



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

National Highways Authority of India

(Ministry of Road Transport and Highways)

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NHAI/Policy Guidelines/Periodic Inspection/2017

No.18.23/2017, Dated the 28th July, 2017

(Decision taken on File No.NHAI/Misc./Utility Shifting/2017)

Sub: Periodic Inspections of Works and Consultancy Contracts by ROs and PDs.

Work Contracts are supervised and administered through the Supervision Consultancy Services as Independent Engineer / Authority Engineer who are obligated to perform various functions as set forth in the Agreements. Inspection of works at least once a month is carried out by the Independent Engineer / Authority Engineer and the Inspection Reports are required to be submitted as part of their duties and functions.

2. Regional Officers and Project Directors are assigned the duties to supervise and monitor the performance of the Consultants and Contractors/Concessionaires. The importance of periodic site inspections by ROs and PDs need not be emphasised in discharge of their functions for supervision and project preparation Consultancy Contracts. Regular field inspections as part of their duties and responsibilities are contained in Office Order No.11041/262/2009-Admn. dated 09.09.2009 and para 2.12 of NHAI Works Manual.

3. It has been decided that ROs and PDs would carry out periodic inspections of works including inspection of all Supervision/DPR Consultants as per schedules indicated below:-

(I) For PD

Sl. No.	Work description	Frequency of inspection
1.	FS/DPR Consultancy work	At least one visit at each stage of DPR preparation viz as Inception Report, Feasibility Report, Draft/ Final DPR, Land Acquisition and Clearance Report, Bidding Documents and Technical Schedules etc provided that there would be at least one visit in a month on every FS/DPR Consultancy work.
2.	Pre-construction activities	(i) To hold meeting at least once in a month with CALA/ District Administration for review and monitoring of land acquisition. (ii) To hold meeting at least once in a month with concerned department for clearances relating to MOEF/ forest etc.

3.	BOT Projects -construction period	At least once in a month on every project.
4.	EPC Projects - construction period	Fortnightly inspection of every project.
5.	O&M - BOT Projects Maintenance period - EPC projects	(i) Once in a month on every project. (ii) Special inspection at least two months prior to monsoon to see the vulnerable points and stretches of project road in regard to damages and flooding and finalise the program of action and preparedness to tackle floods. (iii) Inspection at least one month prior to monsoon to review the works undertaken as per program of action and repairs/deficiencies attended as part of flood preparedness.

(II) For RO

Sl. No.	Work description	Frequency of inspection
1.	FS/DPR Consultancy work	At least one visit at important stages of FS/ DPR Consultancy work viz. Feasibility Report, Draft DPR, Bidding Documents and Technical Schedules provided that there would be at least one visit every quarter on each FS/DPR Consultancy work.
2.	Pre-construction activities	Where appointed date is delayed, fortnightly meetings would be held to review and monitor the pending issues till appointed date is notified.
3.	BOT and EPC projects - Construction Period and O&M / Maintenance period	(i) At least once in a quarter on every project. (ii) Second quarter inspection (prior to monsoon during April-June) would focus on locations and stretches prone to floods and program of action to tackle the same. (iii) Second quarter inspection would cover all the projects where issues of maintenance deficiencies and deterioration are likely during monsoons.

Note: This is in modification to Office Order No.11041/262/2009-Admn. dated 09.09.2009, para 2.12 of NHA1 Works Manual and other Orders/Policy Guidelines to the extent applicable.



4. ROs/PDs would necessarily issue inspection notes after site visits with copy to all concerned quarters and NHAI HQ.

5. While issuing inspection notes, ROs/PDs would include and mention the compliance in respect of duties and obligations of Contractor/Concessionaire and NHAI in accordance with the relevant Work's Contract, Quality and Workmanship of items of work executed, random check of site and laboratory tests, test check of measurement, targets and achievements with reference to physical / financial progress and milestones; status of pending issues of EOT, COS/variations, project clearances and utility shifting etc; steps taken to address issues raised by Contractor/Concessionaire/IE and status of disputes/claims etc. Further, during the inspection, the performance of the IE/AE/DPR Consultant in contract administration and discharge of its duties and obligations would be reviewed critically and commented upon.

6. This issues with the approval of the competent authority.



(A.K. Sadhu)

Chief General Manager (Coordination)

To

All Officers of HQ / ROs / PIUs / CMUs / Site Offices.