



**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

**No.11041/217/2007-Admn.**

**7.9.2009**

**POLICY MATTERS – Administration/Finance (57/2009)**

(Decision taken by the Authority in its 73<sup>rd</sup> meeting held on 24.8.2009 and processed on HR-I Division's File No.NHAI/11035/01/2009-HR.I)

**Sub: Delegation of Powers to Chairman, Members and other officers of the National Highways Authority of India**

The Authority in its 73<sup>rd</sup> meeting held on 24.8.2009 approved the revised delegation of powers to Chairman, Members and other officers of the Authority. In supercession of the earlier Administration/Finance Policy Circulars No.120/2006 dated 5.5.2006 and No.48/2009 dated 3.3.2009 on the subject, the revised delegation of powers are enclosed herewith for information and compliance.

Encl. As above

  
(Vijay Shankar V.)  
Dy. General Manager (Coord.)

**All officers at HQs and Regional Offices/PIUs/CMUs**

# NATIONAL HIGHWAYS AUTHORITY OF INDIA

## DELEGATION OF POWERS

Sl. No.	Powers	To whom delegated	Extent of delegation
<b>Part – I - Establishment:</b>			
<b>1.</b>	<b>Appointments, Absorption, Promotion, Confirmation and allied matters.</b>		
1.1		Chairman	Full powers.
1.2		Member (Admn.)	Full powers below the level of Manager.
<b>2.</b>	<b>Acceptance of Resignation/ Termination</b>		
2.1		Chairman	Full powers.
2.2		Member (Admn.)	Full powers below the level of Managers.
<b>3.</b>	<b>Officiating arrangements in leave vacancy / during training</b>		
3.1		Chairman	Full Powers.
3.2		Members	Full powers within their own Divisions.
3.3		CGM/GM (where no CGM is posted) at HQs/ CGM of Regional Office (RO)	Full powers within their Division/Regional Office (RO)
3.4		Project Director	Full powers in respect of all posts in the project/PIU.
<b>4.</b>	<b>Posting/Transfer</b>		
4.1		Chairman	Full Powers.
4.2		Member (Admn.)	Full powers up to the level of DGM (Except PDs).
4.3		Member concerned	Full powers within the Division.
<b>5.</b>	<b>Grant of leave (Except study leave)</b>		
5.1		Chairman	Full powers.
5.2		Member	Full powers in respect of all posts upto the level of GM within the Division.
5.3		Chief General Manager / General Manager (where no CGM is posted)	Full powers upto the level of Dy. General Manager within the Division at Corporate Office and the Project Directors upto the level of GMs
5.4		Project Director	Full powers up to 45 days in respect of all posts in the project.
<b>6.</b>	<b>Grant of CL/ Special CL / RH</b>		
6.1		Chairman	Full powers
6.2		Member	Full powers upto CGM

