



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

No.11041/217/2007-Admn

25.09.2012

POLICY MATTERS-ADMINISTRATION/FINANCE (92/2012)
(Decision taken on File No.NHA/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.

YK
25/09

(V.K.Sharma)
Chief General Manager (Coord./LA)

To,

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



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ANNEX- A


दूरभाष / Phone : 91-11-25074100/25074200
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 NHA 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 INDIA

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 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

Sign. of 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