



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 - 110 075
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No.11041/230/2007-Coord.

04th July 2012

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 1.30 pm. In case of holiday, the meeting shall be held on next working day at the same time.

2. Following instructions are also 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.
- (iii) Eight copies of duly approved agenda item along with copy of approval of concerned CGM 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.
- (v) Generally less than 10 agenda items will be circulated for discussion in one meeting and if the items are more, then two meetings will be held in the same week.

3. This issues with the approval of Chairman, NHAI.

4/04/07
(V.K. Sharma)
Chief General Manager (Coord/LA)

To

All CGMs at Hqs
All GMs at Hqs
All DGMs/Managers at Hqs

Copy to:

All Members / CVO
PS to Chairman

Agenda Item No. _____

NATIONAL HIGHWAYS AUTHORITY OF INDIA

Sub:

1. PROPOSAL
2. BACKGROUND
3. BRIEF PARTICULARS
4. COMMENTS/VIEWS OF CONCERNED DIVISION
5. APPROVAL SOUGHT