

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.11041/217/2007-Admn.

27.8.2013

**POLICY MATTERS – ADMINISTRATION / FINANCE (120/2013)**

[Decision taken in 157<sup>th</sup> Executive Committee meeting held on 8.8.2013]

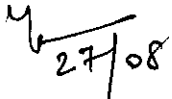
**Sub: Delegation of power to Chairman, Members and other officers of the NHAI**

In partial modification of earlier Administration / Finance Policy Circular No.57/2009 dated 7.9.2009, it has been decided to modify the following clauses, as under:-

Sl. No.	Powers	To whom delegated	Extent of Delegation
<b>Part-I – Establishment:</b>			
5.	Grant of Leave (Except study leave)		
5.1		Chairman	Full powers <b>(No change)</b>
5.2		Member (Admn.)	Full powers in respect of all posts upto the level of GM <b>(No change)</b>
5.3		Members [other than Member (Admn.)]	Full powers in respect of all posts upto the level of GM under their jurisdiction <b>(Except Child Care Leave, Maternity Leave and Leave on repatriation)</b>
5.4		CGM (Admn. & HR)	Full powers in respect of all posts upto the level of DGM <b>(No change)</b>
5.5		CGM	Full powers in respect of all posts upto the level of DGM under their jurisdiction <b>(Except Child Care Leave, Maternity Leave, Leave on repatriation and Earned Leave and Commuted Leave exceeding 120 days)</b>
		GM (HR/Admn.)	Full powers in respect of all posts upto the level of Manager <b>(No change)</b>
5.6		GM [other than GM (HR/Admn.)]	Full powers in respect of all posts upto the level of Manager under their jurisdiction <b>(Except Child Care Leave, Maternity Leave, Leave on repatriation and Earned Leave and Commuted Leave exceeding 90 days)</b>
5.7		DGM (HR/Admn.)	Full powers in respect of all posts below the level of Manager
5.8		DGM [other than DGM (HR/Admn.)]	Full powers in respect of all posts below the level of Manager under their jurisdiction <b>(Except Child Care Leave, Maternity Leave, Leave on repatriation and Earned Leave and Commuted Leave exceeding 60 days)</b>
5.9		Project Director	Full powers in respect of all posts in the project <b>(Except Child Care Leave, Maternity Leave, Leave on repatriation and Earned Leave and Commuted Leave exceeding 45 days)</b>

Sl. No.	Powers	To whom delegated	Extent of Delegation
<b>Part-III – Miscellaneous Financial Matters:</b>			
5.	<b>Write off of irrecoverable loss of Cash/ Public Money</b>		
5.1		Chairman	Rs.50,000/- in each case subject to Rs.5,00,000/- per annum <b>(No change)</b>
5.2		Member (Admn.)	Rs.30,000/- in each case subject to Rs.3,00,000/- per annum
5.3		Regional Officers	Rs.5,000/- in each case subject to Rs.50,000/- per annum, subject to the condition that the Regional Officers apart from marking a copy to Member (Admn.), will submit a monthly report on the powers to exercised to Member (Admn.) in the prescribed format enclosed as an <b>Annexure</b> .

2. This issues with approval of the Competent Authority.

  
27/08  
(V.K. Sharma)  
CGM (Coord.)

To,

**All officers and employees at HQ/ROs/PIUs/CMUs**

**ANNEXURE**

**Monthly Report on power exercised by the Regional Officer-\_\_\_\_\_ in respect of  
power delegated to Regional Officer under Clause 5.3 relating to writing-off  
irrecoverable loss of cash/ public money vide Policy Circular No.120-Admn./Fin.  
dated 27.8.2013**

1. Report for the month of : \_\_\_\_\_
2. Name of Regional Office : \_\_\_\_\_
3. Name of the Regional Officer : \_\_\_\_\_
4. Financial Year : \_\_\_\_\_
5. Power exercised till date  
out of Rs.5,000 in a year during  
the current Financial Year : \_\_\_\_\_
6. The PIU/CMU/ RO/ to which  
the asset belongs to : \_\_\_\_\_

Sl. No.	Description of asset	Date of purchase of asset	Purchase value of asset (Rs.)	Percentage of depreciation chargeable to the asset, if any	Write-off value (Rs.)	Remarks

8. Details of calculation of depreciation: \_\_\_\_\_

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

[Signature of Regional Officer]