

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.NHAI/11041/217/2007-Admn.

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08.09.2011

POLICY MATTERS – Administration / Finance (72/2011)
(Decision taken on File No.NHAI/11035/01/2009-HR.I)

Sub: Delegation of Power to Chairman, Members and other officers of the NHAI – Modification of power for Authorization of Tour of officers in field offices (i.e. ZOs, ROs, SLOs, PIUs, CMUs and site offices, etc.)

It has been observed that field officers have been visiting NHAI Headquarters quite frequently. The field officers' effectiveness lies in their intensive visits in their jurisdiction and supervision of work. In the modern days of communication, the requirement of their coming to Headquarters should be minimal, as it affects the progress of work.


2. In the light of the above, in partial modification of earlier Administration/ Finance Policy Circular No.57/2009 dated 7.9.2009, it has been decided to modify Clause No.15 (Part-I – Establishment) as under:

(A)

Sl. No.	To whom delegated	Proposed delegation
15.	Authorisation of Tour	
15.1	Chairman	No change
15.2	Member	(a) Upto the level of GM in corporate office for tours in India (b) PDs and all officers of field offices visiting HQs or places outside the jurisdiction of ZO/RO, with recommendation of ED of ZO/ CGM of RO.
15.3	ED	All officers for visit within the jurisdiction of ZO.
15.4	CGM of HQ	Upto the level of DGM in corporate office for tours in India
15.5	CGM of RO	All officers for visit within the jurisdiction of RO.
15.6	GM	Upto the level of Manager in corporate office for tours in India
15.7	Project Director	(a) PDs may travel within their area of jurisdiction. (b) All officers and employees under his administrative control for project related work within their area of jurisdiction.

(B) Regional Offices, where no CGM is posted and is being officiated by GMs temporarily and other GMs are functioning as PDs, will seek approval of Member(s) for travel within the jurisdiction of ROs.

2. This needs to be followed scrupulously.
3. This issues with approval of the Chairman.


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

All officers at HQs/ZOs/ROs/SLOs/PIUs/CMUs/Site Offices