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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.11019/11/2009-Admn.

15.7.2010

**OFFICE MEMORANDUM**

Consequent upon approval of the Competent Authority, it has been decided to create the following six Zonal Offices (ZOs) of NHAI to be headed by the Executive Directors (EDs):-

- (i) Maharashtra (Mumbai)
- (ii) Karnataka (Bangalore)
- (iii) Assam (Guwahati)
- (iv) Uttar Pradesh (Lucknow)
- (v) West Bengal (Kolkata)
- (vi) Madhya Pradesh (Bhopal)

2. The jurisdiction of the Zonal Offices is enclosed as **Annexure** to this O.M.

3. The work profile of the EDs shall be as under:

**A. General Issues:-**

- (i) The Executive Director shall head the Zonal Office of NHAI and shall exercise the general superintendence and control over the Regional Offices of NHAI in the respective zone within his jurisdiction.
- (ii) Preparation of Budget (Original / revised) for each financial year for non-technical activity as per work profile.
- (iii) Executive Directors will be the Nodal officers of NHAI to coordinate and expedite the pre-construction activities with various departments of State / Central Government like Land Acquisition, shifting of utilities, tree cutting, removal of encroachment, environment clearance, state support agreement / MoU, approval from Railways etc. Executive Directors shall convene the meetings regularly with the State Nodal Officers.
- (iv) Review various reports of the Project Directors on status of pre-construction activities, progress of projects, replies to parliament questions, and information under RTI matters etc. and forward to HQs.

- (v) Salary establishment and office expenditure - follow the guidelines of HQs and disburse the payment.
- (vi) Examine the cases for permission of access to retail outlets / private properties, laying of pipelines (underground / cables / overhead poles / lines etc.) and grant permissions following the guidelines of the Ministry.
- (vii) Empanel a list of legal experts for use in Regional / PIU / CMU Offices as per fee structure / guidelines of HQs.
- (viii) Examine and approve the proposals for advertisement including drafts, advertising agencies, newspapers / editions. Economy should be observed while deciding the content of advt./ and number of newspapers / editions.
- (ix) Economy should be observed while allowing the tours of officers in RO / PIU / CMU and while conducting the review meetings.
- (x) Develop a record keeping system in his Office and a tracking system of various BGs, Cases / files and grievances.
- (xi) Engage on job contract basis, the site engineers, support staff (stenography , accounts , office maintenance), consultants / advisors required for Regional / PIU / CMU Offices duly following the guidelines of HQs and without creating any liability on NHAI.
- (xii) General Administration, Finance and IT related matters in regional offices.
- (xiii) Network management for the region for maintenance of assets and access control related matters.

**B. Pre-construction activities:-**

- (i) In case of land acquisition, propose the staffing of LA Cells / Competent Authorities / Arbitrators, forward the notifications (3a, 3A & 3D) and the estimates for establishment charges of LA Cells, compensation and R&R to HQs for further action.
- (ii) Examine the proposals for acquisition of land by direct negotiation / consent basis duly following the guidelines of HQs and forward the proposals to HQs with recommendations.
- (iii) Review periodically the status of updating the land records in each PIU / CMU.

- (iv) Examine the estimates for shifting of utilities, compensatory afforestation / NPV for tree cutting, Railways Charges for RoB / RUBs, either approve, if these are within the powers of regional officer or forward to HQs for approval. Release the payment to the concerned in the absence of PIU.
- (v) Liaisoning with Ministry of Environment and Forest / State Authorities in r/o of Environment and Forest Clearances.

**C. SPV Projects:-**

- (i) As MD of SPV exercise the powers delegated to MD by SPV Board.
  - (ii) Follow the provisions in the Company Act and take special attention in finalization of annual accounts and taxation matters in the SPV.
4. This issues with the approval of Chairman, NHAI.

Encl:- Annexure

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

Copy to:

All officers of NHAI

Copy for information to:

- (i) AS &FA, MoRT&H
- (ii) JS (Highways), MoRT&H
- (iii) Sr. PPS to Secretary, MoRT&H
- (iv) Smt. S. Narendra, Director (PPP), MoRT&H

**JURISDICTION OF ZONAL OFFICES**

Sl. No.	Location of Zonal Office (ZO) to be headed by EDs	Jurisdiction of ZOs
1.	Maharashtra (Mumbai)	Maharashtra
		Goa
		Gujarat
2.	Karnataka (Bangalore)	Karnataka
		Tamil Nadu
		Andhra Pradesh
		Kerala
3.	Assam (Guwahati)	All NE States
4.	Uttar Pradesh (Lucknow)	Uttar Pradesh
		Uttarakhand
		Delhi
		Himachal Pradesh
		Punjab
		Haryana
		Jammu & Kashmir
5.	West Bengal (Kolkata)	West Bengal
		Orissa
		Bihar
		Jharkhand
6.	Madhya Pradesh (Bhopal)	Madhya Pradesh
		Chattisgarh
		Rajasthan