



# 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

No.: 11041/217/2007-Admn.

दूरभाष / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

15<sup>th</sup> October, 2012

### **POLICY MATTERS-ADMINISTRATION/FINANCE (94/2012)** [Decision taken in 120<sup>th</sup> Meeting of Executive Committee]

#### **Sub.: Terms and conditions in respect of personnel engaged on long term contract basis - reg.**

The matter relating to renewal of contract period and terms and conditions in respect of personnel engaged on long term contract basis was discussed in the 120<sup>th</sup> meeting of Executive Committee held on 27.09.2012 and it approved as under:

- i) Ex-post facto approval for renewal of contract period of the 373 officers and employees (06 Managers, 03 Sr. AOs, 03 AOs, 15 Jr. AOs, 152 Accountants, 114 PAs, 77 Stenos, 02 Staff Car Drivers and 01 Electrician) for earlier periods and current block of 2011-2013.
  - ii) The pay of the long term contract employees will continue to be governed by Office Order No. 11041/262/2008-Admn. dated 30.10.2008 (**Annexure I**).
  - iii) The contract of the long term contract employees will be subject to adjustment of pay/leave by Administration Division on account of unauthorized absence on the basis of data of Access Control System.
  - iii) The terms and conditions in respect of long term contract employees approved by the Executive Committee are enclosed as **Annexure-II**.
2. This issues with the approval of Competent Authority.

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

Encl: a/a

To:

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



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण  
(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)  
**National Highways Authority of India**  
(Ministry of Shipping, Road Transport and Highways)

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F NO. 11041/262/2008-Admn

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एक्स. / Extn.: 2223 / 2318 / 2468 / 2553


30<sup>th</sup> October 2008

**OFFICE ORDER**

**Sub: Revision of emoluments in respect of long term contract employees consequent to adoption of revised pay structure in NHAI -reg.**

Consequent to adoption of revised pay structure in NHAI, the consolidated emoluments of long term contract employees (contract employees appointed directly by NHAI HQs) in NHAI will be revised w.e.f 01.01.2006 on the basis of revised pay structure adopted vide Office Order of even number dated 03.10.2008. Pay fixation as on 1<sup>st</sup> January 2006 will be carried out on the same principles adopted in above mentioned office order and employees may submit undertaking for fixation of pay. Consolidated pay will consist of pay + DA and grade pay will be shown separately. Long term contract employees will be eligible for all allowances in terms of office order No. 11041/262/2008-Admn dated 03.10.2008.

2. Copy of format for undertaking is enclosed as Annex A.
3. This issues with the approval of Chairman, NHAI.

  
(Vijay Shankar V)  
DGM (Admn) II

Encl : a/a

To:

GM (A&A), GM (F), GM (Admn)

DDO

All PIUs/CMUs

Copy for information to:

PS to Chairman

PS/PA to all Members

Annexure A to Office Order  
No. 11041/262/2008-Admn  
dated 30<sup>th</sup> October 2008

**UNDERTAKING**

I hereby undertake that any excess payment that may be found to have been made as a result to incorrect fixation of pay or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the NHAI either by adjustment against future payments due to me or otherwise.

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

Date :  
Station :



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण  
(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)  
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F NO.: 11041/262/2008-Admin

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फैक्स / Fax : 91-11 25093507 / 25093514

एक्स. / Exln.: 2223 / 2318 / 2468 / 2553

3rd October 2008

OFFICE ORDER

**Sub: Implementation of revised pay structure (2008) -reg.**

Consequent to approval of the Authority, the pay and allowances in respect of employees of NHAI drawing pay and allowances on the basis of CDA pattern, is being revised in accordance with the provisions contained in the following instructions/orders issued by the Government in implementation of recommendations of 6<sup>th</sup> CPC :-

- a) Central Civil Services (Revised pay) Rules, 2008 promulgated vide Ministry of Finance, Deptt. of Expenditure notification No. 622(E) dated 29.08.2008(in instructions contained in First Schedule to the rules ibid only revised pay structure as incorporated in Section I and II of Part A of the Schedule will be applicable).
- b) Ministry of Finance, Deptt. of Expenditure OM F No. 1/1/2008-IC dated 30<sup>th</sup> August 2008 regarding fixation of pay & payment of arrears.
- c) Ministry of Finance, Deptt. of Expenditure OM No. 1(3)/2008-E (II)B dated 29<sup>th</sup> August 2008 regarding grant of revised rates of Dearness Allowance
- d) Ministry of Finance, Deptt. of Expenditure OM No. 3(1)/2008-E II(B) dated 29<sup>th</sup> August 2008 regarding Special Compensatory (Remote locality) allowance.
- e) Ministry of Finance, Deptt. of Expenditure OM No. 4(2)/2008-E II(B) dated 29<sup>th</sup> August 2008 regarding Special Compensatory (Hill Area) allowance
- f) Ministry of Finance, Deptt. of Expenditure OM No. 21(2) /2008-E II(B) dated 29<sup>th</sup> August 2008 regarding grant of transport allowance to Central Government employees
- g) Ministry of Finance, Deptt. of Expenditure OM No. 6(3)2008-E(II) B dated 29<sup>th</sup> August 2008 regarding construction projects grant of project allowance.

