



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण  
(सड़क परिवहन और राजमार्ग मंत्रालय)  
**National Highways Authority of India**

(Ministry of Road Transport and Highways)

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No.11041/217/2007-Admn

2nd April, 2012

**POLICY MATTERS-ADMINISTRATION/FINANCE (77/2012)**

**(Decision taken on File No. NHA/11041/08/2010-HR.I)**

**Sub: Policy on issue of Policy Circulars.**

A system of issue of numbered Policy Circular was evolved in NHA in the year 2002 for dissemination and retrieval of important decisions having far reaching consequences. Presently, the Policy Circulars with distinct numbers are issued under the following classification:-

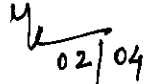
- (a) Admn./Finance
- (b) Technical
- (c) Vigilance
- (d) Commercial Operation
- (e) Road Safety

2. It has been observed that in the recent past Policy Circulars and other important circulars have been emanating from various divisions and officers without a nodal control. This has often led to duplication, lack of coordination and retrieval. It has also led to the problem that full information on the subject is not readily available at one source. To overcome and remove these difficulties, it has been decided that all Policy Circulars will be issued by Coordination Division as per following procedure:-

- (a) The concerned Division will seek the approval of Chairman / Executive Committee for the proposed Policy Circular.
- (b) After seeking approval, the concerned Division will forward the original file (along with approved draft Policy Circular) to the Coordination Division for its issue along with soft copy of the Policy Circular.
- (c) The Coordination Division will retain the copy of the relevant pages of note sheet, provide a distinct number to the Policy Circular and get it signed from CGM/ GM/ DGM of the Coordination Division.
- (d) Coordination Division will issue the Policy Circular through IT Division by e-mail (in PDF format) to all concerned along with a copy to Library. While circulating the Policy Circular the subject and distinct number of the same will be mentioned in the subject of the e-mail.

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- (e) Thereafter, the original file will be returned to the concerned Division.
- (f) Librarian will host the Policy Circular on the Library Website under respective head after cross-referencing, if required.
3. In case a Policy Circular is required to be modified, it shall be modified only through a Policy Circular after seeking approval of Chairman/ Executive Committee, as the case may be and it should invariably contain the reference to the earlier Policy Circular(s).
4. In future all the decisions of seminal importance and relating to policy issues having far reaching consequences will be disseminated only by the Policy Circulars.
5. In case any Division has disseminated the policy issues through Office Memorandum, Office Orders or Circular, they may combine them in one or more Policy Circulars and put-up the same for approval of Chairman for issue of Policy Circular immediately.
6. This issues with approval of the Chairman.

  
02/04

(V.K. Sharma)

Chief General Manager (Coord.)

To,

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