maintenance as well as construction

work, (b) Toll collection and (c) Road safety. The users visiting this page on "Facebook" are required to write their comments which may include complaints/suggestions. The concerned PD/CGM-cum-RO/SLO/ZO/GM at HQ are to reply directly by posting their response promptly, but not later than two days. The complaint helpdesk at HQ shall monitor the complaint/suggestions received on "Facebook" and will send a reply that the complaint has been received and forwarded to the concerned person responsible for handling the matter in NHAI with a complaint ID. The rest of the process will be same as explained above for complaint Road User Complaint, Redressal & Suggestion System of NHAI.

2. It is requested that individual Facebook Accounts be opened immediately by every PD/CGM-cum-RO/SLO/ZO/Member/CGM/GM and other officers at HQ so that they can see the complaints of the public and post their reply. All concerned are requested to open the RCRSS link also on NHAI's website for updating themselves. All complaints will be attended to with utmost promptness and the reply must be sent by the concerned Officer. There will be regular monitoring of complaint and their redressal at the HQ by the complaint helpdesk and a fortnightly report will be put up regarding the complaint resolved and their pendency to the Chairman, NHAI through concerned Members.

This issues with the approval of Competent Authority.



(Atul Kumar)  
Chief General Manager

To :

All Members, NHAI HQ  
All CGMs/GMs, NHAI HQ  
All ZOs/ROs/SLOs  
All PDs

Copy to:

PS to Hon'ble Minister (RT&H)  
PS to Chairman



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

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No.NHAI/13/LA/Policy/2006 / 10

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

03 Oct 2006

### CIRCULAR

#### **Sub: Acquisition of land for NHDP.**

1. As per Government policy, future NHDP projects would mostly be on basis of BOT. In accordance with provisions of Model Concession Agreement (MCA), it is the responsibility of the employer, i.e., NHAI to hand over 80% of the land (free from encumbrances) required for highway-construction to the concerned concessionaire on the appointed date, failing which, serious legal and financial implications may arise. Even for projects executed on the basis of 'Engineering Procurement & Construction' (EPC), timely acquisition of land is of critical importance. Therefore, it is necessary that land acquisition be completed expeditiously in accordance with contract agreements, so as to avoid any adverse fallout.
2. As per law, the process of land acquisition is considered as complete only after mutation in revenue records. However, it has been observed that in majority of cases land has not been mutated in favour of Central Government in relevant Records of Rights (maintained by State Government Revenue Authorities).
3. In this context, the procedures pertaining to land acquisition have been reviewed and following decisions have been taken for speedy acquisition of land:-

#### **Role of Project Directors:**

(a) Project Directors shall be fully responsible for all aspects of land acquisition (for stretches falling within their jurisdiction), such as listed below, *inter-alia*:-

- (i) Collaboration with DPR Consultants regarding all aspects of land acquisition right from the stage of preparation of DPR/Feasibility Report.
- (ii) Timely issue of Notifications under Sections 3(a), 3(A) & 3(D) of National Highways Act 1956.
- (iii) Coordinating with local revenue officer appointed as Competent Authority, and officials of other concerned departments, for land acquisition.
- (iv) Submission of accurate data on land acquisition on regular monthly basis strictly as per format circulated vide circular No.NHAI/29/LA&EM/Discrepancy/2006/119 dated 25 Aug 06.
- (v) Intimate HQ [ie. Member (A), concerned CGM and GM (LA&EM)] regarding any problem obstructing timely issue of Notifications/disbursement of compensation/obtaining actual possession over land, along with names and telephone numbers of concerned Competent Authority/District Collector/Divisional Commissioner.
- (vi) Expediting appointment of Arbitrators, as and when required.

- (vii) Challenging Arbitral Awards, in event of their being unreasonable.
- (viii) Expedited settlement of compensation claims/declaration of award.
- (ix) Mutation of acquired land in favour of Central Government, in Record of Rights.
- (x) Obtaining and submitting to LA&EM Division, certified copies of Revenue Records of Rights in which land acquired has been mutated in name of Central Govt. (One copy is to be retained at PIU/CMU).

**Facilities to be provided to PIUs**

(b) In order to assist PDs in performance of abovementioned functions, each PIU/CMU is authorized to engage one retired State Govt. Revenue Officer supported by one Surveyor/Amin for each district on contract for an initial period of six months. Proposals for engagement of additional staff in excess of what has been authorized above (required either because of large volume of work or because the work has to be completed within a short time) and extension of period of engagement of staff beyond six months will be considered on case to case basis. Such proposals shall be considered and approved by Member(A) on the basis of detailed justification to be submitted by the concerned PD, which must contain the following:-

- (i) Tasks accomplished by concerned individual during preceding period of engagement, and,
  - (ii) Tasks to be accomplished during period of proposed extension.
- (c) Some PIUs have already engaged manpower for land acquisition work based on earlier approvals given by HQ before the issue of this Circular. In such cases wherever the engaged manpower is more than what has been authorized above or the manpower engaged has continued for more than six months, fresh approval of Member(A) for their continuance will be required. In such cases the PDs should send their proposals in accordance with procedure outlined in para 3(b) above.
- (d) Modalities/terms/conditions of engagement/administration of such staff is to be as follows:-
- (i) Preference is to be given to personnel residing in the area, who are conversant with local survey maps and Revenue Records.
  - (ii) Personnel engaged are to report to/work under PD.
  - (iii) Remuneration payable to each such individual per month is to be equal to last pay drawn reduced by pension, plus reimbursement of expenditure on transport/mobile-phone etc on production of bills subject to a maximum of Rs.10,000 per month.
  - (iv) Administrative/Establishment/Secretarial support to officials engaged is to be provided by concerned PIU.
  - (v) Expenditure incurred on obtaining documents/copies of various records are to be reimbursed by concerned PIU/CMU, on submission of bills.
  - (vi) Personnel engaged are to assist Project Directors in all matters pertaining to land acquisition.

### **Facilities to be provided to Competent Authority**

(e) Primarily it is the responsibility of the concerned State Government to provide adequate staff and infrastructure to the Competent Authority for land acquisition. However, sometimes because of large volume of work or time constraints Competent Authorities request NHAI for additional support. Such requests for provision of additional staff/infrastructure to Competent Authority will be considered on case to case basis but only for a specified period. Proposals for additional staff/infrastructure to Competent Authority, will be sent by PDs with detailed justification to Member(A) for his approval.

(f) Some PIUs have already provided additional staff/infrastructure to Competent Authorities based on earlier approvals given by HQ. In all such cases fresh approval of Member(A) will be required. Therefore, wherever additional staff/infrastructure has been provided to Competent Authorities before the issue of this Circular, PDs will send proposals for their further continuance with full details of tasks done so far and justification for their continuance, for the approval of Member(A).

### **Monitoring and Coordination**

(g) NHAI HQ will nominate a Project Director located in the State to function as State Level Coordinator for Land Acquisition, whose functions shall be as follows:-

- (i) Collection of information from all PIUs in the state, on pending land acquisition matters for various projects, and forwarding the same to HQ.
- (ii) Coordination with State Government officers on regular basis for all matters pertaining to land acquisition.
- (iii) Ensuring timely coordination meetings at the State level to resolve pending issues.

(h) In addition, NHAI HQ will also nominate CGM level officers as Nodal Officers for particular states, whose responsibility shall be to coordinate land acquisition/pre-construction issues (pertinent to stretches within the State) between concerned Technical Division/Land Acquisition Division/State Level Coordinator/State Government Authorities. Order nominating individual State Level Coordinators for Land Acquisition, and Nodal Officers at HQ will be issued separately.

(i) All proposals for provision of staff/infrastructure for land acquisition should be sent by PDs to LA&EM Division who will consult the concerned Technical Division wherever required and obtain the orders of Member(A).

3. Land acquisition is the most critical activity for successful/timely implementation of projects and delays will have a cascading adverse legal/financial impact on NHAI. Accordingly, Project Directors are directed to personally supervise land acquisition work and ensure timely acquisition of land.

*Prabhat*

**(Prabhat C Chaturvedi)**  
**Member(A)**

To,

All CGMs/GMs/PDs

Copy to:

**Chairman**  
**Members**



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Ref. No : 11041/12/2005-Admn.

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

4<sup>th</sup> June, 2007

### CIRCULAR

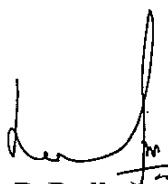
Sub: E-mail Policy in NHAI.

In order to ensure effective utilization of e-mail facility and streamline IT infrastructure, the following has been decided :-

- i) It was observed that many users are using internal e-mail for sharing general information, humour, entertainment etc. which is adding to server load and flooding e-mail accounts of other users. It also leads to other users getting plenty of unsolicited e-mails. It was considered that there is a need to discourage such unsolicited e-mails of general nature being circulated by one and all. All the users should therefore be sensitized to avoid sending general entertainment / education e-mails, as it leads to flooding of e-mails.
- ii) Users also need to periodically check their e-mail at least once a week and delete the mails which are not required.
- iii) The system administrator will delete all e-mails older than 3 months unless specifically informed.
- iv) Sending mail to "All Users" option will be withdrawn with immediate effect from all users below the level of DGM. However, it will be provided to those users who disseminate official information such as pay slips, circulars and other important information. All PSs / PAs attached to CGM and Members of the Authority will also be provided this option to send e-mail to all users. Officers, whose staff have the option to send e-mail to all users will ensure that "All Users" option is used for disseminating only official information.
- v) All officers and staff members having option for sending mail to "All Users" should be advised to use this option only for official correspondence.
- vi) Various Project Committees in NHAI should avail the e-mail facility for circulating draft minutes or proceedings or meeting notices.

*Contd....p/2*

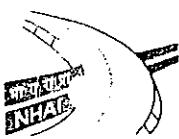
- vii) All the forms required by the employees for leave, LTC, advances will be provided by administration division to IT division will be hosted on 'Corporate Mailing Solution'.
  - viii) All the policy circulars, office orders and other official announcements should be hosted on the Corporate Mailing Solution - under public policy circular folder of WAN (mail.nhai.org) or public folder available in Microsoft Outlook or Outlook Web Access. They can be hosted by Web Administrator, if given to him.
  - ix) All attachments of documents should be done after they are converted in PDF format.
  - x) Each division will identify one or two designated officials not below the rank of DGM, who will be authorized to disseminate official information for general purposes to all users. Official circulars should be circulated from the official e-mail accounts of designated officers such GM (A) or GM (A&A), as the case may be. Their supporting staff should not use their own e-mail for disseminating official information / circulars.
  - xi) It was also viewed that there is a need to provide more features or facilities in our e-mail portal, like Google or hotmail; particularly for easy viewing or downloading the attachments. IT division Manager (DB) (P & IS) will consult the infrastructure providers & ensure that attached documents are easily accessed, opened, edited and transmitted.
  - xii) Employees who would be found in violation of this policy or misuse of their e-mail facility shall be debarred from using the internal e-mail of NHAI.
2. All officers / staff are requested to comply with above.



(L.P. Padhy)  
DGM (Admn.)

To,

1. All Officers/staff at HQs.
2. All PIUs.



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**National Highways Authority of India**

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No. NHAI/F&A/Bank A/cs/ 2006-07/28

Dated: 06.11.2006

**Office Order**

**Subject :Operation of Bank Accounts by PIUs/CMUs.**

In the Office Order No. NHAI/11028/19/2001, dated 25<sup>th</sup> May, 2004 procedure for operation of Bank Accounts at the PIUs/CMUs & Authorized signatories have been prescribed. Copy of the Order is enclosed for ready reference. It was emphasized that the Bank accounts shall always be operated on Joint Signatory basis except in some rare specified cases wherein the Project Director have been authorized to operate the Bank Accounts on single signatory basis. It may again be reiterated that in no circumstances the Bank Accounts can be operated on single signatory basis wherein any of the officer e.g. Manager (Finance), Sr. Accounts Officer, Accounts Officer or Manager (Technical) is posted in the PIUs/CMUs. Cases where none of these officers is posted at PIUs/CMUs, joint operation of bank accounts may also be explored by the officers of nearby PIUs / CMUs.

All the Project Directors are requested to ensure strict adherence of the prescribed procedure. Deviation if any, from the prescribed procedure, would require the prior approval of the Competent Authority.

This issues with the approval of Competent Authority.

*T.K. Chattpadhyay*  
(T.K. Chattpadhyay)  
GM (A&A)

To,

1. All GMs at HQ.
2. All Project Directors, PIUs/CMUs
3. All Mgr(F), Sr.AO / AO



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NHAI/F&A/Office Order /2007-08/III-39

Dated: 7.3.2008

### Office Order

(Consolidated important Office Orders issued by Finance Division)

**Subject: Important Office Orders / instructions issued by Finance Division to PIUs regarding Finance and Accounts.**

Various Office Orders/ Circulars relating to Finance and Accounts have been issued to all PIUs/ CMUs from time to time with the approval of competent authority. For easy retrieval and reference of these office orders/ circulars, following orders/ circulars are incorporated in NHAI Library website at one place in miscellaneous section.

	Reference No. of Office Orders	Brief Subject
1 ✓	No. NHAI11028/19/2001 dated 25.5.04	Guidelines for opening and operation of bank accounts in PIUs/CMUs
2 ✓	No. NHAI/F&A/Bank/A/cs/ 2006-07/28 dated 6.11.06	Operation of bank accounts by PIUs/ CMUs on joint signatory basis
3 ✓	No. NHAI/11028/19/2001 dated 19.4.04	Maintaining of accounts with Canara Bank and Syndicate Bank by the PIUs/CMUs..
4 ✓	No. NHAI/F&A/Policy/ 2007-08/ III-7 , dated 7.3.2008	Guidelines for releasing funds to by PIUs / CMUs for incurring expenditure
5 ✓	No. NHAI/F&A/ Funds/ PIUs/2001 Dated 21.3.02	Guidelines for investment of surplus fund at HQ and at PIUs by inviting quotations from the nationalized banks.
6 ✓	No. NHAI/F&A/Toll/03-04/Cir dated 28.5.03	Guidelines for placement of toll collection in term deposit, expenditure on toll collection and Audit of toll operations.
7 ✓	No. HAI/F&A/Toll FDR/2007 dated 12.2.07	Transfer of toll revenue FDR maturity amount to NHAI, HQ through TT / RTGS only.
8 ✓	No. NHAI/ F&A/ Bank A/cs/2007-08/19 dated 27.2.2008	Implementing e-Payments through Electronic transfer.
9	No. NHAI/F&A/TDS-PIUs/2004-05 dated 23.11.2004	Certification on New Section 194LA of Income Tax Act, 1961 with respect to TDS on compulsory Acquisition of Immovable Property (w.e.f 01.10.2004) - Cases related to land acquisition, Utility shifting etc.

