



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



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दूरभाष / Phone: 01-11-25074100/25074200
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No.11041/217/2007-Admn

25.09.2012

POLICY MATTERS-ADMINISTRATION/FINANCE (92/2012)
[Decision taken on File No.NHA/11041/08/2010-HR.1]

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.

Y
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

National Highways Authority of India of Circular dtd. 14.8.12

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 NHA 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

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