



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण
(सड़क परिवहन और राजमार्ग मंत्रालय)
National Highways Authority of India
(Ministry of Road Transport and Highways)
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**NHA/ Policy Guidelines/ SOP for Maintenance of Stretches with NHA/2020
No. 18.41/2020 dated 15th April, 2020
[Chairman's approval vide e-mail dated 15.04.2020]**

Sub: Priority Maintenance of National Highways entrusted to NHA.

In order to upkeep National Highways entrusted to NHA in traffic worthy condition, vide Policy Guidelines No. 18.37/2019 dated 09.12.2019, 18.39/2020 dated 12.03.2020 & allied Policy Circular No. 18.24/2017 dated 21.08.2017 and Policy Guidelines No. 18.38 dated 07.02.2020 various guidelines have been issued and sufficient power (upto Rs.10 Crore per annum per project reach) has been delegated to RO. Similarly, the provisions of concession/contract agreement give enough power to the Authority to take up maintenance activities at risk & cost whenever Contractor (for EPC projects) and Concessionaire [in case of BOT (Toll)/ Annuity/ HAM/TOT/OMT] fail to rectify the defects/ deficiencies notified by IE/AE/Authority. However, lackadaisical approach in attending to these activities in many cases resulted in severe public criticism, besides leading to costlier interventions at a later stage.

2. A comprehensive guidelines/SOP for assessment through technology driven tools for taking up maintenance and road safety activities shall be circulated in due course. In the meantime, considering ensuing monsoon, it has been decided that RO/PD should focus on maintenance of National Highways entrusted to NHA and ensure that the highways shall be made patchless before onset of the monsoon (i.e., latest by 30th June 2020 or earlier) by meticulous planning the requisite activities in a time bound manner.

3. Each PD shall prepare the estimates for maintenance of pavement surface based on Visual Assessment supported by video through car mounted camera/ drone/ NSV, whichever is feasible of pavement distress (like Pothole, Depression, Rutting, Alligator Cracking, etc.) within 15 days of issuance of this circular. Unless unavoidable, no overlay shall be proposed as part of such estimates. ROs shall approve such estimates within their delegated power (upto Rs. 10 Crore per stretch of 50 km of equivalent 4-lane) within 3 days of receipt from PD and any estimate beyond the power of RO may be got approved from HQ within 7 days. The agency may be finalised as given in Para-B.1(iv) of Policy Guidelines No. 18.37 dated 09.12.2019.

4. In case of Projects on BOT (Toll)/ Annuity/ HAM/ TOT/ OMT and EPC, wherein the obligation of maintenance rests with the concerned Concessionaire/ Contractor, IE/AE should be directed to identify defects/ deficiencies vis-à-vis maintenance requirements

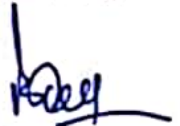
including overlay requirements and various safety measures, as per provisions of concession/ contract Agreement immediately and notify to the Concessionaire/ Contractor for necessary rectification. PD/RO shall regularly monitor the progress, keep a record (video through car mounted camera/ drone video/ NSV, whichever is feasible) and simultaneously get an estimate prepared to take up the remedial work at the risk & cost of the Concessionaire/ Contractor, if they fail/ delay the remedial work. In case of failure/ delay by the Contractor/ Concessionaire to fulfil his obligations, a notice may be issued to him, the estimates may be got approved as per delegation, the bids may be invited pending approval of estimate, appoint a new agency and get the remedial works executed through the appointed Agency at risk & cost, as expeditiously as possible, as per provisions of respective contract/ concession agreements and following the guidelines given in Para-B.2(i) & C of Policy Guidelines No. 18.37 dated 09.12.2019.

5. For above execution of work, the activities/ work may be further sub-divided (based on nature/ urgency) into Milestones giving timelines upfront in the bid and it should be ensured to make the stretches patchless (pothole free and safe) latest by 30.06.2020 or before onset of monsoon, whichever is earlier.

6. RO/PD shall ensure adherence to the above timelines and submit/ upload the reports with supporting videos on the PMS system for each stretch under their jurisdiction within 15 days of this circular along with proposed Action Plan and also update the actions taken on weekly basis. In case of failure, responsibility of concerned Consultant/ PD/ RO shall be fixed by the Member concerned.