P.T.D

10	NHAI/F&A/TDS dated 18.3.2005	Provisions of collection of tax at source.
11	No. NHAI/F&A/TDS dated 28.06.2005	Requirement of indicating the PAN no. in the Bills submitted for payment where TDS is applicable.
12	No. NHAI/F&A/TA/2004 dated 27.12.2004	NHAI (Travelling Allowance & Daily Allowance) Regulation 1997 – Entitlements in respect of Hotel Tariff, Travels, etc
13	No. NHAI/F&A/ Misc. 2004-05/220/ II/6 dated 31.3.2005	Procedure for referring the cases to HQ for clarifications.

Copies of these office orders are appended below for strict compliance by all concerned.

This issues with the approval of competent authority.

  
 (T.K. Chattopadhyay)  
 General Manager (A&A)

To,

All Project Directors of PIUs/ CMUs

 Copy to  
 Librarian for placing in Library website



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**10.3.2008**

**CIRCULAR**

**Sub: Procedure for conveying approval from Headquarters**

It has been observed that certain Technical Divisions, while conveying the approval of Headquarters, are enclosing the photocopies of the note sheets. This practice is to be discontinued.

2. Therefore, it has been decided that once a decision is taken on file, it should be communicated formally through a letter. It may be ensured that copies of the note sheets are not enclosed with the letter.

  
(V.K. Sharma)  
GM (Admn.)

**All officers at Headquarters**



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

11<sup>th</sup> September, 2006

### OFFICE ORDER

Consequent upon approval of the Competent Authority and as a part of institutional strengthening of the Authority, the following Cells are hereby created.

2. (A) **Planning Cell:**

**Functions:**

To plan new projects and schemes

3. **Composition:** The Cell will be headed by a GM level officer, supported by one DGM (Technical) and one Manager (Technical).

4. In order to make this Cell functional, the following officers will look after the functioning of the Cell, till further orders.

1. Shri Pranavant, GM (NS)-II
2. Shri Ajmer Singh, DGM (Tech.)
3. Shri A.K. Dhal, Manager (Tech.)

5. (B) **Quality Assurance Cell:**

**Functions:**

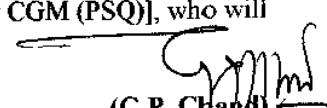
- (i) To conduct quality checks through inspections of ongoing projects
- (ii) To promote quality assurance initiatives
- (iii) To ensure quality audit through the engaged external professional agencies and examine their reports
- (iv) To ensure the compliance of the deficiencies observed in such reports

6. **Composition:** The Cell will be headed by a GM level officer and supported by one DGM (Technical) and one Manager (Technical).

7. In order to make this Cell functional, the following officers will look after the functioning of the Cell, till further orders.

1. Shri M.P. Sharma, GM(N)-II
2. Shri Deepak Saxena, DGM (IT)
3. Shri Narendra Sharma, Manager (EW)-V

8. Both these Cells will be under Shri B.P. Kukrety, CGM (PQ), [presently CGM (PSQ)], who will report directly to the Chairman.

  
(G.P. Chand)  
GM (Administration)

To,

All officers concerned



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एक्स्ट्रा /Extn: 2223 / 2318 / 2468 / 2553

11<sup>th</sup> September, 2006

### OFFICE ORDER

Consequent upon approval of the Competent Authority and as a part of institutional strengthening of the Authority, a “Project Appraisal Cell” is hereby created.

#### 2. Functions:

- (i) To undertake comprehensive project appraisal of all PPP projects
- (ii) While the basic financial appraisal would continue to be done by external financial consultants, this Cell would critically examine the appraisals done, particularly with regard to estimates of toll revenue cash flows, estimation of costs and financial viability
- (iii) To advise the Authority on the BOT formats to be adopted with related financial modelling

#### 3. Composition:

<u>Name of the post</u>	<u>Number of post</u>
(i) Financial Analyst (rank of CGM) will head the Cell	1
(ii) Transport Economist (rank of GM)	1
(iii) Transport Planner (rank of GM)	1
(iv) DGM (Finance)	1
(v) Legal Officer (rank of DGM)	1
(vi) DGM (Technical)	1
(vii) Manager (Finance)	2

4. The Cell will be located under Member (T) IP and will directly report to him.

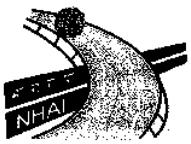
5. In order to make this Cell functional, the following officers will look after the functioning of the Cell in addition to their present responsibilities, till further orders.

1. Shri Ashok Wasson, CGM (BOT)-I
2. Shri Rajesh Poonia, GM (BOT)-I
3. Shri P.K. Aggarwal, DGM (Finance)

  
(G.P. Chand)  
GM (Administration)

To,

All officers concerned



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सेत 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. : NHAI/11041/199/2006-Admn.

दूरभाष /Phone : 91-11-25074100/25074200

फैक्स /Fax : 91-11-25093507 / 25093514

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

11<sup>th</sup> September, 2006

### OFFICE ORDER

Consequent upon approval of the Competent Authority and as a part of institutional strengthening of the Authority, a “Road Safety Cell” is hereby created.

#### 2. Functions:

- (i) To appraise safety, systems and procedures in contract management
- (ii) To set operational policy and safety standards
- (iii) To monitor road safety aspects during design, construction and operation
- (iv) To advise on all road safety issues
- (v) To maintain and manage the data related to road safety
- (vi) To coordinate all the studies related to road safety
- (vii) To carry out road safety awareness programme

#### 3. Composition:

<u>Name of the post</u>	<u>Number of post</u>
(i) CGM (Road Safety) will head the Cell	1
(ii) GM (Technical)	1
(iii) DGM/Manager (Technical)	1

4. The Cell will shift from Member (Admn.) and will be located under Member (T) GS, and will directly report to him.

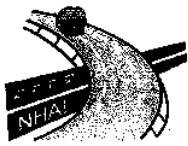
5. In order to make this Cell functional, the following officers will look after the functioning of the Cell in addition to their present responsibilities, till further orders.

1. Shri S.C.Jindal, CGM (CM)
2. Shri R.P. Khandelwal, GM (CM)
3. Shri Sunil Jindal, DGM (PC)

  
(G.P. Chand)  
GM (Administration)

To,

All officers concerned



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11<sup>th</sup> September, 2006

### OFFICE ORDER

Consequent upon approval of the Competent Authority and as a part of institutional strengthening of the Authority, a "Contract Management Cell" is hereby created.

#### 2. Functions:

- (i) To advise on all key contractual issues
- (ii) To advise the Authority in case any amendments are to be made during implementation of projects/contracts
- (iii) To advise on the policy decisions that need to be taken in the context of any dispute/breach of contract
- (iv) To ensure standardization and uniformity in contract provisions to enhance efficiency and avoid lapses

#### 3. Composition:

<u>Name of the post</u>	<u>Number of post</u>
(i) Contract Management Specialist (rank of CGM) will head the Cell	1
(ii) GM (Technical)	1
(iii) DGM (Technical)	1
(iv) Manager (Technical)	1

- 4. The Cell will be located under Member (T) NS and will directly report to him.
- 5. In order to make this Cell functional, the following officers will look after the functioning of the Cell in addition to their present responsibilities, till further orders.
  1. Shri A.V. Sinha, CGM (MC)
  2. Shri A.K. Mishra GM (EW)-V
  3. Shri Vishal Gupta, DGM (CM)
  4. Shri Sanjeev Kulshreshtha, Manager (N)-I

  
(G.P. Chaudhary)  
GM (Administration)

To,

All officers concerned



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

11<sup>th</sup> September, 2006

### OFFICE ORDER

Consequent upon approval of the Competent Authority and as a part of institutional strengthening of the Authority, a “**Standardization and R&D Cell**” is hereby created.

#### 2. Functions:

- (i) To track new technological developments
- (ii) To track international best practices
- (iii) To facilitate design consistency and standardization
- (iv) To undertake R&D activities
- (v) To formulate technical manuals, standards and specifications
- (vi) To advise the technical divisions on the matters relating to standards and specifications for all stages of contract management
- (vii) To interact with organizations involved in R&D activities/standardization in highway sector

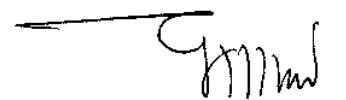
#### 3. Composition:

<u>Name of the post</u>	<u>Number of post</u>
(i) CGM (SR&D) will head the Cell	1
(ii) GM (Technical)	1
(iii) DGM (Technical)	1
(iv) Manager (Technical)	1

4. The Cell will be located under Member (T) GS, and will report to him.

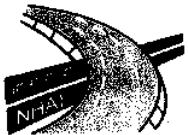
5. In order to make this Cell functional, the following officers will look after the functioning of the Cell in addition to their present responsibilities, till further orders.

1. Shri A.P.S. Sethi, CGM (EW)-I
2. Shri K. Venkata Ramana, GM (PC)-I
3. Shri Alok Deepankar, DGM (Tech.)
4. Shri Varun Aggarwal, Manager (CM)

  
(G.P. Chaudhary)  
GM (Administration)

To,

All officers concerned



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

11<sup>th</sup> September, 2006

### OFFICE ORDER

Consequent upon approval of the Competent Authority and as a part of institutional strengthening of the Authority, a "Legal and Arbitration Cell" is hereby created.

#### 2. Functions:

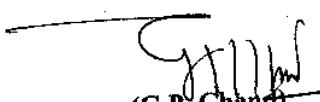
- (i) To monitor dispute resolution process and outcomes.
- (ii) To advise on general legal issues arising out of dispute redressal and arbitration proceedings
- (iii) To advise on various legal cases pertaining to the contractual matters
- (iv) To vet Bid documents in case there is a deviation from the standard documents.
- (v) To advise on improvements to contract on the basis of the lessons learnt from disputes in the projects
- (vi) To maintain data relating to dispute resolution/arbitration/court cases
- (vii) Appointment and engagement of Arbitrators / DRB Members / techno-legal experts / solicitors and legal counsels, etc.

#### 3. Composition:

<u>Name of the post</u>	<u>Number of post</u>
(i) CGM (Legal) will head the Cell	1
(ii) GM (Legal)	1
(iii) DGM (Legal)	1
(iv) DGM (Technical)	1
(v) Manager (Technical)	1
(vi) Manager (Finance)	2
(vii) Manager (Legal)	

- 4. The Cell will be shifted from Member (T) NS and located under Member (Administration), and will directly report to him.
- 5. In order to make this Cell functional, the following officers will look after the functioning of the Cell in addition to their present responsibilities, till further orders.

1. Shri Ashok Kumar, CGM (Tech.)
2. Shri Amarendra Kumar, DGM (Tech.)
3. Shr Mukul Upadhyaya, Officer in Charge (DR&A Cell)
4. Ms. Alpana Dosaj, Manager (Finance)



(G.P. Chaudhary)  
GM (Administration)

To,

All officers concerned



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

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

No. NHAI/F&A/Toll FDR/2007

Dated 12.2.2007

To

All Project Director,  
PIU / CMU (Handling Toll Plaza).  
Ambala, Allahabad, Bhubaneshwar, Gwalior, Kotputli,

Varanasi, Lucknow(AL), Nellore, Rajamundry,  
Srikakulam, Vijayawada(CMU) Vishakhapatnam

**Subject: Transfer of Toll funds to NHAI HQ through TT/RTGS only.**

Sir,

It is observed that the toll collection proceeds of your Toll Plazas are being remitted by your office to NHAI HQ through Demand Drafts. This results delay in credit of funds in NHAI A/cs. The Audit is adversely pointing out this delay in transit and consequential loss of interest. The funds should therefore be remitted through Telegraphic Transfer or transfer through RTGS. It is requested that the concerned Banks may be advised that the maturity proceeds of the Toll FDR may be remitted in either of the following current account of NHAI HQ through RTGS/TT under intimation to all concerned, to ensure that funds are transferred to NHAI A/c on the same day of maturity of Toll FDR, to avoid any loss of interest.

Bank Name	RTGS	Current Account no.
Canara Bank, Rajouri Garden New Delhi-	IFSC Code CNRB 0001386	5819
Syndicate Bank, Transport Bhawan, New Delhi-	IFSC Code SYNB 000 RTGS	90621010000433

In case the Banks collecting the toll, are not in position to transfer the funds through RTGS/TT, the funds may first be got credited in your regular current account and the same should immediately be remitted to HQ through RTGS/TT to ensure that all toll remittances are sent to HQ through RTGS/TT only.

**This procedure may kindly be followed with immediate effect.**

Yours faithfully

( T.K.Chattopadhyay)  
General Manager (A/cs & Audit)



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

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

No.11019/11/2009-Admn.

15.7.2010

### OFFICE MEMORANDUM

Consequent upon approval of the Competent Authority, it has been decided to create the following six Zonal Offices (ZOs) of NHAI to be headed by the Executive Directors (EDs):-

- (i) Maharashtra (Mumbai)
- (ii) Karnataka (Bangalore)
- (iii) Assam (Guwahati)
- (iv) Uttar Pradesh (Lucknow)
- (v) West Bengal (Kolkata)
- (vi) Madhya Pradesh (Bhopal)

2. The jurisdiction of the Zonal Offices is enclosed as **Annexure** to this O.M.

3. The work profile of the EDs shall be as under:

#### A. General Issues:-

- (i) The Executive Director shall head the Zonal Office of NHAI and shall exercise the general superintendence and control over the Regional Offices of NHAI in the respective zone within his jurisdiction.
- (ii) Preparation of Budget (Original / revised) for each financial year for non-technical activity as per work profile.
- (iii) Executive Directors will be the Nodal officers of NHAI to coordinate and expedite the pre-construction activities with various departments of State / Central Government like Land Acquisition, shifting of utilities, tree cutting, removal of encroachment, environment clearance, state support agreement / MoU, approval from Railways etc. Executive Directors shall convene the meetings regularly with the State Nodal Officers.
- (iv) Review various reports of the Project Directors on status of pre-construction activities, progress of projects, replies to parliament questions, and information under RTI matters etc. and forward to HQs.

