



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  
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No.11041/230/2007-Coord.

27<sup>th</sup> November 2015

**CIRCULAR**

In supersession to earlier circulars on conduct of Executive Committee meetings, it has been decided that henceforth Executive Committee meetings shall be held on every Wednesday at 12.00 pm. In case of holiday/non-availability of some Members, the meeting will be re-scheduled as per convenience of committee members.

2. Following instructions are issued for submission / approval of proposals in the Executive Committee meetings for compliance:

- (i) After a decision is taken by the Member to place the matter before Executive Committee, the agenda shall be approved by CGM, who will present the same before Executive Committee.
- (ii) Agenda items should be very brief and in standard format (maximum of 1 to 2 pages only). A copy of format for submission of proposals in future meetings is also enclosed as **Annexure**.
- (iii) Eight copies of duly approved agenda item along with copy of approval of Competent Authority shall be forwarded to CGM (Coord.).
- (iv) Each page of the agenda note should be authenticated by the concerned CGM / GM and for all information relating to agenda note, concerned GM / CGM will be responsible for the accuracy of the agenda note.

3. This issues with the approval of Competent Authority.

(A.K. Singh)

Chief General Manager (Coord.)

To  
All officers at H.Qs.

Copy to:  
All Members / CVO  
PS to Chairman

Agenda Item No.\_\_\_\_

**NATIONAL HIGHWAYS AUTHORITY OF INDIA**

1. Project Name:  
[20 words]
2. Proposal [30 words] and Approval Sought [Maximum 30 words]:
3. Synopsis of Proposal:  
[Maximum 100 words]
4. Comments/views of concerned Division (including IE, PD & RO comments/views):
5. Details of Proposal:  
[As per requirement]

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