Sl. No.	Powers	To whom delegated	Extent of delegation
6.3		CGM /GM (where no CGM is posted) at HQs	Upto GM/DGM as the case may be at HQs of their Division
6.4		CGM of RO	Full powers for all posts under his region
6.5		DGM at HQs	Full powers upto the level of Managers at HQs
6.6		Project Directors	Full powers within their PIUs
7.	<b>Grant of Study leave</b>	Chairman	Full powers.
8.	<b>Grant of incentives/ honorarium</b>		
8.1		Chairman	Full powers.
8.2		Member (Admn.)	Upto Rs.10,000/- in each case.
9.	<b>Sanction of LTC as per NHAI (LTC) Regulations</b>		
9.1		GM (HR/Admn.)	Full powers.
9.2		DGM (HR/Admn.)	Full powers below the level of Manager.
9.3		CGM of RO/ Project Directors	Full powers for their region/PIUs, subject to entry in the service book to be recorded in HQs.
10.	<b>Reimbursement of Tuition Fee/hostel subsidies as per MoF orders</b>		
10.1		DGM (HR/Admn.)	Full powers.
10.2		Project Directors	Full powers for their PIUs
11.	<b>Appointment of individuals as Consultants / Advisors including terms &amp; conditions.</b>	Chairman	Full powers upto six months. Beyond six months with the approval of the Authority.
12.	<b>Acquisition / Disposal of Immovable Property - Reporting of.</b>		
12.1		Chairman	Full powers.
12.2		Member (Admn.)	Full powers up to the level of CGM.
12.3		CGM (Admn.&HR)/ CGM of RO	Full powers upto the level of GMs at HQs/All officers of the region and PIUs
12.4		GM (HR/Admn.)	Full powers upto the level of DGM
13.	<b>Noting of transaction of movable property</b>		
13.1		Member (Admn.)	Full powers.
13.2		GM (HR/Admn.)	Full powers upto DGM level officers.
13.3		DGM (HR/Admn.)	Full powers below the level of Manager.
14.	<b>Nomination for attending seminar/ conference /training programme which is likely to be beneficial to the Authority</b>		
14.1		Chairman	Full powers (Both in India and Abroad).

Sl. No.	Powers	To whom delegated	Extent of delegation
14.2		Member (Admn.)	Full powers up to the level of CGM within India.
<b>15.</b>	<b>Authorisation of tour</b>		
15.1		Chairman	Full powers for domestic as well as foreign tours, subject to the administrative directions in force on the subject in respect of foreign tours.
15.2		Member	Upto the level of GM in corporate office for tours in India
15.3		Chief General Manager / General Manager (where no CGM is posted)	Upto the level of DGM in corporate office and Project Director upto the level of GMs for tours in India
15.4		Project Director	All officers and employees under his administrative control for project related work. PDs may travel within their area of jurisdiction without approval of Member.
<b>16.</b>	<b>Relaxation of provisions in respect of entitlement to Air-journey on duty and in respect of stay.</b>	Member (Admn.)	Full powers.
<b>17.</b>	<b>Acceptance of declaration of home-town, dependent family members etc.</b>		
17.1		Member (Admn.)	Full powers.
17.2		CGM (Admn.&HR)	Full powers upto the level of GMs
17.3		GM (HR/Admn.)	Full powers upto the level of DGMs
<b>18.</b>	<b>Appointment of casual labour on daily wages</b>		
18.1		GM (HR/Admn.)	Full powers.
18.2		Project Director	Full powers in PIUs.
<b>19.</b>	<b>Grant of advances</b>		
19.1	House building and Motor car	GM (HR/Admn.)	Full powers subject to prescribed limits.
19.2	Motor cycle/ Scooter/ Moped/ Bi-cycle	DGM (HR/Admn.)	Full powers subject to prescribed limits.
19.3	<b>Grant of advances in relaxation of prescribed limits, as per Govt. rules</b>		
(a)		Member (Admn.)	Full powers
(b)		CGM (Admn.&HR)	Full powers upto the level of GMs
<b>20.</b>	<b>Tour Advance/Transfer TA Advance/ LTC Advance</b>		
20.1		Accounts Officer/DDO	Full powers once the tour programme is approved by the competent authority.
20.2		CGM of RO	Full powers for personnel of the region
20.3		Project Director	Full powers for the personnel of PIU
<b>21.</b>	<b>Forwarding of application for outside employment</b>		
21.1		Chairman	Full powers.