- (v) Salary establishment and office expenditure - follow the guidelines of HQs and disburse the payment.
- (vi) Examine the cases for permission of access to retail outlets / private properties, laying of pipelines (underground / cables / overhead poles / lines etc.) and grant permissions following the guidelines of the Ministry.
- (vii) Empanel a list of legal experts for use in Regional / PIU / CMU Offices as per fee structure / guidelines of HQs.
- (viii) Examine and approve the proposals for advertisement including drafts, advertising agencies, newspapers / editions. Economy should be observed while deciding the content of advt./ and number of newspapers / editions.
- (ix) Economy should be observed while allowing the tours of officers in RO /PIU / CMU and while conducting the review meetings.
- (x) Develop a record keeping system in his Office and a tracking system of various BGs, Cases / files and grievances.
- (xi) Engage on job contract basis, the site engineers, support staff (stenography , accounts , office maintenance), consultants / advisors required for Regional / PIU / CMU Offices duly following the guidelines of HQs and without creating any liability on NHAI.
- (xii) General Administration, Finance and IT related matters in regional offices.
- (xiii) Network management for the region for maintenance of assets and access control related matters.

**B. Pre-construction activities:-**

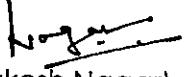
- (i) In case of land acquisition, propose the staffing of LA Cells / Competent Authorities / Arbitrators, forward the notifications (3a, 3A & 3D) and the estimates for establishment charges of LA Cells, compensation and R&R to HQs for further action.
- (ii) Examine the proposals for acquisition of land by direct negotiation / consent basis duly following the guidelines of HQs and forward the proposals to HQs with recommendations.
- (iii) Review periodically the status of updating the land records in each PIU / CMU.

- (iv) Examine the estimates for shifting of utilities, compensatory afforestation / NPV for tree cutting, Railways Charges for RoB / RUBs, either approve, if these are within the powers of regional officer or forward to HQs for approval. Release the payment to the concerned in the absence of PIU.
- (v) Liaisoning with Ministry of Environment and Forest / State Authorities in r/o of Environment and Forest Clearances.

**C. SPV Projects:-**

- (i) As MD of SPV exercise the powers delegated to MD by SPV Board.
  - (ii) Follow the provisions in the Company Act and take special attention in finalization of annual accounts and taxation matters in the SPV.
4. This issues with the approval of Chairman, NHAI.

Encl:- Annexure



(Rakesh Nagar)  
GM (HR/Admn.)-I

Copy to:

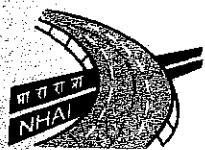
All officers of NHAI

Copy for information to:

- (i) AS &FA, MoRT&H
- (ii) JS (Highways), MoRT&H
- (iii) Sr. PPS to Secretary, MoRT&H
- (iv) Smt. S. Narendra, Director (PPP), MoRT&H

**ANNEXURE****JURISDICTION OF ZONAL OFFICES**

<b>Sl. No.</b>	<b>Location of Zonal Office (ZO) to be headed by EDs</b>	<b>Jurisdiction of ZOs</b>
1.	Maharashtra (Mumbai)	Maharashtra Goa Gujarat
2.	Karnataka (Bangalore)	Karnataka Tamil Nadu Andhra Pradesh Kerala
3.	Assam (Guwahati)	All NE States
4.	Uttar Pradesh (Lucknow)	Uttar Pradesh Uttarakhand Delhi Himachal Pradesh Punjab Haryana Jammu & Kashmir
5.	West Bengal (Kolkata)	West Bengal Orissa Bihar Jharkhand
6.	Madhya Pradesh (Bhopal)	Madhya Pradesh Chattisgarh Rajasthan



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## CIRCULAR

NHAI/13/LA/Policy/2006

17 Jun 2010

### **Subject: Income Tax on compensation for land.**

1. A number of ROs/PIUs have sought clarifications whether Income Tax is deductible at source (under Section 194A of the Income Tax Act, 1961) on interest paid on belated payment of compensation for acquisition of land/immovable property.
2. Sub-Section (1) of Section 194A of the Income Tax Act, 1961, reads as follows:-

*'Any person, not being an individual or a Hindu undivided family, who is responsible for paying to a resident any income by way of interest other than income [by way of interest on securities], shall, at the time of credit of such income to the account of the payee or at the time of payment thereof in cash or by issue of a cheque or draft or by any other mode, whichever is earlier, deduct income-tax thereon at the rates in force'.*

3. Sub-Section (3) of impugned Section 194A of the Income Tax Act provides a list of interest-payments which are exempt from payment of Income Tax. Interest paid on account of belated payment of compensation for land/immovable property does not feature in this list. Consequently, Income Tax is chargeable on interest-payments due to belated payment of compensation for land.
4. Interest is payable in land acquisition cases when (upon initiation of Arbitration/litigation), compensation awarded by CALA for the land is enhanced by the Arbitrator or by a Court of Law (Para 3H5 of the NH Act provides for payment of interest @ 9% per annum on the amount by which the Arbitrator enhances compensation).
5. Payment of an amount by which an Arbitrator/Court has enhanced compensation due to a landowner, in fact amounts to belated payment of due compensation. Consequently, interest on the enhanced amount is equivalent to interest on account of belated payment of due compensation.
6. The position (that Income Tax is chargeable on interest-payments on account of belated payment of compensation) is supported by Section 194LA of Income Tax Act (governing compensation for land acquisition):-

*'Any person responsible for paying to a resident any sum, being in the nature of compensation or the enhanced compensation or the consideration or the enhanced consideration on account of compulsory acquisition, under any*

*enhanced consideration on account of compulsory acquisition, under any law for the time being in force, of any immovable property (other than agricultural land), shall, at the time of payment of such sum in cash or by issue of a cheque or draft or by any other mode, whichever is earlier, deduct an amount equal to ten per cent of such sum as income-tax thereon: Provided that no deduction shall be made under this section where the amount of such payment or, as the case may be, the aggregate amount of such payments to a resident during the financial year does not exceed one hundred thousand rupees'.*

The terms; (i) 'compensation or the enhanced compensation', (ii) 'consideration or the enhanced consideration', and (iii) 'aggregate amount of such payments' denoting payments on which Income Tax is chargeable, include interest-payments on account of belated payment of compensation.

7. Income Tax is therefore chargeable on the amount by which an Arbitrator or a Court of Law has enhanced compensation, and interest thereon, subject to condition that aggregate amount of such payments; ie (i) compensation awarded by CALA, (ii) enhancement awarded by the Arbitrator/Court and (iii) interest on the enhancement awarded by the Arbitrator/Court, during the financial year, exceeds one hundred thousand rupees.

8. ROs/PIUs may accordingly have Income Tax deducted on the amount by which an Arbitrator or a Court of Law has enhanced compensation and interest thereon, as mentioned at para 07 above.

9. This issues with approval of the Competent Authority in NHAI.

*M  
17/06*  
(VK Sharma)  
CGM(LA)

To:

1. All ROs
2. All PIUs
3. All CGMs/GMs at HQ

Copy to:

1. PS to Chairman
2. PS to Members



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

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Phone : 91-11-25074100/2507420  
Fax : 91-11-25093507/2509351  
Extn. : 2223/2318/2468/256

Ref. No. NHAI/F&A/TDS

18.03.2005

### CIRCULAR

Income-Tax Act 1961 Section 206-C has been amended by insertion of Sub-Section (1C) made effective from 1st October, 2004 on collection of tax at sources on the payments made to NHAI by the franchisee for leasing of toll plaza. The provision attracts collection of tax at source from franchisee(other than PSU) together with the said payment at the specified rates. / Project Directors are advised to comply with the provision of Section 206-C (1C) of Income Tax Act and collect the amount at the specified rates plus surcharge and education cess on the receipt from 1st October, 2004 onwards. If the tax has not been collected, the same may be collected with interest and deposited to Govt. A/c on or before 31<sup>st</sup> March, 2005. Amended provisions of the Act are enclosed for guidance and the same may be strictly complied in future as well.

This issues with the approval of Competent Authority.

*T.K. Chattopadhyay*  
(T.K. Chattopadhyay)  
DGM (Finance)

To  
The Project Director, PIUs/CMUs

Copy for kind information to  
All Members/CGMs/GMs

**Amendment by Finance (no. 2) Act 2004 to Income Tax Act 1961 Section 206-C  
insertion of Sub-Section(1C)**

Finance (No.2) Act, 2004 provides as under:

[(1C) Every person, who grants a lease or a licence or enters into a contract or otherwise transfers any right or interest either in whole or in part in any parking lot or toll plaza or mine or quarry, to another person, other than a public sector company (hereafter in this section referred to as "licensee or lessee") for the use of such parking lot or toll plaza or mine or quarry for the purpose of business shall at the time of debiting of the amount payable by the licensee or lessee to the account of the licensee or lessee or at the time of receipt of such amount from the licensee or lessee in cash or by the issue of a cheque or draft or by any other mode, whichever is earlier, collect from the licensee or lessee of any such licence, contract or lease of the nature specified in column (2) of the Table below, a sum equal to the percentage, specified in the corresponding entry in column (3) of the said table, of such amount as income-tax:

S.No.	Nature of contract or licence or lease, etc.	Percentage
(1)	(2)	(3)
(i)	Parking lot	Two per cent
(ii)	Toll plaza	Two per cent
(iii)	Mining and quarrying	Two per cent

- (2) The power to recover tax by collection under sub-section (1) [or sub-section(1C)] shall be without prejudice to any other mode of recovery.  
(3) Any person collecting any amount under sub-section (1) [or sub-section(1C)] shall pay within [the prescribed time] the amount so collected to the credit of the Central Government or as the Board directs.

The following proviso shall be inserted to sub-section(3) of section 206C by the Finance (No.2) Act, 2004 w.e.f. 1.4.2005:

Provided that the person collecting tax on or after the 1st day of April, 2005 in accordance with the foregoing provisions of this section shall after paying the tax collected to the credit of the Central Government within the prescribed time, prepare quarterly statements for the period ending on the 30<sup>th</sup> June, the 30<sup>th</sup> September, the 31<sup>st</sup> December and the 31<sup>st</sup> March in each financial year and deliver or cause to be delivered to the prescribed income-tax authority, or the person authorized by such authority, such statement in such form and verified in such manner and setting forth such particulars and within such time as may be prescribed.

# 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.: NHAI/11028/19/2001

19.04.2004

### OFFICE ORDER

#### SUB: Maintaining of accounts with Canara Bank or Syndicate Bank by the PIUs

We have been maintaining current accounts at Head Office with Syndicate Bank and Canara Bank. All the remittances to the Project Implementation Units (PIUs) are being effected through these Banks. However, where the PIUs are maintaining their current accounts with other nationalized banks (i.e., other than Syndicate Bank or Canara Bank), the remittances made either through Demand Drafts or bank transfers take about 3-4 days which causes idling of funds in the banking system and loss of interest to NHAI. The same could be avoided if the PIUs also maintain their current accounts with either Canara Bank or Syndicate Bank so that the remittances could be effected on the same day.

2. Accordingly, it has been decided that all the PIUs shall maintain their main current accounts only with the Canara Bank or Syndicate Bank. Where PIUs are at present maintaining their current accounts with other nationalized banks (i.e., other than Canara Bank or Syndicate Bank), they may operate both the existing account and a new account with Canara Bank / Syndicate Bank upto 30.04.2004. From 01.05.2004 onwards, PIUs may operate only one account with either Canara Bank or Syndicate Bank.

3. The procedure prescribed at para (2) above shall not apply to other bank accounts being operated/maintained by the PIUs for specific purposes like land acquisition, R&R, etc. The PIUs may continue to operate the existing accounts for these specific purposes and close the accounts after the completion of these specific activities or as per the guidelines prescribed in this regard, as the case may be.

4. Where at a particular location, the aforesaid two Banks do not have their branches, the PIUs may continue to maintain the existing bank accounts until further orders.

5. All the PIUs are advised to strictly comply with the above guidelines and provide the details of the new accounts to the Head Office immediately.

6. This issues with the approval of the Chairman, NHAI.

*T.K. Chatopadhyay*  
(T.K. Chatopadhyay)  
DGM (Finance)

To:

1) All Project Directors, PIUs/CMUs.



## भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(भारत सरकार के वित्तीय मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport & Highways)

G-5 & G, SECTOR-10, DWARAKA, NEW DELHI-110045

Ph : 91-11-5080390

91-11-5080989

91-11-5080355

Fax : 91-11-5080460

91-11-5080470

91-11-5080360

Dated: March 21, 2002

No. NHAI/F&A/Fun/PIUs/2001

### OFFICE ORDER

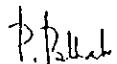
In order to have a uniform approach and to streamline the process of investment of surplus funds, both at head office and at the Project Implementation Units [PIUs], the following procedure is prescribed to be brought into force with immediate effect for investment of surplus funds:

- ✓ i. The funds may be invested with SBI or its subsidiaries or any other Indian nationalized bank.
- ✓ ii. For empanelment of the banks, the following broad criteria may be followed:-
  - ✓ a. The bank/branch should either be located within the vicinity of the office [say 5-6 kilometers] or should have been authorized by its H.O/L.H.O/C.O/Main Branch to quote the rates & accept the deposits from NHAI.
  - ✓ b. At the time of maturity, the bank should be willing to issue a bankers' cheque in the name of the bank where the amount is proposed to be invested/deposited or issue a cheque eligible for high value clearing so that the amount is credited to the account of NHAI on the same of maturity without any loss of interest.
  - c. The bank should not have a Capital Adequacy Ratio of less than 9 [With effect from 31/3/2002, Capital Adequacy shall not be less than 10 as per RBI's guidelines].
  - d. The Bank should not have been mentioned/categorised as a "weak bank" by RBI.
- (Note: for items ii(c) and ii(d) above, information shall be provided by HO to all the PIUs from time to time).
- iii. The proposed amount of investment and the proposed period of investment may be determined in advance, either based on the cash flow statements or based on the pattern of expenditure [or likely expenditure] and the pattern of maturity of funds in future.
- ✓ iv. The rate may be invited in closed envelopes specifying the proposed amount of investment and the proposed period of investment.

