



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-110075

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

दूरभाष / Phone : 91-11-25074100/25074200

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**NHAI/Policy Guidelines/Miscellaneous/Agenda Items for EC Meetings/2021**  
**Policy Circular No.18.67/2021, Dated 23<sup>rd</sup> March, 2021**  
[As per approval given by Chairman]

**Sub: Submission of Agenda Items for EC Meetings**

Refer Circular dated 10.10.2019 directing thereby to ensure that the EC Agenda Item is very brief and it should not be bulky. EC also directed that the concerned CGM may carry the required supporting documents which could be shown to EC, if asked for in the meeting.

2. Despite above instructions, bulky Agenda Items are still coming before EC. EC has taken serious objection to such bulky items. The concerned Division shall bring all important issues involved to the notice of EC in brief, rather than putting up bulky Agenda Items. EC instructed all concerned divisions once again to scrupulously comply with above instructions in future.

3. The Agenda Items can be loaded for consideration of EC till the evening of one day before EC meeting, but no Agenda Item shall be permitted to be loaded on the day of EC meeting or tabled, unless Chairman formally approves, before the start of EC meeting, for loading/ tabling of any item.

4. This issues with the approval of Competent Authority.

*Sh. Sheo Shankar Jha*  
23.03.2021  
(Sheo Shankar Jha)  
CGM (Coord.)

To: All officers of NHAI/HQ/ROs/PIUs/CMUs/Site Offices

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No.11041/230/2007-Coord.

October 10, 2019

### CIRCULAR

#### Sub: Submission of Agenda Items for EC meetings reg.

The Executive Committee in its 401<sup>st</sup> Meeting held on 20.09.2019 vide Agenda Item No. 401.12 has directed to issue instructions to ensure back to back photocopy of EC agenda items and also not to make agenda items bulky. EC also directed that the concerned CGM may carry the required supporting documents which could be shown to EC, if asked for, in the meeting.

2. Accordingly, all concerned officers are requested to follow the above directions scrupulously and submit the Agenda items as per details given below:

- (a) Original Agenda in the prescribed approved format (duly signed in all pages, numbered and containing project sanction code)
- (b) Copy of approval of note sheet of Member concerned.
- (c) Copy of required number of agenda items, back to back.

(Akhilesh Kumar Srivastava)  
Chief General Manager (IT/Admin)

To

All officers at HQs.

Copy to:

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