Sl. No.	Powers	To whom delegated	Extent of delegation
21.2		Member (Admn.)	Upto the level of GM.
21.3		GM (HR/Admn.)	Below the level of Manager.
22.	<b>NOC for application for passport</b>	DGM (HR/Admn.)	Full powers.
23.	<b>Grant of Permission for foreign travel on private visit while availing leave to:</b>		
23.1	The regular, contractual and deputationists (other than officers of All India Services) employees of NHAI		
(a)		Chairman	Full powers
(b)		Member (Admn.)	All employees upto the level of GMs
23.2	The officers of All India Services on deputation to NHAI	Chairman	Full powers, subject to the guidelines issued by the Central Government in this regard, from time to time.
24.	<b>Grant of permission for pursuing higher studies outside office hours</b>		
24.1		Chairman	Full powers
24.2		Member (Admn.)	All employees upto the level of CGMs
24.3		CGM (Admn.&HR)	All employees upto the level of GMs
24.4		GM (HR/Admn.)	All employees upto the level of DGMs
<b>Part – II - Contingent Expenditure &amp; Connected issues:</b>			
1.	<b>Hiring of office Accommodation</b>		
1.1		Chairman	Full powers.
1.2		Member (Admn.)	Upto Rs.1 lakh pm in each case.
1.3		CGM (Admn.&HR)	Upto Rs.50,000/- pm in each case
1.4		GM (HR/Admn.)	Upto Rs.25,000/- pm in each case
2.	<b>Hiring of residential accommodation for officers/ employees of the corporate office through Hiring Committees.</b>		
2.1		Chairman	Full powers on recommendation of Hiring Committee.
2.2		GM (HR/Admn.)	Full powers up to prescribed limits.
3.	<b>Hiring of office &amp; residential accommodation in PIUs.</b>	Project Directors	Full powers up to the prescribed limits.
4.	<b>Advance Rent for hired / leased Accommodation adjustable in the monthly rent (both office and residences)</b>		
4.1		Member (Admn.)	Full powers
4.2		CGM (Admn.&HR)	The amount of rent upto 6 months

Sl. No.	Powers	To whom delegated	Extent of delegation
4.3		GM (HR/Admn.)	The amount of rent upto 3 months
4.4		CGM of RO	The amount of rent upto 6 months
4.5		Project Directors	The amount of rent upto 3 months
<b>5.</b>	<b>Security Deposit to the Landlord for hired /leased accommodation</b>		
5.1		Chairman	Full powers
5.2		Member (Admn.)	Amount equal to the rent upto 12 months
5.3		CGM (Admn.&HR)	Amount equal to the rent upto 6 months
5.4		CGM of RO	Amount equal to the rent upto 6 months
5.5		Project Directors	Amount equal to the rent upto 3 months
<b>6.</b>	<b>Retention of hired / leased accommodation after retirement / deputation / Tenure of officers / employees as per rules of Directorate of Estates</b>	Member (Admn.)	Full powers.
<b>7.</b>	<b>Monthly Hiring of Vehicles for official use</b>		
7.1		Member (Admn)	Full powers.
7.2		GM (HR/Admn.)/ Project Director	Full powers upto the prescribed rates.
<b>8.</b>	<b>Contingent hiring of vehicles for official use in case of urgency</b>		
8.1		GM (HR/Admn)	Full powers.
8.2		Project Director	Full powers for officers on tour as per entitlement.
<b>9.</b>	<b>Sanction of conveyance charges to General Managers/ CGMs/ Members / Chairman</b>	Self	Full powers.
<b>10.</b>	<b>Sanction of Conveyance Charges to officers / employees</b>	GM for all officers of his Unit	Full powers
<b>11.</b>	<b>Bank charges</b>	DDO/ Manager (F)/ CGM of RO / Project Director	Full powers.
<b>12.</b>	<b>Demurrage / Wharfage charges</b>	Member (F) through Member concerned	Full powers.
<b>13.</b>	<b>Insurance of Assets/ Group Insurance of personnel</b>		
13.1		Member (Admn.)	Full powers.
13.2		CGM (Admn.&HR)	Full powers (for insurance from public sector insurance companies)
13.3		CGMs of RO / Project Directors	Full powers (for insurance from public sector insurance companies)

