



# 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

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No.: 11012/05/2010-Admn.III

15.01.2016

To

**Regional officer,**  
**RO-Nagpur & Chhattisgarh,**  
National Highways Authority of India,  
Plot No.159, Bungalow No.2, Shubhankar Apartments,  
Ambazari Hill Top Ram Nagar,  
Nagpur - 440033, Maharashtra  
Telefax No.: 0712-2244492/2244493

**Sub: Engagement of one IT Engineer viz. Data Base Administrator & Network Administrator on short term contract basis in RO-Nagpur – Reg.**

Sir,

Kindly refer your letter No.NHAI/RO-NAG&CG/Admin/2015/964 dated 15.10.2015 on the above mentioned subject.

2. In this connection, I am directed to convey the approval of Competent Authority for engagement of one IT Engineer for a period of one year with effect from actual date of deployment of staff with a break of one day after every 89 days on short term contract basis in Regional Office-Nagpur.

3. The eligibility criteria, terms & conditions and consolidated emoluments have decided for appointment of IT Engineer shall be as under:-

Sl. No.	Post	Consolidated Emoluments	Educational Qualification
(i)	IT Engineer	Rs.30,000/-	For those holding Bachelor Degree in IT/CSE/ECE or Equivalent and experience in relevant field for at least three years in a reputed company/firm.

(ii) The term of engagement of IT Engineer shall be same as stipulated in NHAI Policy Circular No.11041/217/2007-Admn dated 28.11.2007 (copy enclosed).

(iii) The format for appointment on contract as per HQ letter dated 05.05.2008 (copy enclosed).

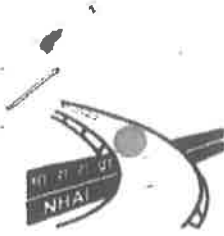
(iv) The emoluments of IT Engineer shall be same as stipulated in NHAI Policy Circular No.11041/218/2007-Admn dated 27.01.2014 as engagement of Site Engineer/Supervisor and terms of services (copy enclosed).

Yours faithfully,

Encl.: as above

  
(Manoj Pande)  
AM (HR&Admn-III)





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No.11041/218/2007-Admn.

24<sup>th</sup> January 2014  
२४

**POLICY MATTER – Technical (149/2014)**

[Decision taken in 176<sup>th</sup> meeting of Executive Committee held on 30.12.2013  
vide Agenda Item No.6]

**Sub: Maintenance and repair of roads and appointment of Site Engineer.**

Following policy circulars have been issued regarding delegation of powers and procedure to be followed with respect to maintenance and repair of roads:

- (i) Policy Matters – Technical (135/2013) dated 31.05.2013
- (ii) Policy Matters – Admn/Finance (88/2012) dated 01.08.2012
- (iii) Policy Matters – Admn/Finance (86/2012) dated 23.07.2012
- (iv) Policy Matters – Admn/Finance (31/2008) dated 01.05.2008
- (v) Policy Matters – Admn/Finance (30/2008) dated 16.04.2008
- (vi) Policy Matters – Admn/Finance (8/2007) dated 13.02.2007
- (vii) Policy Matters – Admn/Finance (123/2006) dated 18.05.2006
- (viii) Policy Matters – Admn/Finance (81/2004) dated 13.04.2004

2. Further, the matter relating to norms for maintenance and repairs, delegation of powers for sanction of maintenance estimates, approval of bids for maintenance works and appointment of Site Engineer for repair works was deliberated in the 176<sup>th</sup> Meeting of Executive Committee held on 30.12.2013 and the following has been decided:

**I. Maintenance of the road where declaration of appointed date is delayed:-**

It was decided that in cases where declaration of appointed date are delayed, maintenance of the existing road may be taken up as per the requirement. If the road condition requires renewal with bituminous layer, the same may also be considered. Regional Officer shall provide proper justification for the provisions in the estimate to be sanctioned keeping in view the likely achievement of appointed date and concerned Member shall have the power to decide on the scope of the maintenance estimate.

**II. Norms for Maintenance and Repairs:-**

It was decided that the norms may be updated based on norms prescribed/ adopted by Ministry for similar type of work. Separate orders will be issued in this regard.

**III. Delegation of Powers for sanction of Maintenance Estimates:-**

Following Delegation of Power for sanction of maintenance estimates was agreed:-

- a) Regional Officer – Estimated cost within the maintenance norms.
- b) Member concerned with the concurrence of Member (Finance) – Upto Rs.25 crores.
- c) Executive Committee – More than Rs.25 crores.
- d) Revision in Estimate – Any revision in the sanctioned estimate shall be approved at Executive Committee level. However variation in quantities of different items of work within the approved cost may be approved at RO level.

