

भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

National Highways Authority of India

(Ministry of Road Transport & Highways)

G-5 & 6, SECTOR-10, DWARKA, NEW DELHI-110045

No.11041/21/2002-Admn.III

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June 5, 2002

POLICY MATTERS – ADMINISTRATION/FINANCE (07/2002)

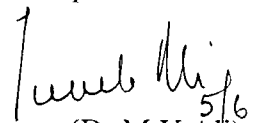
(Decision taken on Admn.Divn. File No.11041/21/2002-Admn.III)

It has been decided to lay down the channel of submission of ACRs in respect of officers and staff of NHAI as indicated below:-

<i>Designation</i>	<i>Reporting Officer</i>	<i>Reviewing /Accepting Officer</i>
Chief General Manager	Member/Chairman	Chairman
General Manager	Chief General Manager/ Member	Member/Chairman
Dy.General Manager	General Manager	Chief General Manager/ Member
Manager	Dy.General Manager/ General Manager	General Manager/ Chief General Manager
Sr.Accounts Officer	Manager/Dy.General Manager	General Manager
Accounts Officer/ Asst. Programmer/Asstt. Manager	Manager/Dy.General Manager	General Manager
Private Secretary/Personal Assistant/Stenographer Grade 'D'/Draughtsman/ Group 'D'	Officer to whom attached	These may be reviewed at the level of GM, only in case the officers to whom they are attached are below the level of GM. Otherwise, there will be only one level in such cases.
Accountant	Accounts Officer/ Sr.Accounts Officer/Managers	Manager/Dy.General Manager. <i>The ACRs will be accepted/ countersigned by GM (Fin.).</i>

2. The ACRs will be filled in the new proforma of NHAI for the year 2001-2002 onwards and will be routed through a two-level channel. The immediate superior officer will initiate the ACRs, which will be reviewed by the next superior officer.

3. It has also been decided that ACRs of the officers and employees on deputation will henceforth be rendered on **NHAI proforma** only.


(Dr.M.Y.Ali)

Dy.General Manager (Admn.)

To

All Officers and Staff of NHAI
All PIUs