Sl. No.	Powers	To whom delegated	Extent of delegation
<b>14.</b>	<b>Expenditure for the purpose of security and house keeping including stores required for repairs/ sanitary fittings / water supply / electricity installations etc.</b>		
14.1		Member (Admn.)	Full powers
14.2		CGM (Admn.&HR)	Upto Rs.1,00,000/- pm in each case
14.3		GM (HR/Admn.)	Upto Rs.30,000/- in each case
14.4		DGM (HR/Admn.)	Upto Rs.15,000/- in each case, subject to the ceiling of Rs.1,00,000/- per annum
14.5		CGM of RO / Project Directors	Rs.15,000/- in each case, subject to the ceiling of Rs.1,00,000/- per annum
<b>15.</b>	<b>Additions / alterations to hired / owned office accommodation in Project Offices.</b>		
15.1		Chairman	Full powers.
15.2		Member (Admn.)	Upto Rs.2 lakh in each case, subject to ceiling of Rs.10 lakh per annum.
15.3		CGM (Admn.&HR)/ CGM of RO	Upto Rs.1 lakh in each case, subject to ceiling of Rs.5 lakh per annum
15.4		GM (HR/Admn.)	Upto Rs.30,000/- in each case, subject to ceiling of Rs.3 lakh per annum.
15.5.		Project Director	Upto Rs.50,000/- per annum.
<b>16.</b>	<b>Hiring of manpower for meeting emergent requirements.</b>		
16.1		Project Director [initial appointment with the approval of Member (Admn.)]	Upto 3 + 3 months (short term contract)
16.2		CGM (Admn.&HR)	Upto subsequent 3 + 3 months (short term contract)
16.3		Member (Admn.)	More than one year
<b>17.</b>	<b>Annual Maintenance and repair of office equipment &amp; other office machines/ equipments</b>		
17.1		GM (HR/Admn.)	Full powers.
17.2		DGM (HR/Admn.)	Upto Rs.25,000/- in each case
17.3		CGM of RO	Full powers
17.4		Project Directors	Full Powers in PIUs.

Sl. No.	Powers	To whom delegated	Extent of delegation
<b>18.</b>	<b>Repairs, up-keep and maintenance of furniture/ fixture.</b>		
18.1		GM (HR/Admn.)	Full powers.
18.2		DGM (HR/Admn.)	Upto Rs.25,000/- in each case
<b>19.</b>	<b>Payment of electricity, water, Telephone &amp; other charges of recurring nature including reimbursement of office Telephone bills.</b>		
19.1		Manager (HR/Admn.)	Full powers.
19.2		Project Directors	Upto prescribed limit wherever fixed (in respect of PIU/CMU)
<b>20.</b>	<b>Maintenance, upkeep and repairs of office vehicles</b>		
20.1		Member (Admn.)	Full powers.
20.2		GM (HR/Admn.)	Rs.10,000/- in each case.
20.3		Project Directors	Rs.50,000/- per annum.
<b>21.</b>	<b>Purchase of Books, Periodicals, Journals, News papers.</b>		
21.1		Library Committee	Full powers, subject to Budget Provision
21.2		CGM of RO / Project Directors	Rs.10,000/- per annum for purchase of professional books
21.3		GMs & above	Rs.10,000/- per annum for professional books.
<b>22.</b>	<b>Advertisement &amp; Publicity</b>		
22.1		Chairman	Full powers.
22.2		Member (Admn.)	Upto Rs.1 lakh in each case.
<b>23.</b>	<b>Printing &amp; Binding</b>		
23.1		Members	Full powers.
23.2		CGMs	Rs.20,000/- in each case.
23.3		GMs wherein no CGM is posted	Upto Rs.20,000/- in each case.
23.4		Project Director	Upto Rs.10,000/- per annum
<b>24.</b>	<b>Municipal rates &amp; Taxes</b>	GM(F)/ Project Director	Full powers.
<b>25.</b>	<b>Purchase of Stationery &amp; office stores including papers for printing, Photocopying etc.</b>		
25.1		DGM (HR/Admn.)	Full powers subject to Budget.
25.2		CGM of RO	Full powers subject to Budget
25.3		Project Directors	Upto Rs.50,000/- per annum