V.M.J.

- ✓ v. The envelopes may be opened in the presence of at-least two officers [in the case of head office, GM (Finance) and Mgr (F)-I cum DDO and in the case of PIU, Project Director and the Mgr (F)/Sr.AO/AO cum DDO or the Accountant; where no Mgr (F)/Sr.AO/AO has been posted].
- ✓ vi. The investment decision may be taken based on the maximum rate of interest quoted / the maximum amount of investment sought for by the bank.
- ✓ vii. As far as possible, funds should be invested judiciously and idle funds should not be allowed to remain in the current account(s) unless proposal(s) is/are pending for payment
- ✓ viii. Pre-mature encashment of the deposits may be avoided unless proposal(s) is/are pending for payment.

This issues with the approval of Chairman.

  
[P. Pathak]  
Offg. GM [F&A]

To

All the PIUs  
Manager[F]I, HO



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

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दूरभाष / Phone . 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

### NATIONAL HIGHWAYS AUTHORITY OF INDIA (COORD. DIVISION)

No. 11041/116/2010-Coord.

Dated: 21.06.2011

**Sub: Applicability of Income tax towards compensation received by the land owners for the land acquired under the Land Acquisition Act and other rehabilitation grants as well.**

Please find enclosed herewith letter No. NHAI-11011/13/2011-LA dated 06.06.2011 received from MoRT&H forwarding therewith a circular No. 24011/1/2009-LRD dated 13.04.2011 of Deptt of Land Resources, Ministry of Rural Development on the above subject for information and necessary compliance.



(M. Chandrashekhar)  
General Manager (Coord.)

To

1. All officers at HQ
2. All ROs/EDs
3. All PIU/RO/CMUs

5798/CC/4/11  
17/6/11

Government of India  
Ministry of Road Transport & Highways  
(P&M Section)

No.NH-11011/13/2011-LA

Dated the 06<sup>th</sup> June, 2011

To

The Chairman,  
NHAI, G-5&6,  
Sector-10, Dwarka,  
New Delhi-45.



Mem in meeting  
17/6/2011  
CMM (Card)  
Pl. Dr. Srinivas  
Lokeshwar  
Vijay  
AP

Subject: Applicability of Income tax towards compensation received by the land owners for the land acquired under the Land Acquisition Act and other rehabilitation grants as well.

Sir,

I am directed to forward herewith a copy of Ministry of Rural Development, Land Reforms' Division's circular no. 24011/1/2009-LRD dated 13<sup>th</sup> April, 2011 on the subject cited above for information and necessary compliance.

pp 7-9/c

Encl: As above

(Surajit Dutta)  
Under Secretary to the Govt. of India  
Tel.No.23753990

Copy to :

All Project Zones of Min. of Road Transport and Highways

Pls circulate  
DM (W-ord)

F.No.24011/1/2009-LRD  
 Government of India  
 Ministry of Rural Development  
 Department of Land Resources  
 (Land Reforms Division)  
 'G' Wing', NBO Building,  
 Nirman Bhawan, New Delhi-110011

Dated the 13<sup>th</sup> April, 2011

**CIRCULAR**

To,

The Revenue Secretaries of all the States/UTs.

**Subject: Applicability of Income tax towards compensation received by the land owners for the land acquired under the Land Acquisition Act and other rehabilitation grants as well.**

*Sir (Min) - in charge  
 T.S. (LAAC)  
 Sir, I am directed to say that the Government is giving special attention to the issue of people getting displaced on account of development projects and, therefore, has been contemplating to amend the Land Acquisition Act, 1894 and also bring up rehabilitation and resettlement statute. However, it has been brought to the notice that the people who are getting compensation, are getting charged towards income tax and TDS of 10.3% is being deducted from the source. It appears that LA Collectors are often not fully aware of details of taxation laws and erroneously subject land owners who have their lands acquired to taxation they are exempt from.*

*E-US(LA)  
 24/04/11 & DC  
 27/4/11  
 25/4/11*  

**2.** This Department had taken up the matter, on the issue of tax being collected on the compensation awarded under the Land Acquisition Act with the Department of Revenue, Ministry of Finance, and Government of India.

*Lugant  
 Pl. and np draft  
 on Policy-LA  
 file, as  
 directed.  
 26/4/11  
 27/4/11*  

**3.** The Revenue Department, Ministry of Finance, have explained the provisions of Income Tax Act 1961(Act) in this regard with respect to land acquisition compensation as under:

- i) All the transfers of the land including the compulsory acquisition of land come under one category only, i.e. "land transfers"
- ii) Lands are categorized into two categories, i.e., agricultural and non-agricultural lands.
- iii) Agricultural lands are further sub-divided into two categories, i.e., rural and urban. Urban agricultural lands are those agricultural lands which are situated within the limits of municipality or at a notified distance of (maximum 8 kms. radius) of their boundaries.
- iv) There is no tax liability on the transfer of rural agricultural lands.

*SN. Rakesh M.  
 27/4/11*

2190-R

25/4/11

**4.** The income by way of capital gain arising to an individual or a Hindu undivided family, on compulsory acquisition of an urban agricultural land is exempt from taxation after the 1<sup>st</sup> day of April, 2004 subject to the following conditions:-

- (i) The land during the period of two years immediately preceding the date of transfer, should have been used for agricultural purposes by such Hindu undivided family or individual or a parent of his;
- (ii) The transfer should be by way of compulsory acquisition under any law, or the consideration for the transfer should be determined or approved by the Central Government or the Reserve Bank of India. [Section 10(37)]

**5.** On the transfer of urban agricultural land, other than that mentioned in Para 4 above, capital gain tax is levied. However no tax is deducted at source on transfer of urban agricultural lands. Owners of Urban Agricultural Land in these cases can take benefits available under the following provisions to reduce their tax liability:-

- (i) There is no tax liability, if the amount of capital gains (up-to Rs.50 lakhs) is invested in the REC Bonds or NHA Bonds at any time within a period of 6 months after the date of such transfer. [Section 54EC]
- (ii) If the entire capital gains arising from the transfer of land an agricultural land is invested for the purchase of any other agricultural land within a period of two years from the date of transfer, there is no tax liability. [Section 54B]
- (iii) In case the owner is an individual or a Hindu undivided family and if a residential house is purchased within a period of two-years or a residential house is constructed within the period of three years from the date of the acquisition, with the entire consideration received, then there is not tax liability. [Section 54F]

**6.** Capital gain tax is to be paid if none of the above options are exercised, however, taxation will be based on gain on indexed amount of original cost of the asset in the cases where the asset has been held for a period of three years more immediately preceding the date of transfer.

**7.** The transfer of non-agricultural lands is liable for taxation. However, as per the provisions of section 194 LA of the Act, there is no applicability of Tax deduction at Source (TDS) in cases where the consideration received is less than 1 lakh rupees. However, if the consideration received is more than Rs. 1 lakh, tax at the rate of ten per cent is deducted as TDS.

**8.** The owners of non-agricultural land can also avail the reliefs shown at Para No. 5 (i) & (iii) in case of transfer of non-agricultural land.

**9.** Further, a project affected person can make an application under Section 197 of the Act to his Assessing Officer and obtain a certificate for lower rate of deduction or no deduction in appropriate cases.

You are, accordingly, requested to kindly see that matter as above are brought into notice of all officers connected with land Acquisition and inform them to take adequate care so as not to put farmers and other land owners into unnecessary taxation, if they are exempt from it as per above clarification of Department of Revenue, Ministry of Finance, Government of India.

Yours faithfully,

27/1/2011  
(Charanjit Singh)  
Director (Land Reforms)  
Telefax.011-23062456

Copy forwarded to :

- (1) The Ministry of Finance, Shri Vivek Anand Ojha ,Under Secretary (Department of Revenue),Central Board of Direct Taxes(TPL) with reference to their note No.149/5/2011/-SO(TPL) dated 28-3-2011.
- (2) The Secretary, Ministry of Railways, Rail Bhawan New Delhi.
- (3) The Secretary Ministry of Shipping Road Transport & Highways, Department of Road Transport & Highways, Transport Bhawan, Parliament street, New Delhi .



# 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

दूरध्वाप /Phone: 91-11-25074100/25074200

फैक्स /Fax: 91-11-25093507 / 25093514

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

No. NHAI/13013/3/02-03/CMD-CO/Policy on Toll (Vol. IX)

21<sup>st</sup> Nov, 2005

### Office Order

#### **Sub: Constitution of a Standing Committee for matters relating to collection of user fee (toll) through private contractors.**

In accordance with recently circulated instructions issued vide circular no. NHAI/COMMERCIAL OPERATIONS/65 dated 1.10.2005, engagement of Private Contractor for collection of user fee (Toll) has to be resorted for all sections to be tolled/under tolling except in exceptional circumstances mentioned in the circular. Considering this and our previous experience, a Standing Committee consisting of following officials has been constituted to deal with various matters arising in connection with the collection through private contractors.

- CGM(CM) as Chairman of the Committee
  - GM(CO) as Member of the Committee
  - Representative of Finance Division
  - Two representatives of Field offices to be changed after every one year.
  - Concerned Manager (CO) to act as Member Secretary
2. Project Director, CMU, Ambala having jurisdiction over three toll plazas on Delhi-Jalandhar section on NH-1 and General Manager (Tech), Sarita Vihar, overseeing the six toll plazas on NH-8, NH-2, and NH-24 will represent field office for initial one year.
3. Term of Reference of the Committee are:
- i) to suggest such amendment/addition/deletion in the model bid documents which may promote adequate competition with a view to get the best possible bids as determined by the market forces after taking into account experience gained or suggestions received during past or otherwise;
  - ii) to suggest such changes which may safeguard the interest of NHAI in a better manner; and
  - iii) to review and suggest amendments in any of the existing instructions /guidelines on the matter of collection through Private Contractor.
4. The Committee will start functioning once already proposed revised document, under submission, is concurred by the Finance Division and also after its legal vetting.

This issues with the approval of Competent Authority.

*Kavita Kathuria*  
(Kavita Kathuria)  
Manager (CO)

Member secretary of the Committee

To:  
All Concerned.

Copy for information to

All PIUs/CMUs  
All GM's Office at Field Level

Copy submitted for favour of information to:

**At Head office**

PS to Chairman  
All Members  
All CGMs/CVO  
All GMs  
DGM(Media Relation)  
Librarian

**At Field Level**

All Project Directors of PIUs/CMUs  
All GM's Office at Field Level



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

NHAI/F&A/TDS-PIUs/2004-05

Dated: 23 -11-2004

The Project Director,  
National Highways Authority of India,  
A-208, Kamla Nagar,  
AGRA-282004

**Sub: Certification on New Section 194LA of Income Tax Act, 1961 with respect to TDS on  
Compulsory Acquisition of Immovable Property (W.e.f 01.10.2004) -reg.**

Dear Sir,

Please refer to your letter No. WB-III/PD(Agra)/F&A/1334 dated 28.09.2004 on the above subject. A copy of advice/opinion received from Tax Consultant, M/s T.R.Chadha & Co. is enclosed for further action at your end.

Kindly acknowledge of the receipt of this letter

Yours faithfully,

(Ram Singh)  
Manager (F&A)

Encl: a/a

Copy to:

All Project Directors,  
Project Implementation Units  
National Highways Authority of India, along with a copy of advice/opinion of  
M/s T.R.Chadha & Co. for Compliance.

**T.R.CHADHA & CO.  
CHARTERED ACCOUNTANTS**

Ref.No. 6091/135/2004

November 6, 2004

Mr.Ram Singh,  
Manager (F&A),  
National Highways Authority of India,  
G5 & 6, Sector 10,  
Dwarka,  
New Delhi-110 075.

**Reg.: Your letter No.NHAI/F&A/TDS-IT(Opinion)/2004-05 dated 18.10.04  
pertaining to clarification on new section 194LA of Income Tax Act, 1961.**

Dear Sir,

In connection with the above mentioned letter we clarify as under :

The provisions of Section 194LA w.e.f. 1-10-04 with regard to payment of compensation on acquisition of certain immovable property read as under :

**194LA**

*Any person responsible for paying to a resident any sum, being in the nature of compensation or the enhanced compensation or the consideration or the enhanced consideration on account of compulsory acquisition, under any law for the time being in force, of any immovable property (other than agricultural land), shall, at the time of payment of such sum in cash or by issue of a cheque or draft or by any other mode, whichever is earlier, deduct an amount equal to ten per cent of such sum as income tax thereon.*

*Provided that no deduction shall be made under this section where the amount of such payment or, as the case may be, the aggregate amount of such payments to a resident during the financial year does not exceed one hundred thousand rupees.*

*Explanation - For the purposes of this section -*

- (1) "agricultural land" means agricultural land in India including land situate in any area referred to in items (a) and (b) of sub-clause (iii) of clause (14) of Section 2;
- (2) "immovable property" means any land (other than agricultural land) or any building or part of a building.

2. Based upon the above provisions of Section 194LA, the relevant replies in your case are summarized as under :

- 2.1 Payment of compensation towards acquisition of non-agricultural land is subject to tax as per the provisions of Section 194LA.

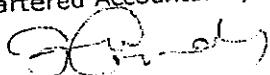
# CHARTERED ACCOUNTANTS

- 2.2 Compensation on other items which are attached to the non-agricultural land and are in the nature of immovable property are also subject to tax.
- 2.3 However, trees on the agricultural / non agricultural land are not in the nature of immovable property and accordingly not subject to TDS. In this regard we rely on the Kerla High Court judgement in the case of Trvancore Tea Estates Co.Ltd. V. Commissioner of Income Tax, Kerala (1974)/093 ITR 314. In this case the Court held that trees standing on agricultural land are not agricultural land but capital assets.
3. Based upon the above case law, we are of the opinion that trees standing on agricultural land / non agricultural land are not covered under the category of immovable property and accordingly not subject to TDS. The attachments which are in the nature of immovable property on non agricultural land are subject to Tax. However, attachment on the agricultural land is not subject to tax. In the Act nowhere it has been mentioned that immovable property for which compensation is being paid to a resident must belong to or owned by the resident. Accordingly, there is a grey area in the cases of tenants, encroachers etc. to whom compensation is being paid on acquisition of certain immovable property (not being agricultural land) for deduction tax u/s 194 LA. However, it is in the interest of NHAI that it should deduct the tax on such payments unless and until there is any clarification by way of notification or amendment in the Income tax Act.
4. We further suggest a meeting to understand the appropriate interpretation and meaning of certain words and / or policy as mentioned in the letter dt.28.9.04 of the Project Director.

