



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

National Highways Authority of India

(Ministry of Road Transport & Highways)

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NHAI/13013/3/03-04/CMD-CO/Policy on Toll

30 Sept 2003

CIRCULAR NO: NHAI/COMMERCIAL OPERATION/30

It has been observed during the recent past that commencement of fee collection could not be taken up immediately on publication of the fee notification for various reasons. This has resulted into several audit observations pertaining to loss of revenue. It requires immediate concerted efforts to improve system of advance planning for various activities. While certain activities can only be undertaken after receipt of published fee notification, there are other activities which could be undertaken well in advance, prior to publication of fee notification.

In this regard following instructions are issued for strict compliance.

- i) All activities, which are listed in Annexure 'A' must be completed prior to publication of the fee notification preferably within 90 days prior to the anticipated completion of 4-laning of the section / bypass.
- ii) All such activities along with time schedule, which are normally to be undertaken after receipt of the published notification, are listed in Annexure 'B'.
- iii) Normally Corridor Management Division also keeps track of the notification when a fee notification is being forwarded to the Government Printing Press from the Ministry of Road Transport & Highways. During this process, concerned PIU / CMU is also kept informed about the forthcoming publication along with a copy of the notification submitted to Government Printing Press. This information should further enable concerned PIU/CMU to prepone certain activities listed at Sr. No. 2, 5a, 5b, 5h, 6, 9, 10. in Annexure 'B'.
- iv) However, activities like publication of notification in newspaper listed at Sr. No. 3 & 4 and certain other activities viz 5c, d, e, f, g etc. shall be undertaken only after receipt of published notification, which has unique sr. no.

It is further clarified that:

- a) List of activities given in Annexure 'A' and 'B' are merely indicative and may not be exhaustive. As such, all activities be listed & planned as per local circumstances.

Contd...2-

- b) Time and activity schedule prepared is also indicative and broadly defines maximum time limits.
- c) It is expected that every PIU shall plan their activities in such a manner that they are completed as soon as possible and in any case leading to commencement of fee collection atleast by the 20th day from the date of publication of the fee notification in the official Gazette.
- d) Only in exceptional cases and for the reasons beyond the control of PIU / CMU concerned, additional time gap of 5 days could be considered making it obligatory to start the fee collection atleast under all circumstances latest by 25th days from the date of publication of the notification in the official Gazette.
- e) There had been occasions, with prior advance planning, the fee collection could begin within 7 days from the date of publication of the notification in the official Gazette.
- f) Each Project Director must take special care to interact with concerned divisions at HO for finalisation of plaza location, for construction of plaza office, widening for additional lanes and computer system etc. much before the likely date of completion of 4-lane section of highway / bypass.

Please ensure strict compliance.

This issues with the approval of the Competent Authority.


(M M Lohia)

General Manager (CO)

To:

All PIUs/CMUs

Copy submitted for favour of information to:

All Members/CGMs/CVO/CPD

All GMs

PS to Chairman

Chief Engineer (PIC), MoRT&H

ANNEXURE- A

PRE FEE NOTIFICATION ACTIVITIES

AT PIU / CMU :-

1	Timely submission of information to CM Division through concerned Technical Division at HO in prescribed format as per circular no. NHAI/COMMERCIAL OPERATION/16: 150 days before likely completion
2	Selecting fee collecting agency by obtaining sponsorship from DGR or engagement of O&M contractor as the case may be.
3	In case of levy of fee on a bypass, ensuring financial modelling through Head office by providing requisite information, specially latest traffic count, if necessary by a fresh traffic census.
4	Selecting supplier of receipt both computerized and manual (to meet contingencies) and giving them a draft format of receipt with instruction to print only after subsequent instruction on receipt of published notification.
5	Selecting supplier of hoardings & giving the draft text to be written on that except rate of fee.
6	Applying for electricity connection.
7	Construction of Plaza inclusive of plaza office complex, toll booths, extra lanes, paving of medians etc.
8	Defining responsibility of different staff of NHAI pertaining to job of fee collection/ Management of fee plaza.
9	Defining operational arrangement with Supervision Consultant and their role including surprise checks.
10	Preparation of draft for subsequent publication of fee notification in the newspapers in accordance with circular no. 22 NHAI/COMMERCIAL OPERATIONS/ dated 11.7.2003.
11	Engagement of local fee auditors.
12	Banking Arrangement inclusive of transportation.
13	Finalisation of Insurance company, type of insurance, risks to be covered, pending release of premium amount as per contractual obligation of the fee collecting agency.
14	Visit to nearest toll palza where collection has began recently, to acquaint with various procedures, practices and system of record keeping.