Sl. No.	Powers	To whom delegated	Extent of delegation
26.	<b>Purchase of office equipments including Photocopiers, fax machines etc.</b>		
26.1		Member (Admn.)	Full powers.
26.2		GM (HR/Admn.)	Rs.30,000/- each case.
26.3		Project Director	Rs.10,000/- in each case.
27.	<b>Purchase of Computers (including PCs /laptops)</b>		
27.1		Chairman	Full powers
27.2		Project Director	As per authorization and technical guidelines.
28.	<b>Purchase &amp; maintenance of telecom equipment (excluding mobile phones)</b>		
28.1		Member (Admn.)	Full powers.
28.2		CGM (IS&P)/GM (IS&P) where no CGM is posted at HQ/ CGM of RO	Upto Rs.20,000/- in each case.
28.3		Project Director	Upto Rs.10,000/- in each case.
29.	<b>Purchase &amp; maintenance of mobile phones</b>		
29.1		Member (Admn.)	Full powers.
29.2		GM (HR/Admn.)	Upto Rs.25,000/- in each case.
29.3		Project Director	Upto Rs.10,000/- in each case.
30.	<b>Sanction of new Telephone connections</b>	Member (Admn.)	Full powers.
31.	<b>Purchase of Furniture &amp; Fixtures</b>		
31.1		Member (Admn.)	Full powers.
31.2		CGM (Admn.&HR)	Upto Rs.2,00,000/- in each case
31.3		GM (HR/Admn.)	Up to Rs.50,000/- in each case.
31.4		CGM of RO	Upto Rs.50,000/- in each case, subject to maximum of Rs.2,00,000/- per annum
31.5		Project Director	Upto Rs.20,000/- per annum
32.	<b>Purchase of Vehicles/ Replacement of Vehicles</b>	Chairman	Full powers.
33.	<b>Medical Advance / Reimbursement to the officers/ employees in relaxation of Regulations.</b>		
33.1		Member (Admn.)	Full powers.
33.2		DGM (HR/Admn.)	As per NHAI Regulations.

Sl. No.	Powers	To whom delegated	Extent of delegation
33.3		Project Directors	As per NHAJ Regulations.
<b>34.</b>	<b>Annual Maintenance of computers, printers, and all computers related hardware etc.</b>		
34.1		Member (Admn.)	Full powers
34.2		CGM (IS&P)/GM (IS&P) where no CGM is posted at HQ/CGM of RO	Upto Rs.50,000/- per annum
34.3		Project Director	Upto Rs.20,000/- per annum
<b>35.</b>	<b>Maintenance of computers and related hardware not covered in the annual maintenance</b>		
35.1		CGM (IS&P)/GM (IS&P) where no CGM is posted at HQ/CGM of RO	Up to Rs.10,000/- in each case.
35.2		Project Director	Up to Rs.5000/- in each case.
<b>36.</b>	<b>Purchase of Software and Hardware</b>		
36.1		Member (Admn.)	Full Powers
36.2		CGM (IS&P)/GM (IS&P) where no CGM is posted at HQ/CGM of RO	Upto Rs.50,000/- in each case
<b>37.</b>	<b>Purchase of computer consumables (i.e. cartridge for Laser printers, Mouse cleaner, stationery etc.).</b>	CGM (IS&P)/GM (IS&P) where no CGM is posted at HQ/CGM of regional office	Upto Rs.50,000/- in each case.