We hope that the above will clarify the position.

Thanking you,

Yours faithfully,  
For T.R.Chadha & Co.,  
Chartered Accountants,



(S.K.Agarwal)  
Partner



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

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

NHAI/F&A/IA/135

17.03.2005

To  
M/s. TR Chadha & Co.  
B-30, Connaught Place  
New Delhi-1

Kind Attention : Sh. S.K. Agarwal/Shri. Gagan, Manager(Taxation)

Sub. : Tax Deduction at Source under section 194LA

Dear Sir,

From time to time several points on applicability of TDS on various compensation payment had been referred to you and you had provided valued opinion on the subject. After scrutiny of points raised by PIUs, it is seen that normally for land acquisitions and utility shifting etc., the payments are made to:

- (i) Competent Authority-Land Acquisition;
- (ii) Local Authority for shifting of utilities; and
- (iii) Forest Department for compensatory afforestation.

2. Section 196 of Income Tax Act 1961 provides as under:

*"Notwithstanding anything contained in the foregoing provisions for this Chapter, no deduction of tax shall be made by any person from any sums payable to:*

- (i) the Government, or
- (ii) the Reserve Bank of India, or
- (iii) a corporation established by or under a Central Act which is, under any law for the time being in force, exempt from income-tax on its income, or
- (iv) a Mutual Fund specified under clause (23D) of section 10."

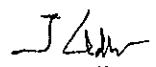
*where such sum is payable to it by way of interest or dividend in respect of any securities or shares owned by it or in which it has full beneficial interest, or any other income accruing or arising to it.]*

3. Payment made to authorities as at (1) above is shown as advance and final adjustment is done on utilization certificate. Competent authority-Land Acquisition controls the fund for disbursement and NHAI has no control over the fund. Whereas for shifting of utilities and compensatory afforestation, the payment to be made to local authority who gets the work done through agencies as selected as per the guidelines of the authority.

The issue of tax deduction at source for payment to various Central/State Govt. agencies was also discussed with you.—You are requested to give expert opinion on the subject for further action at our end.

Thanking you

Yours sincerely

  
(T.K. Chattopadhyay)  
DGM (Finance)



**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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टूरमाल /Phone : 91-11-25074100/25074200  
फैक्स /Fax : 91-11-25093507 / 25093514  
एक्स. /Extn.: 2223 / 2318 / 2468 / 2563

No. 11041/21/2005-Admn.

March 24, 2006

**CIRCULAR**

**Sub : Instructions regarding correspondence with Members of Parliament and Ministers of State Government in accordance with provisions of Manual of Office Procedure read with Order No. I-26011/3/2001-O&M dated 13.03.2006 – reg.**

I am directed to enclose herewith Office Memorandum of Ministry of Shipping, Road Transport & Highways, Department of Road Transport & Highways No. I-26011/1/2003-O&M dated 20<sup>th</sup> March 2006 on the above mentioned subject for strict compliance.

(S K Pandey)  
Manager (Admn.)

All officers of the Authority  
All PIUs/CMUs/SPVs

*Copy to*

*PS to Chairman*

*PS/PA to all Members*

MOST IMMEDIATE

Government of India  
Ministry of Shipping, Road Transport & Highways  
Department of Road Transport & Highways  
(O&M Section)

No. I-26011/1/2003-O&M

New Delhi, 20<sup>th</sup> March, 2006

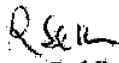
Office Memorandum

Subject: Instructions regarding correspondence with Members of Parliament and Ministers of State Governments in accordance with provisions of Manual of Office Procedure read with Order No. I-26011/3/2001-O&M dated 13.3.2006.

It has been observed by Cabinet Secretary in his DO letter No. 1/48/1/2004-Cab dated 11<sup>th</sup> March 2006 (copy enclosed) that there have been shortcomings in observance of the instructions regarding correspondence with Members of Parliament, Ministers of State Governments and the letters from the Chief Ministers of States have, in some cases, are not replied to at appropriate levels.

2. There are clear instructions in the Manual of Office Procedure with regard to communication received from Members of Parliament and Ministers of State Governments that it should be attended to promptly at appropriate levels. In this regard, an order No. I-26011/3/2001-O&M dated 13<sup>th</sup> March, 2006 on the procedure for issuing replies to letters received from the VIPs including MPs and Ministers of State Governments, has already been issued.

3. All Officers/Sections in the Department of Road Transport & Highways are requested to ensure that prescribed procedure is scrupulously followed and VIP references are replied to promptly at appropriate levels.

  
(Reena Sethi)

Under Secretary to the Government of India

To

1. PS to Secretary, RT&H
2. PS to DG(RD)/PPSs to ADG-I/ADG-II
3. PS to Chairman, NHAI
4. PPS to AS& FA
5. JS(T&A)/Adviser(TR)/Secretary (BRDB)/CCA
6. Chief Engineers
7. Secretary General, IRC/Director NITHI
8. All other Officers/Sections/Desks in the Department of Road Transport & Highways
9. Office Order File/ Spare Copies-10.



परिषद सचिव  
CABINET SECRETARY  
NEW DELHI

B. K. CHATURVEDI

D.O.No. 1/48/1/2004-Cab.  
11 March 2006

Dear Secretary,

As you are aware, detailed instructions regarding correspondence with Members of Parliament and Ministers of State Governments have been prescribed in the Manual of the Office Procedure.

2. There have been shortcomings in the observance of these instructions, though they have been reiterated from time to time. It has come to notice that letters from the Chief Ministers of States have, in some cases, not been replied to at appropriate levels.

3. Please advise all concerned to strictly follow the existing instructions / guidelines in this regard.

With regards,

Yours sincerely,

*B.K. Chaturvedi*

(B.K. Chaturvedi)

Shri L.K. Joshi,  
Secretary,  
Department of Road Transport & Highways.

**GOVERNMENT OF INDIA  
MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS  
DEPARTMENT OF ROAD TRANSPORT & HIGHWAYS  
( O&M SECTION )**

*Transport Bhawan/Office  
I, Sarisad Marg,  
New Delhi-110 001.*

No.I-26011/3/2001-O&M

Dated, the 13<sup>th</sup> March, 2006

**ORDER**

In exercise of the powers conferred by Rule 3 of the Government of India (Transaction of Business) Rules, 1961, the Hon'ble Minister of Shipping, Road Transport and Highways has decided that para 4 of Order of even number dated 24<sup>th</sup> June, 2004 amended vide Order dated 2<sup>nd</sup> July, 2004 will be read as follows:

**" 4. References from VIPs**

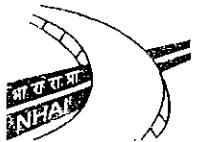
- (i) Replies to letters received from President of India, Vice President of India, Prime Minister, Governors of States/UTs, Speaker of Lok Sabha, Cabinet Ministers of the Central Government, Deputy Chairman of Rajya Sabha and other former Ministers of the Central Government and Chief Ministers of States/UTs shall be sent by the Hon'ble Minister for Road Transport & Highways.
- (ii) Replies to letters from Members of Parliament of either House addressed to Minister (S,RT&H) and Minister of State (S,RT&H) shall be sent by the Hon'ble Minister (S,RT&H) and the Hon'ble Minister of State (S,RT&H), as the case may be.
- (iii) Replies to letters addressed to Minister (S,RT&H) and Minister of State (S,RT&H) by Speakers of State Legislative Assemblies, Chairmen of State Legislative Councils, Leaders of Opposition in State Legislative Assemblies/Councils, Minister of State Governments shall be sent by the Hon'ble Minister (S,RT&H) and the Hon'ble Minister of State (S,RT&H), as the case may be.
- (iv) Replies to letters received from Members of State Legislative Assemblies/ Legislative Councils and other important personalities shall be sent by Secretary (RT&H). "

*DPM/Cenre*  
( P.S. RANA )

Deputy Secretary to the Government of India

To

1. PS to Hon'ble Minister (S,RT&H)
2. PS to Hon'ble MOS for S,RT&H
3. PS to Secretary, RT&H
4. PS to DO(RD)
5. PS to Chairman, NHAI
6. PPS to AS&FA
7. JS(T&A)/Adviser(TR)/Secretary(BRDB)/CCA/Chief Engineers
8. Secretary General, IRC
9. Director, NITHE
10. Cabinet Secretariat
11. All Officers/Sections/Desks in the Department of Road Transport & Highways
12. Office Order File
13. Spare Copies-10



# 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.NHAI/11028/19/2001

Phone : 91-11-25074100/2507

Fax : 91-11-25093507/2509

Extn. : 2223/2318/2468/2

May 25, 2004

### Office Order

Presently, the bank accounts at the PIUs/CMUs are required to be operated jointly by the Project Directors and Mgr (F)/Sr. AO/AO. Every time either a new PIU is opened or any of the above two signatories proceeds on leave, PIUs are required to seek permission of Head Office (Finance Division) for designating the authorized signatories for operation of the bank accounts in the absence of the officer proceeding on leave. With a view to standardize the operation of bank accounts at the PIUs/CMUs by the designated officers, it has been decided to prescribe the following procedure for operation of the bank accounts for strict compliance by all the PIUs/CMUs.

Sr.	Particulars	Authorized Signatories for operation of Bank Account at the PIU/CMU
1	When PD & Mgr (F)/Sr. AO/AC are in position in the PIU/CMU.	The bank account shall be jointly operated by (a) PD and (b) Mgr (F)/ Sr. AO/AO. The Mgr (F)/Sr. AO/AO shall be the DDO.
2	When PD alone is in position and no Manager (F)/ Sr. AO/ AO has been posted at PIU/CMU.	(i) The bank account shall be jointly operated by (a) PD and (b) DGM (T)/ Mgr (T) in position. The PD shall be the DDO. (ii) When no other officer [DGM(T)/ Mgr(T)]is in position and PD alone is in position, the bank account shall be operated by PD on single signatory basis. The PD shall be the DDO.
3	When PD is on leave.	(i) The bank account shall be jointly operated by the PD (in-charge) during the leave of regular PD, duly designated by HO (by Admn. Divn) in writing and Mgr (F)/Sr. AO/AO. The Mgr (F)/Sr. AO/AO shall be the DDO. (ii) Where Mgr (F)/Sr. AO/AO or other officer(s) are not in position, the bank account shall be operated by the PD (in-charge) during the leave of the regular PD, duly designated by HO (Admn. Divn) in writing, who shall also be the DDO.
4	When Manager (F)/Sr.AO/AO is on leave.	(i) The bank account shall be jointly operated by (a) PD and (b) DGM (T)/ Mgr (T) in position. The PD shall be the DDO. (ii) When no other officer [DGM(T)/ Mgr(T)]is in position and PD alone is in position, the bank account shall be operated by PD on single signatory basis. The PD shall be the DDO.

- 2 -

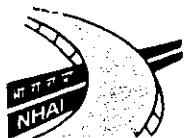
2. PIUs/CMUs shall ensure strict adherence to the above guidelines for operation of the bank accounts. The bank account shall always be operated on joint signatory basis, except in some cases as stated, and any deviation from the above would require the approval of the Competent Authority for which specific references, with due justification, may be made to Finance Division at Head Office.

This issues with the approval of Chairman, NHAI

*T. K. Chatopadhyay*  
**(T. K. Chatopadhyay)**  
Dy. GM(Finance)

To

All Project Directors, PIUs/CMUs  
All Mgr (F)/Sr. AO/AO, PIUs/CMUs



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

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

NHAI/F&A/Bank/A/cs/2007-08/19

Dated: 27.2.2008

**OFFICE ORDER**

**Sub:** Improving vigilance administration by leveraging technology; increasing transparency through effective use of websites in discharge of regulatory, enforcement and other functions of Government organizations- Implementation of system of e-Payments through Electronic transfer.

As per CVC guidelines, system of e-payments (i.e. payment directly to party's bank accounts through RTGS/TT) have been implemented in NHAI, HQ. With this procedure, payments to the contractors, consultants and various vendors is made through electronic transfer (RTGS/TT) in the bank accounts of the recipient without issuing any physical cheque and details of all payments are hosted in NHAI web-site.

It has been decided with the approval of competent authority that system of e-payments may also be implemented in all PIUs/ CMUs and details of payments made by PIUs/CMUS are also to be hosted in NHAI web-site. Payment details have to be furnished by PIUs/CMUs on monthly basis <sup>as per</sup> this office Letter No. NHAI/A&A/RTGSA/2007/21 dated 20.2.2008 addressed to all PIUs/CMUs (**Copy enclosed**).

To implement this procedure, following specific information may be obtained from the concerned contractor, consultants or vendors at the time of receipt of their bills/IPC so that payment through RTGS/TT is made :-

1. Name of the Party in whose favour the payment is to be released.
2. The bank account no. in which the recipient party intends to credit the amount.
3. Bank address and RTGS no. of said bank branch.

Project Directors and DDOs of all PIUs/ CMUs are requested to ensure that this procedure is implemented in their unit with immediate effect and details of payments may be submitted every month in the prescribed format to HQ by 4<sup>th</sup> of following month to Shri Ram Singh Manager Finance through e-mail [ramsingh@nhai.org](mailto:ramsingh@nhai.org).

This issues with the approval of Competent Authority.

(T.K.Chattopadhyay)  
General Manager (A&A)

To,  
All PDs of All PIUs/ CMUs

Copy to:-  
PS to Chairman  
PS to All Members  
PS to All CGMs/ CVO



## भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(गोत 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

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

NHAI/A&A/RTGS/2007/21

20.02.2008

The Project Directors  
All PIUs / CMUs

Sir,

**Sub : Increase in transparency through effective use of websites in discharge of regulatory, enforcement and other functions of Govt. organizations : Information to be hosted on NHAI website, regarding payments – reg.**

As per CVC guidelines, NHAI has started system of e-Payments (i.e., payment directly to party's bank account) and accordingly we have to host information on website regarding payments released to various contractors/consultants and to others. Information in respect of payments released from Head Quarters already hosted upto January 2008. Now it has been decided that information in respect of PIUs / CMUs also should be hosted on NHAI website.

Hence all PIUs / CMUs are requested to provide the information to the undersigned in the format given below.

