



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

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No.11041/217/2007-Admn.

26.4.2013

POLICY MATTERS – ADMINISTRATION / FINANCE (113/2013)

[Decision taken on File No.NHAI/11041/287/2009-HR.I]

Sub: Appointment of Site Engineers/Site Supervisors on Short Term Contract basis at Regional Offices – reg.

With reference to Policy Circular (Admn/Finance) No. 19/2007 dated 28.11.2007, read with Policy Circulars No.79/2012 dated 04.05.2012 and No. 95/2012 dated 25.10.2012 (copies enclosed), it is clarified that the Regional Offices may also engage the services of Site Engineers/Site Supervisors on Short Term Contract basis after seeking approval of Member-in-charge of the State, as per the provisions contained in the ibid Policy Circulars.

2. This issues with approval of the Chairman.

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26/04

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

To,

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



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28th November, 2007

Policy Matters : Administration / Finance (19/2007)

(Decision taken on Admn. Division note no. 11041/230/2007-Admn dt. 14.11.2007)

Sub: Appointment of Site Engineers/Site Supervisors -reg.

In order to overcome the shortage of Engineers for close supervision of monitoring of projects of NHA as well as to strengthen the needs of various PIUs implementing the projects, it has been decided to appoint Site Engineers / Site Supervisors on short-term contract in PIUs. The guidelines in this regard are as outlined below:-

Site Engineer / Site Supervisors

- (i) Site Engineers / Site Supervisors may be considered for engagement in the construction packages where Managers are not in position. They may be considered mainly for the works where concession agreements/contracts have been awarded (project management) or where pre-construction activities have to be undertaken. However, they may be engaged only in case of absolute necessity. Keeping this in view the requirement shall be assessed by the concerned Project Director and CGM of the State.
- (ii) On posting of the Manager for a particular package, the services of the Site Engineer / Site Supervisor will be terminated.
- (iii) The following eligibility criteria and consolidated emoluments have been agreed to for appointment of Site Engineers and Site Supervisors:

Sl.No.	Post	Consolidated Emoluments	Other Benefits	Educational Qualification
(i)	Site Engineer	Rs.22000/- per month	Vehicle for site inspection + per diem allowance @ Rs.100/- day	For those holding Degree in Civil Engineering with more than one year's experience

(ii)	Site Engineer	Rs.18000/- per month	Vehicle for site inspection + per diem allowance @ Rs.100/- day	For those holding Degree in Civil Engineering with less than one year's experience
(iii)	Site Supervisor	Rs.18000/- per month	Vehicle for site inspection + per diem allowance @ Rs.100/- day	For those holding Diploma in Civil Engineering with more than five year's experience
(iv)	Site Supervisor	Rs.15000/- per month	Vehicle for site inspection + per diem allowance @ Rs.100/- day	For those holding Diploma in Civil Engineering with three to five year's experience

(iv) Project Directors in consultation with the concerned CGMs will recruit the Site Engineers / Site Supervisors either by advertising the posts in newspapers or through placement agencies. The Site Engineers / Site Supervisors will be engaged on contract basis for a period of one year or till the placement of a Manager, whichever is earlier.

(v) The contract would be extended subject to the requirement of the works and non availability of Manager.

(vi) The contract Site Supervisors / Site Engineers will not have any financial powers and will not sign any cheques. The format for the contract will be separately circulated.

2. The procedure for appointment of Site Engineer / Site Supervisor shall be as follows :

i) The Project Director of a PIU in consultation with concerned CGM, identify the vacancies for Site Engineer/Site Supervisor, as per stipulations given above and shall take necessary action to recruit the Site Engineer/Site Supervisor either by advertising the posts in newspapers or through placement agencies. PIU may also intimate the vacancies to local employment exchange. It will, however, be preferable to take action together for all PIUs of a particular State, through a nodal PIU, for filling up all the posts.

ii) The selection of the Site Engineer/Site Supervisor shall be finalized through interview by a Committee of three officers headed by GM (Tech.)/CGM (Tech.) of Head Office, Project Director and one or more officer from nearby PIUs.

- iii) The appointment shall be approved by the Member (Admn) in HQ.
- iv) The recruitment of the Site Engineer / Site Supervisor shall be on contract basis and consolidated emoluments and other benefits shall be, as outlined above, for a maximum of one year or till the placement of a Manager for a particular case.
- v) The contract may be extended subject to requirement with recommendation of CGM (Tech.) of the concerned State by the Member (Admn).

This issues with the approval of Chairman.

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28/11
(V K Sharma)
General Manager (Admn)

To:

- i) PS to Chairman
- ii) PS/PA to all Members/CGMs/CVO
- iii) GMs/DGMs/Managers
- iv) All PIUs/CMUs/SPVs



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No.11041/217/2007-Admn

4th May, 2012

POLICY MATTERS-ADMN & FINANCE (79/2012)
(Decision taken on File No. 11021/01/2009-Admn-(40)-Pt.)

Subject: - Appointment of Site Engineers/Site Supervisors-reg.

The Policy Circular No. 19/2007 dated 28.11.2007 regarding appointment of Site Engineers/Site Supervisors is amended to the extent that after following all norms and procedures for engagement of Site Engineers/Site Supervisors, as provided in the Policy Circular, prior approval of Competent Authority at HQ be taken giving complete justification and all documents as provided in the circular before engaging or extending the period of contract of any Site Engineer/Supervisor in the ROs/PIUs.


(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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No.11041/217/2007-Admn

25.10.2012

POLICY MATTERS-ADMINISTRATION/FINANCE (95/2012)

(Decision taken on File No. NHA/11021/01/2009-Admn(40) (Pt.))

Sub: Appointment of Site Engineers/ Site Supervisors.

In partial modification of Policy Circular-Admin/Finance No. 19/2007 dated 28.11.2007 and No. Admin/Finance No.79/2012 dated 04.05.2012 on the above mentioned subject, it has been decided that henceforth the appointment of Site Engineers/Site Supervisors will be approved by the Member in-charge of the State, after following the procedure prescribed in the ibid Policy Circulars. The contract of Site Engineer/Site Supervisor will be extended by the concerned Member subject to requirement with recommendations of the concerned Regional Officer/CGM(T).

2. This issues with the approval of Chairman.

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25/10

(V.K.Sharma)

Chief General Manager (Coord./LA)

To,

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