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- h) Ministry of Finance, Deptt. of Expenditure OM No. 11(5)/2008 dated 29<sup>th</sup> August 2008 regarding special duty allowance for civilian employees serving in North East Region and Ladhak (including Sikkim)
- i) Ministry of Personnel, Public Grievances and Pensions OM No. 12011/03/2008-Estt (Allowance) dated 02.09.2008 regarding children education allowance

2. In view of abolishing of CCA, transport allowance at rates prescribed in OM dated 29.08.2008 mentioned at Sl No. (f) above will be applicable to employees of NHAI. Consequently, the system of reimbursement of transport subsidy is discontinued with effect from 1<sup>st</sup> Sept. 2008. Transport allowance is not applicable to officers at the level of GM & above as well as those officials in field, who are being provided with and avail official vehicle by NHAI or by concessionaire/contractor as per terms of contract.

3. In matters wherein Government norms are being followed by NHAI, as and when existing orders are amended by Government, in implementation of recommendations of 6<sup>th</sup> CPC, the same orders will be applicable to NHAI.

4. The mode of payment of arrears and budgetary support for additional expenditure on account of revised pay structure will be governed by instructions contained in Government of India, Ministry of Finance, Deptt. of Expenditure OM No. 7/23/2008 E III(A) dated 30.09.2008 (copy enclosed).

5. This issues with the approval of Chairman, NHAI.

  
(Vijay Shankar V)  
DGM (Admn) II

Encl :o/a

To:

GM (F)/GM (A&A)/DDO  
GM(Admn)/DGMs(Admn)/Managers (Admn)  
All PIUs/CMUs

Copy for Information :

PS to Chairman  
PS /PA to all Members

**TERMS AND CONDITIONS FOR ENGAGEMENT OF PERSONNEL ON LONG TERM CONTRACT BASIS**

**1. SCOPE OF SERVICE**

To perform such duties as assigned to you from time to time. You shall exercise all reasonable skills, care and diligence in the performance of the services under the agreement and shall carry out all the responsibilities in accordance with recognized professional standards. You will also carry out any other duty assigned by the superiors from time to time. You should be available for duty during office hours 9.30 A.M. to 6.00 P.M. on working days. In case of exigencies the controlling officer may require your attendance on Saturdays and holidays also which will be complied with.

**2. DURATION OF ENGAGEMENT / TERMINATION OF CONTRACT**

The engagement shall be for a period of two years from the date of commencement of the contract. During the period of contract, NHAI reserve the right to terminate the contract at any time without assigning reasons, by giving one month notice or emoluments in lieu thereof. You also have the reciprocal option to request for termination of contract by giving one month notice or depositing emoluments in lieu thereof and your continuation shall be solely at the discretion of NHAI. NHAI reserves the right to terminate you at any time during the contract period depending upon your conduct and performance.

Services rendered on contract with NHAI shall in no way give you any right to claim regularization / absorption in the organization.

**3. PAYMENT FOR THE SERVICE RENDERED**

- i) **Pay and allowances and Grade Pay:** Payments will be made in consolidated pay, which will consist of pay + DA and grade pay will be shown separately. Long term contract employees will be eligible for all allowances in terms of Office Order No.11041/262/2008-Admn. dated 3.10.2008 and No.11041/262/2008-Admn. dated 30.10.2008. Further, the pay fixation will be carried out on the same principles adopted in above mentioned office order dated 3.10.2008 for regular employees. The long term contract employees will be allowed to opt for their pay fixation from the date of upgradation/ promotion, as the case may be, in accordance with Office Order No.11041/01/2005/Admn.-II dated 24.7.2009, as amended from time to time.
- ii) **Leave Travel Concession (LTC):** The LTC facility will be granted to the employees engaged on Long Term Contract basis on completion of one year of contract, in accordance with the provisions of the CCS (LTC) Rules,

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1988, subject to fulfillment of the conditions prescribed therein, as per Policy Circular (Admn./Finance) No.62/2003 dated 21.10.2003.