**IV. Approval of bids for maintenance works:-**

Following Delegation of Power was agreed:-

i)	Lowest bid price is upto 5% above the estimated cost	Regional Officer
ii)	Lowest bid price is more than 5% and upto 15% of above the estimated cost	Member with concurrence of Member (Finance)
iii)	Lowest bid price is more than 15% above the estimated cost	Chairman

Bids may be re-invited in case of single bid. If in re-bidding single bid is received, the same may be approved as per delegation of power as above.

3. In addition to above issues, the matter relating to appointment of Site Engineer for repair works was also deliberated in the 176<sup>th</sup> Meeting of Executive Committee held on 30.12.2013 wherein it was agreed that RO may engage suitable number of Site Engineers/Supervisors @ one per 50 km or per maintenance contract as the case may be. Accordingly, in partial modification to Policy Circulars (Admn/Fin) No.113/2013 dated 26.4.2013 read with Policy Circulars No.79/2012 dated 4.5.2012, No.19/2007 dated 28.11.2007 and No.95/2012 dated 25.10.2012, the following eligibility criteria and consolidated emoluments have decided for appointment of Site Supervisor and Site Engineer:

Sl.No.	Post	Consolidated Emoluments	Educational Qualification
(i)	Site Supervisor	Rs.25,000/-	For those holding Diploma in Civil Engineer with more than five year's experience.
(ii)	Site Engineer	Rs.30,000/-	For those holding Degree in Civil Engineering with more than one year's experience.

4. This issues with the approval of Competent Authority, NHAI.

(V.K.Sharma)

Chief General Manager (LA & Coord.)

To,

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



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No. 11041/217/2007-Admn

05/05/2008

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

In continuation to Policy Matters Administration / Finance (19/2007), dated 28.11.2007, the format for contract is enclosed herewith for information and necessary action please.

(Ram Ashraya Singh)  
Manager (Admn)

Encl.: a/a

To: All PILs CMUs/SPVs

To

**Sub: Appointment to the post of Site Engineer/Site Supervisor on short term contract basis in NHAI, PIU**

Sir,

It has been decided, with the approval of the Competent Authority, NHAI, to engage you as a Site Engineer/Site Supervisor on short-term contract basis for a period of maximum one-year w.e.f \_\_\_\_\_ on a consolidated remuneration of **Rs.22,000/- (Rupees Twenty - Two Thousand only)** per month. The terms and conditions of the contract agreement shall be as under: -

(i) **Scope of Service:**

To provide technical/engineering assistance to the Project Directors at PIU. While discharging the duties, you shall exercise all reasonable skills, care and diligence in the performance of the service under the contract agreement and also carry out all the responsibilities strictly in accordance with the recognized professional standards.

(ii) **Duration of Engagement:**

Your contractual engagement shall be for a maximum period of one year from the date of entering into the contract agreement. The contract shall automatically stand terminated on expiry of the period of contract. However, during the period of contract, NHAI reserves the right to terminate the contract at any time without assigning any reason for such termination, by giving one month's written notice or emoluments in lieu thereof. Similarly, you also have the reciprocal option to request for termination of the said contract by giving one-month's notice or depositing emoluments in lieu thereof.

Your contractual engagement with NHAI shall, in no way, confer on you any right to claim regularization/absorption in NHAI.

(iii) **Payment for the services rendered:**

A consolidated amount of **Rs. 22,000/- per month** shall be paid for satisfactory performance of the services rendered by you during the month. In case of absence, other than authorized and sanctioned leave, proportionate deduction shall be made from the consolidated amount.

You will also be entitled for per diem allowance @ Rs. 100/- day.

Contd., 2



(iv) **Provident Fund:**

NHAI will pay employer contribution @ 12% of the consolidated amount towards Provident Fund and an equal amount will also be recoverable from you on this account.

(v) **Leave:**

You will be entitled for 8 days' Leave in a Calendar Year. Leave will be credited on pro-rata basis ignoring the incomplete months.

(vi) **TA/DA:**

In case of official tours, you will be entitled for TA/DA, subject to the same terms and conditions as are applicable to Group 'B' cadre officers of NHAI.

(vii) **The NHAI (Conduct, Discipline and Appeal) Regulations:**

During the period of contract, you will be treated as a Public Servant and governed by the National Highways Authority of India (Conduct, Discipline and Appeal) Regulations, 1996.

The contract shall be the sole repository of the terms and conditions governing the contractual appointment.

Yours faithfully,

( \_\_\_\_\_ )  
Project Director

**Acceptance for offer of above appointment**





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No. : 11041/217/2007-Admn.

28<sup>th</sup> 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 NHAI 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.

y  
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