



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/ Agenda Items for EC meetings/2018
No. 18.31/2018, Dated the 20th June, 2018

Sub: Submission of agenda item for discussion in EC meeting-reg.

- Ref.: (1) Circular no. 11041/230/2007-Coord dated 06.12.2016
(2) Policy Circular no.18.20/2016 dated 28.12.2016
(3) Circular no. 11041/230/2007-Coord dated 28.04.2017
(4) Circular no. 11041/230/2007-Coord dated 09.05.2017
(5) Circular no. 18.28/2017 dated 03.11.2017
(6) Circular no. 11041/230/2007-Coord dated 11.06.2018

In supersession of above cited circulars issued earlier, following instructions are issued now regarding submission of Agenda Items for consideration and decision of the Executive Committee (EC) of NHAI:

- (i) Member concerned should decide as to whether the Agenda Item is fit to be brought before EC or not. If Member concerned is not satisfied with the proposal, it should not be placed before EC.
- (ii) As per instructions in vogue vide policy circulars dated 28.12.2016 & 09.05.2017, the Technical Divisions were submitting proposals first to the Contract Management Division (CMD) before submission of the agenda item to the EC for critical examination of various issues and advice/ comments. It was observed that such practice is diluting the responsibility of the Technical Divisions, while they are equally competent and knowledgeable. Further, this practice has been resulting in delays in processing of the proposals, without much value addition. Hence, it has been decided now to dispense with this practice forthwith. Now, the Technical Divisions should submit the proposals directly to the EC through their respective members and they would be solely responsible for the detailed examination of the case.
- (iii) Agenda Item should be very brief (maximum 1 to 2 pages only) and in the format enclosed. The text should be in ARIAL with a font size of 11 with 1.5 spacing. The content of the Agenda Item as well as the decisions sought should be clear and unambiguous. The enclosures of the Agenda Item should be legible.
- (iv) The Agenda Item should invariably include the Financial implications (Direct and Indirect) if the proposal is for consideration of the EC.
- (v) Original Agenda Item duly signed on all pages by CGM (or GM, if CGM is not posted or on leave) along with 8 copies and copy of note sheet containing the approval of Member concerned to place the Agenda Item before EC should be sent to the Coordination Division well in advance so that the Agenda Item is circulated atleast two days before the EC meeting. No agenda item would be taken on the table unless the issue involved is most urgent.

- (vi) The officer signing the Agenda Item would be responsible for the correctness of the contents in the Agenda Item.
- (vii) The meeting would normally be held on every Wednesday except in case of exigencies or holiday. The day/ date would be intimated at least 3 days before the meeting.
- (viii) Member concerned should present/ steer the Agenda Item before the EC and CGM concerned (or GM, if CGM is not posted or on leave) should only assist the Member in addressing the query of the other Members/ Chairman.
- (ix) The minutes would be drafted after discussion on each item during the meeting itself. Any Member having different view in the matter should inform the same in the meeting itself so that his dissent/ view point is also recorded. The draft so finalized would be circulated to the Members on file by Coordination Division so as to check any factual inconsistencies, before approval of Chairman and issue of minutes. The minutes of previous EC meeting must be issued before the next EC meeting.
2. All concerned shall ensure strict compliance of above instructions.
3. This issues with the approval of Chairman.


(V.K. Sharma)
Chief General Manager (Coord.)

To

All Officers at NHAHQs
Hindi Officer for translation in Hindi

Copy to:

All Members/CVO
PS to Chairman

Agenda Item No. _____

Agenda Item for consideration of Executive Committee

1. Project Name/ Subject (in brief):
2. Proposal (30 words):
3. Synopsis of Proposal:
(Maximum 100 words)
4. Details of Proposal:
(As per requirement)
5. Comments/views of concerned Division (including comments/views of IE, PD & RO):
6. Recommendations of concerned Division at HQs:
7. Recommendation of the concerned Member:
8. Financial implications in case EC approves the proposal:
 - (i) Direct; and
 - (ii) Indirect
9. Approval sought:

(Name & Signature of concerned Officer)

K. V. P.