Sr. #	Date	Bank Name/s	Chq.No.	Party Name	Purpose of Exp.	Amount (Rs.)	Whether e-Payment (Y/N)

Information in respect of payments of Rs. one lakh or more is required to be provided. Payments released to Govt. Department, staff/officers of PIUs / CMUs, and payments in respect of telephone, electricity expenses are not required. Basic idea is only to provide details of Rs. one lakh or more released to contractor / consultant and/or outside agencies.

The information should be sent on monthly basis to undersigned latest by 2<sup>nd</sup> of every month, as well as by mail also at [ramsingh@nhai.org](mailto:ramsingh@nhai.org). The above report may be sent for the month of January 2008 and the report for January 2008 may be sent immediately. A specimen copy is also enclosed herewith for your ready reference. . .

This issues with the approval of Competent Authority.

Yours faithfully

(Ram Singh)  
Manager (F&A)

Encl: as above

Copy for information to Chief General Manager (IT), NHAI

Bill Payments - 01/2008

#	DATE	CHEQUE #	FAVORING	Purpose of Exps	AMOUNT	e-PAYMENT	
						YES	NO
01	01.01.2008	109576	AXIS Bk A/c#131010200000569 of M/s RITES LTD.,	Consultancy Chs	6,783,255	Y	
02	01.01.2008	109579	HSBC Bk A/c#0070310000559 of CUMMINS DIESEL SALES & SERVICE	CO Bldg Mainten	332,535	Y	
03	01.01.2008	109583	UnionBkA/c#496501010081222-ConsultingEngineersGroupLtd	Consultancy Chs	6,385,895	Y	
04	01.01.2008	109585	CANARA BK-MAHARANI BAGH, CA#833054 of M V KINI & CO	Legal Fee	184,877	Y	
05	02.01.2008	109594	M/s HINDUSTAN PETROLEUM CORPN LTD, NEW DELHI.	Petrol / Diesel Expr	113,551	N	
06	02.01.2008	109595	HSBC Bk A/c#051-222420-9060 of M/s PWC PVT LTD.,	Consultancy Chs	248,276	Y	
07	04.01.2008	109600	CBI A/C No#3006737901 of SAM TECH COM(P) Ltd.	Computers Mainten	565,919	Y	
08	04.01.2008	109701	M/s HCL Infosystems Ltd.,	EMD Refund	100,000	N	
09	05.01.2008	109720	CBI A/c#1132298497 of CONSULTING ENGG SERVICES(I)PVT LTD	Consultancy Chs	1,863,005	Y	
10	07.01.2008	109724	(DBI Bk A/c#04102000015922 of ZAIDUN-ARTEFACT (JV)	Consultancy Chs	6,423,012	Y	
11	10.01.2008	109751	ICICIB-A/c#000405005478 of M/s RKHS PVT LTD	Catering Service	146,601	Y	
12	10.01.2008	109753	ICICIB-A/c#002451000011 of SAI CONSULTING ENGRS PVT LTD	Consultancy Chs	2,762,583	Y	
13	14.01.2008	109774	M/s MOHAN TRAVEL, NEW DELHI	Transportation Chs	149,010	N	
14	14.01.2008	109777	UnionBkA/c#496501010081222-ConsultingEngineersGroupLtd	Consultancy Chs	1,789,651	Y	
15	14.01.2008	109778	SCB-A/C #52505007416 of Scott Wilson (I) Pvt Ltd	Consultancy Chs	1,259,788	Y	
16	16.01.2008	109783	STIN0003002A/c#53050742144 of STUP CONSULTANTS PVT LTD	Consultancy Chs	3,327,750	Y	
17	17.01.2008	109787	CBI A/c # 1132293272 of M/s NCCF OF INDIA LTD.,	Stationary Purchas	101,404	Y	
18	17.01.2008	109788	BOI-A/C #604420100010866 of HUNDRED PERCENT FILLING STATION	Petrol / Diesel Expr	125,060	Y	
19	17.01.2008	109797	OCB-A/c#10641010020280 of CENTRAL INVESTIGATING K&B LTD	Consultancy Chs	306,998	Y	
20	17.01.2008	109798	HSBC-A/c#051087427001 of G4S Security Services(I) Pvt Ltd	Consultancy Chs	919,490	Y	
21	18.01.2008	109815	SBI A/C#10245202732 of M/s IONS HYDRO PVT LTD	CO Bldg Mainten	156,525	Y	
22	19.01.2008	109829	M/s SOCIETY FOR DISABILITY & REHABILITATION STUDIES	Sponsorship	146,601	N	
23	21.01.2008	109838	HSBC Bk -A/c#052691060001 of HCL INFOSYSTEMS LTD	Doc Mgt Services	241,638	Y	
24	21.01.2008	109839	P&SIND Bk- CA#10121 of CHANSON MOTORS PVT LTD	Transportation Chs	521,751	Y	
25	21.01.2008	109650	HSBC Bk A/c#003011000001 of BALMER LAWRIE & CO LTD	Travel Agency	922,563	Y	
26	23.01.2008	109852	CANARA Bk, COCHIN - A/c#808 of SUNCON-SOMA (JV)	Civil Work Contracts	160,967,898	Y	
27	23.01.2008	109853	CBI A/c#1132298497 of CONSULTING ENGG SERVICES(I)PVT LTD	Consultancy Chs	1,886,809	Y	
28	23.01.2008	109860	THE TAJ MAHAL HOTEL, NEW DELHI	Meeting Exps	241,744	N	
29	24.01.2008	109866	HSBC Bk A/c#0070310000559 of CUMMINS SALES & SERVICE (I) LTD	CO-Bldg Mainten	425,059	Y	
30	28.01.2008	109885	HSBC Bk A/c#051-222420-9060 of M/s PWC PVT LTD.,	Consultancy Chs	351,133	Y	
31	28.01.2008	109890	ICICI Bk -A/c#000405005478 of M/s RKHS Pvt LTD.,	Catering Service	1,416,310	Y	
32	28.01.2008	109891	CAB, for TT to A/c#221 (Sansad Marg Br) of CMC LTD	Computers Mainten	1,637,624	Y	
33	29.01.2008	109897	UBL-A/c#546601010050123 of WilburSmith Associates VT LTD	Consultancy Chs	1,353,489	Y	
34	29.01.2008	109898	SCB-A/C #52505007416 of Scott Wilson (I) Pvt Ltd	Consultancy Chs	2,537,663	Y	
35	29.01.2008	137001	SBT-A/C #670003640730 of KARCH CONSULTANCY SERVICES PVT LTD	Consultancy Chs	606,503	Y	
36	30.01.2008	137008	HDFC Bk A/c#09010000736870 of INST OF AD TRAFFIC EDUCATION	Consultancy Chs	1,499,910	Y	
37	31.01.2008	137020	LOCAL ORGANIZING SECRETARY, 68th ITC ANNUAL SESSION, JAIPUR	Sponsorship	200,000	N	06/02/08



# 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

दूरध्वार / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

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

No.11041/200/2006-Admn.

Nov. 27, 2006

## CIRCULAR

### **Sub: Issue of Access Control Cards to the Visitors.**

With a purpose to regulate the entry of the visitors in the office complex, it has been decided that:-

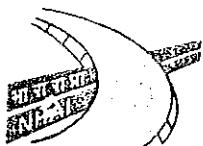
- i) The visitors will be allowed with the permission of officer of the level of GMs and above for two hours duration only. The visitors to office of Chairman & Members will be allowed as per the existing practice.
  - ii) In case the visitors are required to stay for longer period, they will be allowed on specific recommendation of the concerned officer.
  - iii) The written requests from PS to GM and above and direct requests from DGM & Managers in writing will also be entertained.
  - iv) For conducting the Arbitration proceedings in HQs and any other similar event requiring group of visitors staying longer than two hours, the concerned officer shall send list of visitors to the Reception with due authentication and the restriction of two hours duration shall not be applicable for such meetings.
2. This issues with the approval of Chairman, NHAI.



(G.P.CHAND)  
General Manager (Admn)

#### Copy to:

1. All Officers / Staff in NHAI
2. Reception / Security
3. G4S Facility / Security, Camp: NHAI



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 : 91-11-25074100/2/  
Fax : 91-11-25093507/2/  
Extn. : 2223/2318/246

NHAI/F&A/ Toll/03-04/Cir

Dated: 28.5.2003

**CIRCULAR**

**Sub: Placement of the amount of toll collection in term deposits, Expenditure on toll collection and Audit of Toll operations.**

The matter regarding (i) placement of the amount of toll collection under term deposits and (ii) the method for meeting the expenditure on toll collection has been raised by a number of PIUs/CMUs in the recent past. While these issues have already been addressed in various communications made in the past, the following comprehensive guidelines are once again prescribed for compliance by the PIUs/CMUs. Inter alia, methodology to be adopted for audit of toll operations is narrated for implementation by PIU's/ CMU's.:

**I. Procedure for placement of the amount of toll collection in term deposits**

- (i) NHAI has already taken up the matter with the Government of India (GoI) for retention of toll. Pending such decision, the amount of toll collected by NHAI including interest etc., is shown as payable to GoI (refer policy no.8 of the Significant Accounting Policy of NHAI).
- (ii) PIUs/CMUs are authorized hereby to open one bank account for the purpose of toll collection. The bank may be advised to collect cash from the toll plaza (for this purpose, no expenditure is envisaged to be incurred by NHAI).
- (iii) With a view to efficiently invest the surplus funds, the entire daily collection may be placed in deposits in such a way that the 1<sup>st</sup> day's deposit is made for 90 days, 2<sup>nd</sup> day's for 89 days and so on for a block of 75 days after which again the cycle may start (i.e., each block of 75 days deposit will mature on a common date).
- (iv) On maturity under each cycle, the amount matured may be remitted to NHAI HO by way of demand draft or by way of TT through Canara Bank, Rajouri Garden, New Delhi (A/c No. 5819) /Syndicate Bank, Transport Bhawan, New Delhi (A/c No. 1963). It may be ensured that the amount is remitted promptly without losing a single day after maturity of the funds.

- Not relevant now.*
- (v) On the day of transfer of funds, communication through email to the undersigned as well as Shri TK Chattopadhyay, DGM (F)-II may also be sent.
  - (vi) It may kindly be noted the transfer of the amount to HO may only be routed through inter-unit account and the original entries in respect of toll collection shall always remain in the books of the PIU/CMU (including the details regarding such toll collection).
  - (vii) The PIUs/CMUs will be required to provide details in respect of toll collection as may be required from time to time.
  - (viii) In respect of collection otherwise than daily collection, the amount may be transferred immediately on credit of the amount in NHAI account at HQ.
  - (ix) In addition to the above, instructions issued vide letter no. 22022/4/97/F&A/Vol-XIII dated 06/05/2003 by Shri TK Chattopadhyay, Dy. GM (F)-II regarding transfer of funds may kindly be complied with immediately.

## II. Expenditure on toll collection

- (i) The entire expenditure on toll collection (both capital and revenue) may be met out of funds provided by HO. For this purpose, PIUs/CMUs are requested to get their estimates/budgets approved from HO in due course of time.
- (ii) PIUs/CMUs are advised to avoid using the toll collection money for the purpose of meeting expenditure on toll collection.
- (iii) The accounting for toll collection expenses (including for toll collection) may be made in accordance with policy no.8 of the Significant Accounting Policy of NHAI.

## III. Audit for toll collection on departmental basis

The PIU are required to maintain separate Book of accounts for toll related cash flows and other matters. As per norms, the Audit plaza is required to maintain the following books of accounts.

A-Books to be maintained at toll plaza

1. Master stock ledger – containing stock details of Toll tickets.
2. Ticket receiving challans
3. Shiftwise Booth collection report
4. Boothwise Shift collection report
5. Boothwise Shift Deployment report
6. Shiftwise Vehicle Wise Report
7. Cancelled Ticket report
8. Cash Book
9. Fixed Deposits Register

B- Appointment of auditors

An independent auditor will be appointed who will be auditing the toll collections and creation of the deposits therefrom . The PIU'S/ CMU's managing toll centers may seek quotations through release of advertisement in two news paper/s, one in the Vernacular and one in English, from Auditors practicing in nearby areas and having the necessary infrastructure in this regard. The work can be awarded to the selected bidder for a period of 1 year to commence with a provision to extend for another year at the option of NHAI.

C. The scope of the audit shall be as under :

- Complete checking of all vouchers / toll tickets at the end of every month.
- Physical verification of cash in hand.
- Physical verification of toll tickets in stock.
- Checking of casting and posting of all books maintained at the toll plaza site i.e. ledger for receiving toll fee tickets, Challans, showing daily issue of tickets to toll collectors, toll tickets issued, un-consumed & amount collected, challan showing shift wise collection from all Booths. Daily collection summary, Cash Books, Monthly Pass Registers. Cash Deposit slips. Bank Statement etc.
- Surprise checking of cash in hand available & toll tickets in stocks and at counter. This surprise check will be made at the time of audit and in addition to this, two surprise checks in every month shall be made separately.
- Remittance of collection into deposits.
- Consultancy for improving internal controls shall be provided in the report if felt necessary.
- Reporting shall consist, audited cash flow statement on monthly basis alongwith physical verification report of cash in hand toll tickets in stock.
- They shall be required to submit a monthly report in respect of the transactions of the month including the observations on the surprise checking conducted by them latest by the 10<sup>th</sup> of the following month.

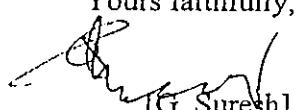
- The internal audit report should be sent to HQ along with their comments and suggestions for improvements, if any.

#### **IV. Reporting to HQ**

The PIU's will also be required to submit the following:

1. A monthly report on the collection figures.
2. An annual report covering the total collections for the year, transfers made and outstanding deposits out of toll collections with the PIU.

This issues with the approval of the Member (F)

Yours faithfully,  
  
[G. Suresh]  
Dy. General Manager [F]

To

**All the Project Directors  
PIUs / CMUs**



# 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 : 91-11-25074100/25074  
Fax : 91-11-25093507/25093  
Extn. : 2223/2318/2468/21

Ref. No. NHAI/F&A/TDS

28.06.2005

### CIRCULAR

As per provisions of the Section 139A(5A) of the Income Tax Act 1961, every person receiving any sum or income or amount from which tax has been deducted under the provisions of Chapter XVIB are required to intimate his Permanent Account Number (PAN) to the person responsible for deducting such tax under that Chapter.