**Part – III - Miscellaneous Financial Matters:**

<b>1.</b>	<b>Drawal of Pay and Allowances as per rules and all other payments sanctioned</b>	DGM(F)/ DDO	Full powers for drawal of pay and allowances and other payments based on pay fixation order/ sanction order
<b>2.</b>	<b>Re-appropriation in Annual Budget.</b>	Chairman	Full powers. (with the approval of the Board when reappropriated from Plan to Non-plan & Capital to Revenue).
<b>3.</b>	<b>Opening Bank Account</b>	GM (F) / Project Directors	Full powers as per guidelines.

Sl. No.	Powers	To whom delegated	Extent of delegation
4.	<b>Investment of Surplus Funds in Securities</b> <b>(i) Temporary Parking of Funds in Nationalised Banks.</b> <b>(ii) Investment of Surplus funds.</b>	Member (Finance)/ Project Director	As per guidelines.
5.	<b>Write off of irrecoverable loss of Cash/ Public Money.</b>	Chairman	Rs.50,000/- in each case subject to Rs.5 lakhs per annum.
6.	<b>Write off of obsolete items of Stores / furniture (Parameters of obsolescence to be decided)</b>		
6.1		Member (Admn.)	Full powers.
6.2		CGM/GM (HR/Admn.) where no CGM is posted at HQ/ CGM of RO	Full powers for items for which purchase value is upto Rs.50,000/-
6.3		Project Directors	Full powers for items for which purchase value if Rs.20,000/-
7.	<b>Sanction of imprest</b>		
7.1		CGM (F)/ GM (F)	Full powers
7.2		CGM of RO	Upto Rs.50,000/-
8.	<b>Expenditure on serving refreshments tea, coffee and snacks etc. in respect of official meetings.</b>		
8.1		Chairman	Full powers
8.2		Members	Rs.3000/- pm
8.3		CGMs	Rs.3000/- pm
8.4		GMs	Rs.2500/- pm
8.5		DGMs	Rs.1000/- pm
8.6		Managers & Equiv.	Rs.800/- pm
8.7		AMs & Equiv.	Rs.500/- pm
9.	<b>Expenditure on entertainment to invitees / visitors in official conferences / functions/ Board Meetings / press briefings / Parliament &amp; statutory meetings / other official meetings / briefings / presentations / lectures / laying foundation stones/ opening ceremonies, invitation cards, Shamianas, refreshments, garlands, photographs etc</b>		
9.1		Chairman	Full powers

Sl. No.	Powers	To whom delegated	Extent of delegation
9.2		Member (Admn.)/ Member (Tech.)	Upto Rs.5,00,000/- in a year
9.3		CGM/GM (HR/Admn.) where no CGM is posted/ CGM of RO	Upto Rs.50,000/- in a year
9.4		Project Directors	Upto Rs.20,000/- in a year
<b><u>Part – IV - Legal Matters:</u></b>			
1.	<b>Institution of legal proceedings or defending legal cases.</b>	Member (Admn.)	Full powers.
2.	<b>Legal charges relating to Court cases and Arbitration including Fees to Barrister, Advocates, Arbitrators, Umpires &amp; Legal experts.</b>		
2.1		Chairman	Full powers.
2.2		CGMs/GMs/ Project Director	As per prescribed rates.
3.	<b>Acceptance of Arbitration Award</b>	Chairman	Full powers.
4.	<b>Reimbursement of Legal expenses by officers/ employees connected with official duties.</b>	Member	Full powers.
5.	<b>Signing of petition/ affidavit/ all legal documents on behalf of the Authority, in consultation with the CGM (Legal)/ GM (Legal)</b>	CGM/GM/DGM of the concerned Division	Full powers with the approval of Member (Admn.)
<b><u>Part –V - Miscellaneous:</u></b>			
1.	Chairman will have the inherent power to exercise all or any of the powers delegated to the lower functionaries and to further delegate any of the powers to any officer of the Authority.		
2.	Wherever no powers have been delegated to any functionary of the Authority on any matter, the same shall vest with the Chairman, who will have inherent power to delegate powers to lower functionaries of the Authority.		