



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण
(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)
National Highways Authority of India
(Ministry of Shipping, Road Transport and Highways)
जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110 075
G-5 & 6, Sector-10, Dwarka, New Delhi-110075

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Nov. 27, 2006

CIRCULAR

Sub: Issue of Access Control Cards to the Visitors.

With a purpose to regulate the entry of the visitors in the office complex, it has been decided that:-

- i) The visitors will be allowed with the permission of officer of the level of GMs and above for two hours duration only. The visitors to office of Chairman & Members will be allowed as per the existing practice.
- ii) In case the visitors are required to stay for longer period, they will be allowed on specific recommendation of the concerned officer.
- iii) The written requests from PS to GM and above and direct requests from DGM & Managers in writing will also be entertained.
- iv) For conducting the Arbitration proceedings in HQs and any other similar event requiring group of visitors staying longer than two hours, the concerned officer shall send list of visitors to the Reception with due authentication and the restriction of two hours duration shall not be applicable for such meetings.

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


(G.P.CHAND)
General Manager (Admn)

Copy to:

1. All Officers / Staff in NHAI
2. Reception / Security
3. G4S Facility / Security, Camp: NHAI