



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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February 04, 2008

**POLICY MATTERS : ADMINISTRATION/FINANCE (23/2008)**

(Decision taken on 10<sup>th</sup> Weekly Meeting dated 02.01.2008)

**Sub: Guidelines for issue of inspection notes by officials after site visit/tour.**

Keeping in view some instances where officers in their inspection notes have given remarks on the field not related to their official jurisdiction, it has been decided to streamline guidelines for issuance of inspection note by officials after tour.

2. The following guidelines may be adhered to while issuing inspection notes after site visit/tour: -

- (i) Inspection notes after site visit/tours can be issued by GM level and higher officers after appropriate approval.
- (ii) The inspection notes be carefully worded and should not infringe on the jurisdiction of other division.
- (iii) In case, any observation about the works of other divisions is to be made, the same may be informed to the concerned Member confidentially for taking appropriate action as deemed fit by him.

3. This issues with the approval of Competent Authority.

(L P Padhy)  
DGM (Admn.)

To:

1. PS to Chairman
2. PS/PA to All Members / CGMs/ CVO
3. All GMs/DGMs/Managers
4. All PIUs/CMUs/SPVs
5. Librarian/Hindi Officer