



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण  
(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)  
**National Highways Authority of India**

(Ministry of Shipping, Road Transport and Highways)

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14.07.2009

**POLICY MATTERS – ADMINISTRATION/FINANCE (52/2009)**

(Decision taken on IT Division File No. 11013/101/2009/IT)

**Sub: Norms for issuance/providing of printers to the officers at NHAI Headquarters.**

In order to streamline the system for issuance / providing printers to the officers at Headquarters, it has been decided with the approval of the Competent Authority that such facilities shall be granted to the officers at Headquarters as under :-

S. No.	Designation of Officers	Printer Facility
(i)	Chairman, Members, CGMs and GMs where no CGM is posted	Multi-Function Colour Printers (MFP) with facility to Scan, Fax and Print.
(ii)	Personal staff of Chairman, Members, CGMs, GMs and DGMs	Laser Printers
(iii)	GMs, DGMs, Managers	Laser Printers
(iv)	All other officers	Network Printers installed at each floors or share the printers with concerned Managers

Note: The above norms will be applicable for fresh purchase of printers at NHAI HQs and the existing printers will continue to be issued to the officers allotted presently.

2. Any relaxation on the above norms shall be provided only with the specific approval of Member (Admn.) on case to case basis for which the user may forward their request through their respective CGMs to IT division for seeking approval of Member (Admn.).

3. This issue with the approval of Competent Authority.

  
(S.K. Nirmal)

General Manager (Coord.)

To:

1. PS to Chairman
2. PS to All Members
3. PS to All CGMs/CVO
4. All GMs/DGMs/Managers
5. All PIUs/CMUs/SPVs
6. Librarian/Hindi Officer