7. This issues with the approval of Competent Authority.

Encl.: Policy Guidelines No. 18.37 dated 09.12.2019; 18.39/2020 dated 12.03.2020 & 18.38 dated 07.02.2020.



(S.K. Patel)

General Manager (Coord.)

All Officers at HQ/ ROs/ PIUs/ CMUs/ Site Offices



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NHAI/ Policy Guidelines/ Standard Operating Procedure for Contract Management/ 2019 No. 18.37/2019 dated 07th December, 2019 [Decision taken on File No. NHAI/AS/CGM(CM)/Misc./2015]

Sub. : Maintenance of stretches entrusted to NHAI.

Poor condition of NHs not only invites lot of public criticism, but also hinders safe & smooth flow of traffic. In order to facilitate timely action on maintenance, powers had been delegated to ROs vide Policy Circular No. Tech (209/2016) dated 02.08.2016 and Policy Guidelines No.18.24/2017 dated 21.08.2017 (Para-10). Following SOP will be followed henceforth:

A. Maintenance of stretches entrusted to NHAI, but civil work contract for development of reach not awarded: Delegation shall be as given vide Circular No. Tech (209/2016) dated 02.08.2016. Considering the likely date of award of civil work in the reaches, bare minimum/ essential maintenance may be carried out, which may include filling potholes and patch repair, but not bituminous surfacing. DBM & BC shall be used in exceptional cases, like in bypassed sections, for the stretch which is being handed over to the State PWDs.

B. Stretches where civil work contract awarded: The following procedure is laid down to meet the basic objective of motorable condition of the highways during construction:

B.1 Prior to Appointed Date in case of EPC and signing of Concession Agreement in case of HAM/ Toll.

(i) Project Director (PD) shall keep/maintain the documentary evidence on the condition of the highway existed on the bid due date like digital still photographs having dates or drone videography or data using Network Survey Vehicle (NSV) as per Circular No. RW/NH-33044/32/2019 -S&R dated 13.11.2019 of MoRTH.

(ii) PDs/ROs shall take up the requisite maintenance to keep the stretch in condition as stipulated in the contract/ concession agreement as per the delegation vide Circular No. Tech (209/2016) dated 02.08.2016 upto Appointed Date in the case of EPC contract and till signing of the agreement in the case of HAM/Toll.

(iii) PD by taking timely initiative shall ensure the pothole free highway till the section is taken over by the contractor/ concessionaire. For maintenance, competitive bids shall be invited.

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(iv) ROs may authorize PDs to utilise the services of nearby ongoing highway contracts depending upon nature & value of work and competitiveness of the rates of the nearby contractor. ROs may authorize PDs to execute emergent work through short tender (15 days to receive the bids).

B.2 After Appointed Date In case of EPC and signing of Concession Agreement in case of HAM/Toll:

(i) PDs/ROs and Authority Engineer shall ensure that minimum lanes of existing/ diversion road, prescribed in the agreement, always remain available to the road users, in good condition without any potholes, during the entire construction period. In case the agency is not maintaining the highway, then PD shall have the authority to get the work executed from any other agency as per the procedure indicated above (as in case of before Appointed Date) after giving notice to the Contractor/ Concessionaire, in accordance with the provisions in the agreement and keeping digital photos or drone video or data from NSV on the condition of the highway. The amount so spent shall be recovered from the next bill or from the Performance Bank Guarantee of the agency.

(ii) PDs by taking timely actions shall ensure that adequate safety sign boards are in place during construction.

(iii) PD & RO can exercise full powers while carrying out maintenance at risk & cost of the Contractor/ Concessionaire.

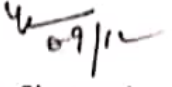
C. In case of developed projects where Concessionaires/ Contractors are responsible for maintenance of developed section/ road signs & markings, action as at Para-B.2(i) may be taken.

D. Specifications: Depending upon the type of maintenance requirement, type of treatment shall be decided keeping in view the likely date of award/ start of the work in the reach under consideration. The maintenance shall be the bare minimum which may include filling potholes and patch repair, but not bituminous surfacing. DBM & BC shall be used in exceptional cases, like in bypassed sections for the stretch which is being handed over to the State PWDs and the stretch should be handed over to the State PWD after completion of the work. Proposal for maintenance shall be prepared in consultation with the Authority Engineer/ Independent Engineer. These should also include essential safety signboards.