Contractors/supervision consultants and others whose payment are subject to deduction/collection of Tax at Source are required to furnish their Permanent Account Number with each and every bill so that amount is correctly remitted to Govt. A/c and tax deduction/collection at source certificate is issued on time.

In number of cases, as per terms of agreement, payment is being made to Joint Venture (JV). As Joint Venture is a separate entity, the PAN of JV is also to be submitted alongwith bills for payment.

Project Directors, General Managers at HO and Drawing and Disbursing Officer (DDO) at PIUs/CMUs and HO are requested to ensure that bills submitted for payment bear the Permanent Account Number of payee.

This issues with the approval of Competent Authority.

(T.K. Chattopadhyay)  
DGM (Finance)

To

- (1) The Project Director, PIUs/CMUs
- (2) DDO, PIUs/CMUs

Copy for kind information to  
All Members and CGMs

(4) Any amount collected in accordance with the provisions of this section and paid under sub-section (3) shall be deemed as payment of tax on behalf of the person from whom the amount has been collected and credit shall be given to him for the amount so collected on the production of the certificate furnished under sub-section (5) in the assessment made under this Act for the assessment year for which such income is assessable.

The following proviso shall be inserted to sub-section (4) of section 206-C by the Finance (No.2) Act, 2004 w.e.f. 1.4.2005:

Provided that where any amount is collected in accordance with the provisions of this section on or after the 1st day of April, 2005 and paid under sub-section (3) to the credit of the Central Government, the amount of tax collected and specified in the statement referred to in the second proviso to sub-section (5) shall be deemed as payment of tax on behalf of the person from whom the amount has been collected and credit shall be given to him for the amount so collected in the assessment made under this Act for the assessment year for which such income is assessable without the production of certificate.

(5) Every person collecting tax in accordance with the provisions of this section shall within [such period as may be prescribed from the time of debit] or receipt of the amount furnished to the buyer [or licensee or lessee] to whose account such amount is debited or from whom such payment is received a certificate to the effect that tax has been collected and specifying the sum so collected, the rate at which the tax has been collected and such other particulars as may be prescribed.

The following first and second provisos shall be inserted to sub-section (5) of section 206C by the Finance (No.2) Act, 2004 w.e.f. 1.4.2005:

Provided that no certificate may be furnished in a case where tax has been collected in accordance with the foregoing provisions of this section on or after the 1st day of April, 2005:

Provided further that the prescribed income-tax authority or the person authorized by such authority referred to in sub-section (3) shall, within the prescribed time after the end of each financial year, prepare and deliver to the buyer referred to in sub-section (1) or as the case may be to the licensee or lessee referred to in sub-section (1C) a statement in the prescribed form specifying the amount of tax collected and such other particulars as may be prescribed.

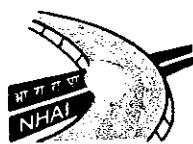
[5A) Every person collecting tax in accordance with the provisions of this section shall [prepare within the prescribed time after the end of each financial year] and deliver or cause to be delivered to the prescribed income-tax authority [or such other authority or agency as may be prescribed] such returns in such form and verified in such manner and setting forth such particulars and within such time as may be prescribed]

[Provided that the Board may, if it considers necessary expedient so to do, frame a scheme for the purposes of filing such returns with such other authority or agency referred to in this sub-section.]

[5B) Notwithstanding anything contained in any other law for the time being in force, a return filed on a floppy, diskette, magnetic cartridge tape, CD-ROM or any other computer readable media as may be specified by the Board (hereinafter referred to as the computer media) shall be deemed to be a return for the purposes of sub-section (5A) and the rules made thereunder an shall be admissible in any proceedings thereunder, without further proof of production of the original as evidence of any contents of the original or of any fact stated therein.

(5C) A return filed under sub-section (5B) shall fulfil the following conditions, namely:

- (a) While receiving returns on computer media, necessary checks by scanning the documents filed on computer media will be carried out and the media will be duly authenticated by the Assessing Officer; and
- (b) The Assessing Officer shall also take due care to preserve the computer media by duplicating, transferring mastering or storage without loss of data.]



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

No. NHAI/F&A/Misc/2004-05/220/II/6

Dated 31<sup>st</sup> March, 2005

### OFFICE ORDER

It is being observed that the PIUs while sending the letters to concerned officers in Finance Division at HQ, are also endorsing the copies of the such letters to other officers in the Finance Division at HQ. This avoidable correspondence causes confusion in disposal of the letter and in some time duplicacy of the work. It is, therefore, emphasized that the letters meant for Finance Division should be sent to officer(s) concerned only. The officer(s) concerned in the Finance division for routine/regular types of works are indicated as under:-

S.No	Subject Matter	Concerned officer
1.	Release of funds to PIUs, PFMS, Income Tax Matters	Sh. T.K. Chattoapadhyay GM (A&A)
2.	Expenditure Reports	Sh. P.K. Aggarwal GM (Finance)
3.	Matters related to EPF, Salary, LPC, Provident Fund, TDS etc.	Sh. Ram Singh Manager (Finance)-I
4.	Toll collection remittances	Sh. B.S. Rawat Manager (Finance)-II

Further, all matters relating to work contract administration in implementation of contract agreements with contractors/ consultants etc should be sent only to the respective Technical Divisions at HQ. As per the prevailing procedures, all such cases are first dealt in the concerned Technical Division and advice of the Finance Division are obtained in the concerned file. Important matters other than routine one may be sent to GM (F). All the PIUs are requested to strictly follow these instructions.

This issues with the approval of Member (Finance).

*Jadhav*  
(T.K. Chattoapadhyay)  
Dy. General Manager (Finance) II

To

Project Directors of All PIUs.



# 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: 11041/236/2002-Admn

दूरभाष / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

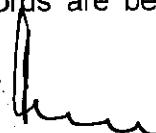
एक्स. / Extn.: 2223 / 2318 / 2468 / 2553

18.8.2011

### CIRCULAR

Sub: Streamlining the System of Maintenance of Records.

1. For streamlining of the record keeping in the Authority, it has been decided that the concerned Managers dealing with individual subjects shall be responsible for upkeep and maintenance of records pertaining to their subject. Allocation of subjects to individual Manager within a Division is to be made by the Head of the Division, by issuing a formal order of work allocation to Managers under him.
2. The designated Managers shall be required to maintain relevant files including classified files on individual subjects with enclosures and notings duly numbered and accounted for. They shall also be required to maintain registers of files and records of handing / taking over of files. They may take help of their sub-ordinating staff for this, but final responsibility for records will be that of Manager concerned only.
3. The concerned Managers dealing with the individual subjects will be deemed to have been designated as Record Officers for their Division. The respective Head of Divisions are to conduct inspections regarding record keeping atleast on a quarterly basis so as to ensure that Records are being maintained properly.

  
(P C Grover)  
Chief General Manager(Admn)

To:

- (i) All Officers at HQs
- (ii) All ZOs / ROs / PIUs / CMUs



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport and Highways)

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

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

No.11041/218/2007-Admn.

दूरध्वाप /Phone : 91-11-25074100/25074200

फैक्स /Fax : 91-11-25093507 / 25093514

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

June 20, 2011

### POLICY MATER – Technical (72/2011)

(Decision taken on ROB Division File No NHAI/CGM-ROB/Rly Board/2010)

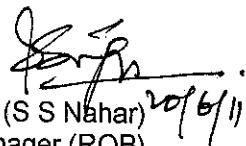
**Sub:** Comprehensive Policy Guidelines of Recommended Procedure for Fast Track Construction of ROBs/RUBs on NHDP and Expedited clearances/approval of ROBs/RUBs GAD/Structural Design & Drawing/TAD/CRS/Speed restriction/Traffic Block/Signing Agreement/ Depositing of charges etc.

NHAI has been entrusted the task of implementation of a very large programme of upgrading the NHs under various phases of NHDP predominantly on PPP basis. The clearance to the GAD of ROBs/RUBs from the Railways is one of the condition precedent under PPP Projects required to be fulfilled by the NHAI. A large number of ROBs/RUBs require to be constructed at the Rly level crossings. Over time, it has been observed that delay in the approvals on the part of Railways is mainly due to involvement of multiplicity of offices, and inadequate follow up on the part of NHAI, besides inconsistency in technical approach due to absence of NHAI's Policy Guidelines.

2. In compliance to the decision taken in the COS and in the light of Ministry of Railways (Railway Board) letter No. 2001/CE-I/Misc/NH/4 Pt-III dtd.28.06.10, forwarding thereby the detailed recommended procedure for fast track construction of ROBs/RUBs, and expedited clearance/approval thereof, the Comprehensive and consolidated Policy Guidelines incorporating the technical parameters and **Schedule of activities** have been finalized and enclosed herewith at Annex- I for compliance scrupulously with immediate effect.

4. This issue with the approval of the Chairman, NHAI.

Encl: As above (6 leaves)

  
(S S Nahar) 20/6/11

Chief General Manager (ROB)

To

1. All Members/CVO/CGMs at HQ.
2. All EDs/ ROs/PDs of PIUs/CMUs/SPVs
3. All GMs/DGMs/Managers at HQ.
4. Hindi Officer/Library,

Copy for information to: PS to Chairman

Copy to: Executive Director, Civil Engg. (B&S)-II, Ministry of Railways (Railway Board), Rail Bhawan, New Delhi.

ANNEXURE-I

No.11041/218/2007-Admn.

June 20, 2011

**Sub: Comprehensive Policy Guidelines of Recommended Procedure for Fast Track Construction of ROBs/RUBs on NHDP and Expeditious clearances/approveal of ROBs/RUBs GAD/Structural Design & Drawing/TAD/CRS-Speed restriction/Traffic Block/Signing Agreement/ Depositing of charges etc.**

S.No.	Activity	Action / Specifications
1.	Proposal for requirement of ROB/RUB across the Rly. track	PD, NHAI shall submit the proposal to CBE (Nodal Officer) Rly. with a copy to Sr. DEN, Rly. Div. The proposal shall consist of profile sketch plan showing the location, length, width, type, abstract cost of approach and Railway Portion invariably.
2.	Carryout Joint Inspection of site	On behest of Sr. DEN, Rly. Div. an inter-departmental Team consisting of Asst. Div. Engineer; SSE/JE works; P. Way; S & T; Electrical (Power); Electrical (TRD) & NHAI officials i/c rep. of Consultant shall carry out the Joint Inspection.
3.	Deposition of P&E charges with Rlys	PD, NHAI shall deposit the P&E (Plan & Estimates) charges @ 2% based on the Estimated abstract cost of the ROB/RUB within 7 days on receipt of the Demand Note from Sr. DEN, Rly. Div.
4.	Preparation of Feasibility Study Report (FSR)	Asst. DEN, Rly. Div. shall prepare the FSR and submit to Sr. DEN with a copy to PD, NHAI. FSR shall include detailed site plan showing Rly. Boundary wrt C/L of the outer most Rly. line, C/c spacing of track (Rly. line), height of the embankment, highest rail level wrt nearest benchmark, diversion of road/level crossing, location & infringement of the OHE masts, height of the catenaries wire, location of signal post & its visibility aspects, location of underground utilities such as S&T cables, electric cables, pipeline etc. Wherever existing L-xing to be replaced with ROB, the alignment of ROB should be adjacent to the L-xing to avoid the closure of L-xing as pre-condition. In case of shifting of L-xing is involved Diversion Plan, shall be included in the FSR/DPR for approval of the CRS within stipulated 60 days. The provision of LHS (Limited Height Subway) and Stairs beyond the Rly boundaries shall be made in such cases where closure of L-xing is involved.
5.	Carrying out Soil Investigations of the site	NHAI shall carryout Soil Investigation exploration which include the taking Ground level, Rly. level, bore log data for GAD & assessing SBC of soil. TBM (Temporary Bench mark) shall be fixed wrt the existing Rail level at site:
6.	Preparation of General Arrangement Drawing (GAD) & Temporary Arrangement Drawing (TAD) for launching programme	NHAI shall submit the GAD & TAD (including methodology of working clearly mentioning the activities to be taken up during the traffic block/speed restriction) duly authenticated by PD & Rep. of Consultants alongwith the Detailed Project Report (DPR) of ROB/RUB within Rly. land to CBE Rly. (3 hard and 1 soft copy) with a copy to Sr. DEN (4 hard and 1 soft copy) in confirmation to the deposition of P&E Charges. In ensuring the safer and faster construction of ROB/RUB with almost free from speed restriction/traffic block to minimize the adverse effect on the normal train operations, the GAD & TAD shall be prepared in accordance to the check lists for GAD; Design aspects & Rly's essential safety parameters enclosed at "Enclosure" and incorporating technical mode/specifications as under 'scrupulously' so as to enable the Rlys to arrange approval within stipulated time frame of 60 days:  i. PD, NHAI shall submit detailed plan for shifting of utilities like electric lines; signaling cables; OHE conductors & masts; gate lodges; pipelines etc. with clear statement of responsibility and time frame for such shifting at GAD stage itself. PD, NHAI shall obtain the estimate for the utilities from the Rlys for ensuring early payment of necessary charges to the Rlys & the shifting of utilities work shall be executed by the Rlys. Rly shall approve the GAD after utility shifting plan is acceptable. ii. GAD should specifically contained a "note" reg. status of existing L-xing whether it would be closed during constrn. of ROB or after commissioning of

