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

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(Ministry of Shipping, Road Transport and Highways)

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G-5 & 6, Sector-10, Dwarka, New Delhi-110075

No. 11041/59/2006-Admn

01.09.2009

POLICY CIRCULAR

With the approval of the Competent Authority it has been decided to establish the Regional Offices and/or State level offices at State capitals with the following norms:


- I. The Maximum Carpet Area for Regional Offices headed by CGM shall be 4500 Sqft.
 - II. The Ceiling of monthly rent shall be maximum Rs. 60,000/- for 'X' cities (old A-1) and Rs. 50,000/- for other cities. However, the rent be restricted to the Government commercial rent.
 - III. The maximum cost of office furniture and furnishing including DG Sets, may be Rupees Sixty Lakhs (one time). The cost does not include office equipments.
2. With a view to have a uniform procedure for hiring Regional Office accommodation, RO should follow the following procedures:-
- a) To hire an office accommodation, an open advertisement in two regional dailies should be given, invariably. Out of the two regional dailies one should be of the vernacular.
 - b) In case there is necessity of committing any annual rent increase in the lease agreement, the same should be negotiated with the owner and in no case the annual rent increase should be more than 10%.
 - c) Annual increase of maximum of 10% will be admissible only on annual extension of tenancy and not on new hiring.

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- d) In case of non-availability of office accommodation within the prescribed monthly rent ceiling the carpet area should be reduced upto 75%.
- e) In case of any relaxation sought by a Regional Office from the above guidelines, the same should be referred to the HQs with full details/justification.

3. For furnishing the Regional Office, an open advertisement in at least two regional dailies should be given for inviting the tenders. A committee should also be constituted consisting of at least three officers of the rank of Manager and above for evaluating the tenders. An officer from NHAHQ Admn Div should also be involved while evaluating the tenders. The recommendation of the Tender Committee should be submitted to HQ for final approval of the Competent Authority.

Yours faithfully


(Rakesh Nagar)
GM (HR/Admn)-I

Copy to:

- 1) PS to Chairman
- 2) PS to All Members
- 3) All CGMs/CVO
- 4) All GMs/DGMs
- 5) All PIUs/CMUs
- 6) Hindi Office/Library
- 7) All Officers at HQ
- 8) All Regional Offices