E. Budget: PDs/ ROs shall propose reasonable budget provision for maintenance and ensure that the expenditure on maintenance is within the budget.

F. Responsibility: With above clarifications, existing contractual provisions and delegation, ROs/PDs are fully equipped to handle the situations of maintenance issues. In case of any complaint of any pothole on NHAI sections, the PD alongwith Team Leader of the IE/ AE/ SC shall be personally responsible and accountable. They have to ensure reasonable riding quality with most economical option, till the Toll/ HAM/ EPC

agency takes over the reach. You are aware that negligence of maintenance is punishable under Section-198(A)(2) of "The Motor Vehicles (Amendment) Act 2019".



(V.K. Sharma)
CGM (Coord.)

- i. All Officers of HQ/ROs/PIUs/CMUs/Site Offices.
- ii. Hindi Officer for Translation in Hindi.
- iii. Library - for hosting the circular in library site.



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**NHAI/ Policy Guidelines/ Standard Operating Procedure for Contract Management/ 2020
Policy Circular No. 18.38/2020 Dated 07 February, 2020
Chairman's approval vide note dated 22.01.2020]**

Sub. : Maintenance of stretches entrusted to NHAI.

Instructions have been issued vide Policy Guidelines dated 09.12.2019 for ensuring maintenance of stretches, pothole free with reasonable riding quality. In continuation, the following clarifications/ instructions are issued:

(i) Project not awarded & not handed over to the Contractor:

(a) Sections proposed to be bypassed/ realigned: Member concerned may sanction the estimate as per One Time Improvement Scheme of MoRTH and place the funds with State Govt./ PWD for taking over the section being bypassed/ realigned. If State Govt. wants further improvement over & above the estimate sanctioned by NHAI, State Govt. is free to do it at their cost.

(b) Sections not being bypassed/ realigned : NHAI may undertake pothole & patch repair. In case of badly patched area, thin surfacing to improve the riding quality may be approved by Member concerned.

(ii) Project awarded & handed over to the Contractor (work not completed) :

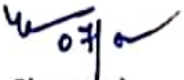
(a) Sections proposed to be bypassed/ realigned: As at (i)(a) above. The maintenance cost saved by the Contractor may be decided by the Member concerned keeping in view the party responsible for delay in completion of such sections.

(b) Sections not being bypassed/ realigned : Contractor shall maintain the section with pothole & patch repair alongwith thin surfacing of badly patched area. In case completion of section is delayed due to the Authority, the cost of maintenance of such section, after Scheduled Completion Date, may be reimbursed to the Contractor, with the approval of Member concerned. Contractor shall also program his works in the manner that development of such sections is completed on priority.

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(iii) Project Reach completed and bypasses/ realignments put to traffic : NHAI may sanction an estimate as at (i)(a) above, complete such work and handover to State Govt./ local body. Alternatively, the estimate amount may be deposited with State Govt. and State Govt. is free to improve the reach, at their cost, as deemed appropriate by them.

(iv) The cases at Para-(i)(a) & (i)(b) above, where State Government is not coming forward to take over the sections, may be brought before EC if overlay is to be permitted with proper justification.


(V.K. Sharma)
CGM (Coord &Parl.)

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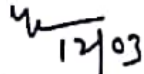
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NHAI/ Policy Guidelines/ SOP for Contract Management/ 2020
Policy Circular No. 18.39/2020 Dated 12th March, 2020
[Decision taken on File No. 11041/280/2018/Coord]

Sub. : Maintenance of stretches entrusted to NHAI - Corrigendum to NHAI/ Policy Guidelines No. 18.37/2019 dated 09.12.2019

Circular No. Tech (209/2016) dated 02.08.2016 mentioned at Para-A & B.1 (ii) of Policy Guidelines No. 18.37/2019 dated 09.12.2019 is replaced with Policy Guidelines No. 18.24/2017 dated 21.08.2017 (Para-10.5). Accordingly, it is clarified that the powers vest with RO for sanctioning the maintenance estimate (O&M, Renewal, SR etc.) upto Rs. 10 cr. per project per annum.


12/03
(V.K. Sharma)
CGM (Coord)

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