



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-110075

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

दूरभाष / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

NHAI/Policy Guidelines/Deputation/2019
No.1.3.2.27/2019 Dated the 16th May, 2019

Sub.: Guidelines regarding deputation of all Officers in NHAI

The deputation of Officers in NHAI is governed by NHAI's Regulations read with DoPT instructions. Further, period of deputation is in accordance with the recruitment rules. It has been observed that many officers try to overstay beyond approved period of deputation for different reasons. This has been viewed seriously by the Competent Authority. To streamline, clarify & ensure strict compliance of NHAI/Govt. orders, the following guidelines are issued in respect of Officers on deputation in NHAI:-

- (i) The Cadre Division shall initiate the proposal for extension (if permissible as per NHAI RR and DoPT guidelines) at least six months in advance so that all formalities are completed and suitable orders for extension are issued before the completion of the approved deputation period. In case no order for extension of deputation has been issued before the completion of approved deputation period, the concerned Officer shall stand relieved on completion of the approved deputation period without waiting for any specific order for relieving from HQs.
- (ii) The Cadre division shall not initiate any proposal for extension of deputation period beyond maximum period permissible as per the recruitment rules of NHAI read with DoPT OM NO. 6/8/2009-Estt (Pay II) dated 17th June, 2010 (as modified from time to time) and no Officer would make request for extension of deputation period contrary to the provisions in the RR.
- (iii) For extension of deputation period (where permissible), the Cadre Division would seek the willingness of the concerned Officer, obtain vigilance status and the work performance through the concerned Member of NHAI. Thereafter, the proposal shall be submitted to the Competent Authority for decision on extension of deputation period. The NOC from the Parent Department of the Officer would be requested subsequent to approval of the Competent Authority. 30 days time will be given to parent department to convey its decision on NOC. Upon receipt of NOC, the proposal for approval of the extension of deputation shall be submitted & notified accordingly. In case NOC is not received from the parent department, within prescribed time frame (i.e. before completion of the approved deputation period), the

Officer shall stand relieved and repatriated on completion of original approved deputation period and no extension shall be considered in such cases.

- (iv) All Officers on completion of their approved original/extended deputation period shall stand relieved and shall hand over of the charge to their immediate superior or any other colleague in HQ/RO/PIU without waiting for any formal orders from Administration regarding handing over of the charge.
- (v) The Officer will ensure their relieving on the date of completion of their approved original/extended deputation period, failing which, any overstay would be treated as 'non- duty period' and no salary will be paid for this period by NHA. The Authority will also recommend disciplinary action against such Officer to their parent department.
- (vi) It shall be responsibility of immediate Reporting/Reviewing Officer to ensure that no Officer under his jurisdiction overstays beyond approved original/extended deputation period and any such instance would lead to disciplinary action against such Reporting/Relieving Officer by the Authority.
- (vii) Any Officer getting proforma promotion in their parent department on a post, whose pay level in the pay matrix is higher than the pay level of the deputation post in NHA, may continue on deputation till completion of the approved original/extended (if extension issued before proforma promotion) deputation period & shall be relieved on completion of such approved original/extended deputation period. No extension is allowed in such case.

2. This comes into immediate effect.



(V.K. Sharma)
CGM (Coord& Parl.)

Copy to:

- (iv) All Officers and employee of HQ/ROs/PIU/CMUs/ Site offices.
- (v) Hindi Officer for translation in Hindi.
- (vi) Library- for hosting the circular library site.