- iii) **Leave Encashment:** Leave encashment will be payable to the long term contract employees under the provisions of the DoP&T OM No. 12016/2/99-Estt(L) dated 12.7.1999, as amended from time to time and in accordance with Policy Circular (Admn./Finance) No.73/2011 dated 15.9.2011, as amended from time to time.
- iv) **Gratuity:** Gratuity will be payable to long term contract employees in accordance with the Payment of Gratuity Act, 1972 read with Policy Circular (Admn./Finance) No.73/2011 dated 15.9.2011, as amended from time to time.
- v) **Payment of Dearness Allowance (DA):** The dearness allowance as and when enhanced by the Government of India will be payable to the long-term contract employees of NHAI, as per Office Order No.11041/01/2005/Admn.-II dated 24.7.2009, as amended from time to time.
- vi) **Grant of Leased Accommodation/ HRA:** The employees engaged on long term contract basis will be eligible to avail the leased accommodation facility in accordance with the Office Order No.12011/7/95-Admn. dated 19.8.2005 (as amended from time to time), on the ceiling limits applicable to the regular employees, from time to time. In case a long term contract employee opts for HRA, he may be granted the same as per the rates prescribed by NHAI for the regular employees.
- vii) **Group Life Insurance:** The long term contract employees will be entitled for group life insurance facility as per Circular No.NHAI/11041/27/2005-Admn.III dated 22.8.2005, as amended from time to time.
- viii) **Leave:**
  - a) **Casual Leave:** The long term contract employees will be granted CL @ 2 (two) per quarter which will however accrue only at the beginning of each quarter. The maximum CL that can be availed in a year will be 8 (eight).
  - b) **Restricted Holiday:** The long term contract employees will be granted RH @ 1 (one) during every 6 (six) months. The maximum number of RHs that can be availed in a year will be 2 (two).
  - c) **Commuted Leave:** The long term contract employees will be entitled to commuted leave @ 10 days on full salary every year. In case of sickness it will, however, be admissible only on completion of one year of contractual service.

- d) **Earned Leave:** On completion of two years of service, the long term contract employee will be entitled for EL for 15 days for every six months of continuous service. Incomplete month will be ignored.
- e) **Maternity/Paternity Leave:** Maternity leave will be extended to the female employees for 180 days and Paternity Leave will be extended to male employees for 15 days.
- ix) **TA/DA:** In case the long term contract employees are deputed on tour on official duty, they will be granted TA/ DA, as admissible to the regular employees of the Authority.
- x) **Children Education Allowance (CEA):** The long term contract employees will be entitled for CEA, as admissible to the regular employees of the Authority as per Office Order No.11041/262/2008-Admn. dated 3.10.2008 read with Office Order No.11041/262/2008-Admn. dated 30.10.2008.
- xi) **Reimbursement of Telephone expenses/ cost of mobile instrument/ laptop:** The long term contract employees will be granted this facility in accordance with the Office Orders No.11041/230/2007-Admn. dated 26.3.2010 and 1.10.2010, as amended from time to time.
- xii) **Annual Increment:** The long term contract employees will be granted two (02) increments at the time of renewal of contract period for further two years, provided that after the long term contract employees complete 05 years of contractual service in NHAI, they will be granted increment every year, as payable to regular employees, if otherwise eligible.
- xiii) **EPF:** During the period of engagement, 12% of the amount will be deducted towards EPF and an equal amount will be contributed by NHAI as employer's contribution.
- xiv) **Medical Facility:** The long term contract employees will be entitled to the medical facility as admissible to the regular employees. The normal rules/guidelines in reimbursement for such purposes, as applicable for regular employees, shall be followed in this regard under the NHAI (Medical Attendance and Treatment) Regulations, 1997.
- xv) **Reimbursement of briefcases/ ladies bags:** The long term contract employees will be entitled for this facility in accordance with the Office Order No.11041/187/2006/Admn.-II dated 26.4.2010, as amended from time to time.
- xvi) **Reimbursement for purchase of newspapers and magazines at residence:** The long term contract employees will be entitled for this facility in accordance with the Office Order No.11041/35/24-LIB dated 26.4.2010, as amended from time to time.



- xvii) **Reimbursement of expenditure on serving refreshments in respect of official meetings:** The long term contract employees will be entitled for this facility in accordance with the Policy Circular (Admn./Fin.) No.57/2009 dated 7.9.2009, as amended from time to time.
- xviii) **Residuary matters:** All other facilities as are admissible to the regular employees in corresponding posts will also be admissible to the long term contract employees, provided such facilities are not specifically made inadmissible to the long term contract employees.
- xviii) The long term contract employees will be governed by such directives and orders issued by NHAI from time to time, which are made applicable to them.
- xix) These terms and conditions will govern the contractual appointment of long term contract employees. Grant of allowances and privileges at par with regular employees will not confer any right for regularization of services of the long term contract employees in present or in future.

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