S.No.	Activity	Action / Specifications
		<p>ROB or it would not be closed at all. In such cases, where proposed ROB is to be constructed at the location of existing L-xing, GAD should necessarily incorporate the <b>diversion plan for shifting of L-xing including diversion road as integral part of ROB</b> and necessary prior undertaking of the Distt. Magistrate to be submitted well in advance by NHAI so as to ensure closure of L-xing simultaneously with the commissioning of the ROB. In case the L-xing fall in municipal limits/habitations, all possible attempts should be made before the closure of L-xing to provide LHS (Limited Height Subway) along with provisions of stairs having up to 3.6 mtr. vertical clearance for passage of pedestrians, 2/3-wheelers and LMVs outside the Rly land at both ends. GAD should contain note for provision of LHS and stairs and indicated in the GAD as integral part of the ROB.</p> <p>iii. Foundation of ROBs:</p> <p>The pile foundation shall normally be adopted in consideration of bare minimum requirement of speed restriction and traffic block and maximum possible space availability by the side of railway track in ensuring safety and least adverse affect on train operations. However, the open foundation may suitably be adopted as case specific in conformity to the observations of Railways depending upon the foundation strata and fulfillment of aforesaid safety parameter. The type and bottom level of foundation shall explicitly be indicated in the GAD.</p> <p>iv. Substructure: RCC substructure shall be provided.</p> <p>v. Superstructure of ROBs:</p> <p>In conformity to the Railways Policy's Circular dt. 15.4.2010, span upto 36m, only composite steel girder-cum-RCC slab superstructure shall be adopted in consideration of the advantages like fast construction so as to minimize speed restrictions and traffic block; facilitation of fabrication at workshop; no requirement of temporary staging; light weight &amp; hence, easy, fast and safer for launching besides easy to dismantle and re-use the steel girder as and when required.</p> <p>For span larger than 36m i.e. for station yards/multiple lines: Composite (Steel girder cum RCC slab)/Cable stayed bridges (preferred mode) shall be provided to avoid erection of piers in between Rly tracks.</p> <p>vi. Launching operation for constrn. of superstructure of ROB shall be carried out with heavy duty high capacity crane mandatorily with standby crane.</p> <p>vii. Wherever Railway track is on high embankment, RUB with min. 5.5 m vertical clearance having robust anti-theft water proof pre-cast box segmental PSC roofing arrangement with water proof ramps and well advance planned temporary road diversion is the preferred option for grade separation. <b>In view of the safety of traffic, the Box pushing/segmental launching in situ under traffic block shall be preferred mode in place of cut and cover in situ.</b></p> <p>viii. The standard horizontal and vertical clearances as applicable to electrified territory (25 KV AC) shall be adopted. For special routes like Dedicated Freight Corridor(s) the horizontal and vertical clearances shall be decided by the Railways as per requirement.</p> <p>ix. Steep skew crossings cause serious design, construction and maintenance problems hence must be avoided. As far as possible, angle of crossing shall be kept low from normal wherever additional land acquisition is not the constraints.</p> <p>x. ROB girders shall be designed as square by increasing the span length preferably.</p>
7.	Deposition of Supervision Charges	PD, NHAI shall deposit Supervision charges @ 3.125% of the Cost Estimate to the Rlys within 7 days after receipt of the demand note from the CBE Rlys.
8.	Approval of GAD; TAD & Diversion Plan (as applicable) & Signing of Agreement	CBE Rlys alongwith the observations, if any shall forward the Draft Agreement to PD, NHAI. NHAI shall resubmit the corrected GAD & TAD duly authenticated by PD and rep. of Consultant on tracing paper alongwith Agreement duly signed by PD in compliance to the observations of CBE/Sr. DEN. Sr. DEN will prepare the Detailed Cost Estimate and get it vetted by Associate Divisional Finance, Rlys.
9.	Approval of Design & Working Drawing of ROB/RUB	Based on the approved GAD, PD, NHAI shall submit to CBE, Rlys for approval within stipulated 45 days, the Detailed design and working drawing (soft & hard) of ROB/RUB incorporating the inspection ladder from road to pier top, Inspection steps from track level to road level & Inspection platforms on the piers, for ensuring inspection accessibility; appropriate jacking points with

S.No.	Activity	Action / Specifications
		adequate space for girder lifting, duly proof checked by independent agency like IIT/NIT/Reputed Govt. Organization in addition to the following prerequisites: i. All steel structures should have anti-corrosive protection of long durability. ii. The bearing should be site location specific and least service maintenance based.
10.	Start of foundation and sub-structure work of ROB/RUB at site by NHAI as deposit work	NHAI shall commence the foundation and sub-structure work of ROB/RUB after obtaining the approval to the design and working drawings.
11.	Deposition of Way Leave and Maintenance charges to the Railways	PD NHAI shall deposit Way Leave and maintenance charges within 7 days after receipt of Demand Note from the Rlys.
12.	Approval of Commissioner of Railway Safety (CRS)	PD, NHAI shall submit to Sr. DEN Rly., the relevant credentials of PMC (Project Management Consultant) to be appointed for the Supervision for Execution of ROB/RUB. The Sr. DEN Rly. accordingly shall prepare the CRS application for prior sanction of CRS for constn. of superstructure and submit to CBE/CRS for approval within stipulated 30 days. The validity of CRS sanction is one year.
13.	Obtaining approval of Traffic-cum-Power Block, Speed Restriction from the Railways by NHAI	PD, NHAI shall submit the request for Traffic-cum-Power Block, Speed Restriction programme to CBE / DRM / Chief Operations Manager (Div. Rly.) for approval before erection of staging and taking up superstructure work.
14.	Issue of Safety Certificate & Permission for Commissioning of ROB/RUB by Railways to NHAI	PD NHAI shall submit completion certificate issued by NHAI's Supervision Consultant along with the completion drawings and records of quality check to CBE for issue of safety certificate and commissioning of the ROB/RUB.

**2. Delegation to RO for deposition of Codal Charges i.e. P&E; Supervision and Way Leave & Maintenance Charges to the Railways:**

As per extant Railway Policy Guidelines, the prescribed statutory (Codal) charges such as Plan & Estimates (P&E), supervision (D&G) and maintenance charges etc. are payable based on the cost of the ROB/RUB intact affirmed by Railways. PD, NHAI/Concessionaire (in case of PPP projects), on receipt of demand note from the Railways, shall deposit to the Rlys with the approval of RO.

**3. Coordination and Monitoring of Approvals /clearances of ROBs:**

In conformity to the Inter-Ministerial and COS decisions besides NHAI Circular dt. 22.10.2009, there shall be regular active persuasion by PD/Consultants/Concessionaire, NHAI with Railways Divisional (Sr. DEN) & Zonal office (CBE) to sort out the pending issues for expeditious approval of the Railways. Monthly meeting shall be conducted at the Railway Zonal HQ with CBE and other concerned officers of the Railways and to be attended by RO, PDs, Consultants, Concessionaire etc. invariably in this regard. CGM (ROB)/his representative at HQ will attend the Coordination Meeting to be held at various Zonal Railway level between Nodal Officers of NHAI and Zonal Railways. There should be an annual apex level review meeting to be taken by Chairman, Railway Board/NHAI.

**Sub:** **Comprehensive Guidelines of Recommended Procedure for Fast Track Construction of ROBs/RUBs on NHDP and Expedited clearances/approval of ROBs/RUBs GAD/Structural Design & Drawing/TAD/CRS/Speed restriction/Traffic Block/Signing Agreement/ Depositing of charges etc: (a) Check list for GAD and (b) Essential Railway Safety Parameters to be incorporated in the GAD thereof.**

Check list for GAD

1. Site Plan :
- i) North direction
  - ii) Railway TP or OHE Mast on either side of ROB
  - iii) Level crossing gate number and class.
  - iv) Exact location of level crossing gate with respect to Railways TPs or OHE Mast.
  - v) Name of stations on either side of site of ROB .
  - vi) Nomenclature of road and name of villages/towns on either side of crossing.
  - vii) Width of existing road.
  - viii) Overall width of proposed ROB.
  - ix) Railway land boundary on both sides of track over a length of 50 meters on either side of proposed ROB.
  - x) Location of propose abutment and piers.
  - xi) Location and approximate size of all structures, installations and signaling gears etc which will need to be dismantled and resisted.
  - xii) Marking of existing and future tracks.
  - xiii) Layout plan of temporary diversion of road traffic with details of temporary level crossing if necessary for execution of the work.
2. Trial Pit Details:
- i) Type of strata met at different levels upto 3 meters.
  - ii) Trial pit shall be taken within the plan area at the proposed location of abutments and piers at the rate of 2 pits for each structure.
  - iii) Approximate bearing capacity of strata at different levels.
3. Longitudinal section(elevation)
- i) Clear spans and overall spans.
  - ii) Tentative section of abutment and piers.
  - iii) Type and depth of girder to be provided in super structure.
  - iv) Thickness of slab and wearing coat.
  - v) Type & size of bearings.
  - vi) Ground levels at the location of abutments and piers.
  - vii) Formation levels.
  - viii) Existing tracks and future tracks.
  - ix) Rail levels of tracks indicating higher rail level.
  - x) Vertical clearance from the highest rail level to the under side of girder shall not be shown less than 5.87 meters for ROB and 6.25 meters for FOB (Foot path portion). This clearance of ROB will be increased by 275mm if the track is not laid on PSC Sleepers and by another 150mm if any points and crossing are falling within 40 meters of proposed ROB site.
  - xi) Clear horizontal distance at rail level of abutment and piers from the nearest track should be shown as minimum 4.35 meters and 3.55 meters respectively.
  - xii) Tentative foundation details. The excavation for the foundation shall not cut into the base of track structure.
  - xiii) In case of proposals for widening of existing bridges, the foundation details of existing ROBs/RUBs to be shown.
  - xiv) Approach spans and their slopes.
  - xv) Part length of road approach indicating whether made of solid or raised on stilts/columns.

4. Cross Section:

- i) The tentative length and height of abutments and piers.
- ii) Width of carriageway, median and foot paths.
- iii) Type and section of cross girders.
- iv) Side batter of abutments and piers.
- v) Details of thickness of return walls.
- vi) Type and size of bearings.
- vii) Size of bed block.
- viii) Anti-crash barriers and railings.

5. Plans:

- i) The plans will be shown as half bottom and half top.
- ii) Location of abutments and piers.
- iii) Overall width of ROB, carriageway; foot path and separators.
- iv) Layout of wing walls and returns.
- v) Angle of crossings and skew angle.
- vi) Batter dimensions in piers and abutments.

6. Details Design :

- i) Provision of the soft copies of the design.
- ii) Proof checking by the IITs and other institutions of repute.
- iii) List of the codes/specifications used in the design.

7. Enlarge Details: For any items which cannot be lucidly shown in the plan will be enlarged and shown in this portion.

Checklist for Design Aspects

Various components of a Road over/under bridges shall be designed and checked in accordance with relevant provisions contained in following Codes/Manuals etc.

1. IRC:6-2000 for loading standards
2. IRC:21-2000 for concrete bridge design
3. IRC:18-2000 - Criteria for PSC Road Bridges (post tensioned)
4. IRC:22-2008 – Composite construction for road bridges
5. IRC:78-2000 (Sec. 7) – Foundation & sub-structure
6. IRC:83-1999 (Pt.I) – Metallic bearings
7. IRC:83-1987 (Pt.II) – Elastomeric bearing
8. IRC:83-2002 (Pt.III) – POT-cum-PTFE, PIN & Metallic guide bearings
9. IS:456-2000 – Indian Standard Code of practice for plain and reinforced concrete
10. IS:2911-1979 (Part I/Section 2) code of practice for design and construction of pile foundation.
11. IS:2911 Part IV ~ 1985 – Codes of practice for design and construction of Pile foundations:  
Part IV – Load Test on piles
12. IS:1786-1985 IS specification for HYSD bars.
13. IS:5525-1969 "Recommendation for detailing of reinforcement in reinforced concrete works
14. IS:1343-1980 code of practice for pre-stressed concrete.
15. IS:383-1970 coarse and fine aggregates from natural sources for concrete
16. IS:1199-1959 methods of sampling and analysis of concrete
17. IS:2386 (Part I to VIII) – 1963 – method of tests for aggregate's from concrete.
18. IS:269-1989 ordinary and low heat Portland cement.
19. Anti-crash barriers to be provided as per approved drawing of MOST.
20. For superstructure, railings on railway span as well as on approaches should be provided of International highway standards. Also deck slab should be minimum in M-40 grade concrete and it should be finished with vacuum dewatering.

**Essential Railway Safety Parameters to be incorporated in the GAD**

1. All Dimensions are in MM and Levels are in meter unless specified otherwise.
2. Dimensions are not to be scaled. Only written dimensions are to be followed:
3. Maximum Safe Bearing Capacity (Gross) at the Founding level considered as per Geotechnical report.
4. Drainage Spout, Expansion Joint & Wearing Coat should be as per MoST Standard Drawings.
5. The approaches are in reinforced cement retaining wall.
6. Fixtures in the Deck for supporting Ac Traction wire will be shown in the detailed drawing based on standard typical drawing.
7. For details of substructure and superstructure refer separate drawing duly approved by Railway.
8. Work should be carried out by the party under the supervision of Rly. Engineers within Railway land limit.
9. Sanction of CRS should be obtain for proposed work.
10. RCC crash barrier of 1.5m height will be provided as per approved Railway Drawing.
11. Design shall be as per latest relevant code of IRC and other codes as approved by MOST.
12. NHAI should ensure during execution of the work, safety of running rail. Traffic should not be affected.
13. Temp. Signaling arrangement will be done as per Gr. 15.09 (i) d & S.R. 15.09 (2) or Gr. 15.09 (2) b and S.R. whichever is adoptable, if required.
14. Loading – Bridge shall be designed for one lane of class 70R Wheel Load + one lane class (A) or three lane of Class (A) whichever produces the maximum stresses.
15. Concrete Mix P.S.C. Superstructure – M40, R.C.C. substructure – M35, R.C.C. Foundation/ Piles/Pilecap – M35.
16. Any change in the GAD for Railway portion should be done with prior approval of Railway.
17. Manned leveled crossing does not exist at this location.
18. Street used shall be H.Y.S.D Bars conforming I.S. : 1786 or Fe 415.
19. Provision of clams in the superstructure for supporting the A.C.T. Action wire to be made in consultation with the concerned authorities.
20. All R.C.C. work should be conform to relevant IRC codes & M.O.S.T. Specification.
21. Design criteria relevant IRC codes including SP 33.
22. The depth of foundation shown in this drawing is tentative & should be decided by NHAI. As per actual soil strata met with.
23. Representative of Telecom & Signaling Deptt. should be made available before commencement of prop. Work, in the vicinity of signal & telecom cable.
24. Bent-up bars (U-shaped) Ø 32 at 150 c/c shall be embedded in abutment for approaching abutment cap & bearing for routine inspection & maintenance.
25. Temporary arrangement drawing or methodology TC launching of girder over railway track should be get approved from railway authority before start the work.
26. Name of officers nominated by NHAI with their mobile number should be provided to the nominated railway officers before start the work.
27. Dimensions given in this drawing must be checked at site before start the work for feasibility.

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