



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport and Highways)

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No.11041/217/2007-Admn.

Dated: 18<sup>th</sup> Dec 2015

### POLICY MATTERS-ADMINISTRATION/ FINANCE (165/2015)

(Decision taken in file No.11041/08/2010-HR.I (Pt.)

**Sub: Inauguration/Bhoomi Pujan/Foundation Stone laying/Any other ceremony in respect of National Highway works.**

Instructions have been issued in the past regarding procedure to be followed for inauguration/ Bhoomi Pujan/Foundation Stone laying/Any other ceremony in respect of National Highway works and delegation of powers vide MoRT&H letter No. RW/NH-33044/10/2003-S&R(R) dated 16.11.2011, Policy Matters – Tech No.117/2012 dated 11.12.2012, No.123/2013 dated 20.02.2013 and Policy Matters – Admn/Fin 121/2013 dated 03.09.2013.

2. It has been observed that in the absence of standard operating instructions for organizing these functions, at times some important arrangements get missed out. Therefore, in order to have uniformity of various Arrangements for such functions a draft proposal will be forwarded eight week before the event for approval of Chairman, NHAI.

3. The details of draft proposal should include:-

- a) Brief of the project highlighting salient features, new technology used and benefits to the local population in the area.
- b) Powerpoint presentation of the project.
- c) Video presentation (3-4 minutes) of the project in English and local language with sub-titles, clearly containing the following tag-lines  
NHAI  
Building a Nation,  
Not just Roads.
- d) Model of project with details of terrain & project highlights.
- e) Draft minute to minute programme (sample enclosed)
- f) Draft talking points for Chairman NHAI, concerned Chief Minister, Hon'ble Minister of RT&H and vote of thanks by Secretary, MoRT&H / Chairman, NHAI.

g) Draft address of Hon'ble Prime Minister of India.

h) Design of mementos to be presented.

- i) List of guests and draft invitation card as per specifications and existing guidelines.
  - j) Draft advertisement as per specifications and existing guidelines.
  - k) Proper sitting arrangement viz. Separate enclosures for VVIPs, VIPs, Media and public in general.
  - l) Draft backdrop.
  - m) Draft leaflet about the project.
  - n) Protocol arrangement for fixing the spots for dignitaries at function as per guidelines be adhered to.
  - o) Photography and videography of ceremony (HD format), a copy of which (edited and raw) should be sent to Library, NHAI HQ for archival.
4. This issues with the approval of competent Authority.



(A.K. Singh)  
CGM (Coord.)

**To:**

**All Officers & Employees of HQ/ROs/ PIUs/ CMUs/ Site Offices**

## Minute-to-Minute Programme of Hon'ble Prime Minister

### Foundation Stone laying function at (Place) on (date)

Sl. No.	Event	Time
1	Arrival of Guests	T Hrs AM/PM
2	Welcome of Guests by presenting Shawl	T+06Min to T+10 Min
3	Welcome Address by _____	T+11 Min to T+15 Min
4	Address by Hon'ble Chief Minister, Concerned State	T+16 Min to T+25 Min
5	Address by Hon'ble Minister of RT&H	T+26 Min to T+35 Min
6	Unveiling of Foundation Stone	T+36 Min to T+45 Min
7	Video Presentation of the Project	T+46 Min to T+60 Min
8	Address by Hon'ble Prime Minister	T+61 Min to T+75 Min
9	Mementos Presentation	T+76 Min to T+85 Min
10	Vote of Thanks by _____	T+86 Min to T+90 Min
11	Departure	T + 90 Min