



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

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

NHAI/13013/22/07-08/CMD-CO/DGR (Vol. VIII)

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14th October 2009

CIRCULAR NO: NHAI/COMMERCIAL OPERATIONS/108

Sub.: Procurement of user fee collection agency.

As of now the procurement of user fee collection agency was being executed by the Project Director in accordance with our circular 88 (amended vide 106 dated 23.09.2009) and circular 97 dated 26.05.2008. In compliance of admin circular no. 1141/262/Admn-2009 dated 09.09.2009 (para 9.3 and 9.6) specifying the jurisdiction of Regional Offices, our circular no. 97 i.e. for the composition of the committee needs amendment. Vide circular no. 97, the composition of the committee was as under:--

- (a) Project Director of the concerned PIU/CMU as Chairman.
- (b) Two PD's of PIU/CMU of the adjacent two States nearest to the place of interview.
- (c) A representative from Finance Division of the concerned PIU/CMU.

The composition of the committee may be reconstituted as under:

- (a) The RO CGM (T) as Chairperson of the Committee.
- (b) Two PD's of PIU/CMU of the adjacent two States nearest to the place of interview.
- (c) A representative from Finance Division of the concerned PIU/CMU/RO.
- (d) The Project Director of the concerned PIU.CMU as Member (Secretary).

The other directions and draft contract documents circulated vide our circular no. 88 dated 15.06.2007 will remain the same till further orders.

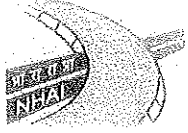

14.X.09

Rajesh Poonia
General Manager (CO)

To
All PIU's/CMU's

Copy to:

1. All Members/CGMs/CVO
2. All GMs
3. PS to Chairman
4. Director (Self Employment) Director General Resettlement, Government of India, Ministry of Defence, New Delhi
5. Librarian



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9th September '09

OFFICE ORDER

Sub: Duties/ Responsibilities of Regional Officers.

For decentralizing and strengthening the field level operations in NHAI it has been decided to set up Regional Offices, each headed by a Chief General Manager (Tech). Accordingly, with the approval of the Competent Authority, it has been decided that the Regional Officers/CGMs will have the following duties and responsibilities.

1. The Regional Officer (CGM) may submit a proposal for approval to Member (P)/ Member (Fin.)/ Member (Admn), HQ on distribution of duties/ responsibilities to various officers in the Regional Office.
2. The provisions in respective Contracts/Concession Agreements shall govern in case any of the duties/ responsibilities given below are contradicting with such provisions.
3. **General Issues:**
 - 3.1 Preparation of the Budget (Original/ Revised) for each Financial Year.
 - 3.2 Propose the projects/ works to be taken up in the region in order of priority based on the broad criteria set by the HQ:
 - 3.3 CGM will be the Nodal Officer 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 encroachments, environment clearance, state support agreement/ MoU, approval from Railways, etc. CGM shall convene the meetings regularly with the State Nodal Officers.
 - 3.4 Review various reports of PDs on status of pre-construction activities, progress of projects, replies to Parliament Questions and information under RTI matters, etc. and forward to HQ.
 - 3.5 Salary, establishment and office expenditure – follow the guidelines of HQ and disburse the payments.
 - 3.6 Examine and approve the submissions of NHAI before DRB/ Arbitration/ Court on the disputes.

(Handwritten signature)

- 8.3.6 Examine the proposals on revenue shortfall loan and recommend to HQ.
- 8.3.7 Examine the proposals on change in law and recommend to HQ.
- 8.3.8 Examine the cases of default of Concessionaire, force majeure, termination & breach of agreement and forward to HQ with recommendations.
- 8.3.9 Inspect the sites during O&M period on quarterly basis to examine the site activities of the Concessionaire vis-à-vis the requirements as per Maintenance Manual/ Programme.
- 9 O&M works by NHAI (PIU/CMU) or through State PWDs for the reaches entrusted to NHAI:
- 9.1 Obtain the estimates from PD for O&M related works and toll arrangements; examine in the light of guidelines of HQ and approve if these are within the powers of Regional Officer and recommend to HQ if it is beyond the powers of Regional Officer.
- 9.2 Obtain the estimates from State PWDs for OR/PR/SR/FDR as per norms of Ministry/ NHAI, examine the same and approve if these are within the powers of Regional Officer and recommend to HQ if it is beyond the powers of Regional Officer.
- 9.3 Carryout procurement of Contractor/ Supervisor/ Toll Collection Agency for O&M works as per Standard Documents/ Guidelines of HQ.
- 9.4 Examine the proposals for payment of advances to the Contractors and the Consultants, approve if these are as per the provisions in the contract or forward to HQ with recommendations in case of deviations to provisions of contract.
- 9.5 Examine the proposals of sub-contracting, variations, EOT, penalties & termination, approve if these are within the powers of Regional Officer or forward to HQ with recommendations.
- 9.6 Review of toll collection reports on quarterly basis, identify the measures to improve toll revenue and take follow-up actions.
10. **Supervision Consultancy/ Independent Engineer / O&M Supervisor Contracts :**
- 10.1 Examine the proposals for replacements, variations, extensions of time, penalties and termination and approve the same if these are within the powers of Regional Officer and recommend to HQ if it is beyond the powers of Regional Officer.

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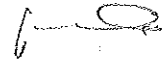
11. Externally Aided Projects:

Review the status of loan withdrawals, loan covenants, loan extensions and take follow-up actions.

12. SPV Projects :

12.1 As MD of SPV, exercise the powers delegated to MD by SPV Board.

12.2 Follow the provisions in the Company Act and take special attention in finalization of annual accounts and taxation matters in SPVs.



(PRAKASH NEVATIA)
DEPUTY GENERAL MANAGER (HR-II)
9.09.09