



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.: NHAI/13/2/LA-Policy/2009/21700

15<sup>th</sup> September, 2011

CIRCULAR

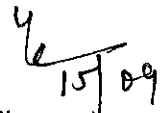
**SUB: Procedure to be followed for issuance of Notifications under National Highways (NH) Act, 1956.**

It has been observed that some PIUs / ROs are not complying the instructions issued on the subject vide this Office Circular dated 30.11.2009. As such, non-compliance of the same resulted in delay in processing the proposals for publication of Notifications u/s. 3(a), 3A & 3D under NH Act, 1956.

In view of the above, it has been decided that henceforth all the proposals for publication of Notifications shall be forwarded to HQs, along-with a checklist to ensure submission of all required documents with the proposal to avoid delay in processing the proposals from HQs. The checklist to be attached with each proposal is enclosed.

All the PDs are requested to ensure submission of proposals for publication of Notifications u/s. 3, NH Act, 1956 as per checklist, through concerned CGMs / ROs. It may be noticed that, proposals relating to notification u/s 3D should reach the Ministry for approval at least one month prior to the due date. Therefore, such proposals should reach NHAI HQ at least 45 days prior to the due date. In case of any delay in submission of proposal, the responsibility shall be fixed on the Project Director and action shall be taken against the defaulters.

Encl: As above.

  
(V. K. Sharma)  
CGM (LA)

To:

1. All PIUs
2. All ROs
3. All Officers of LA Division, HQs

CC for information to:

1. PS to Chairman
2. PS to all Members

**CHECK LIST/CERTIFICATE FOR PROPOSAL FOR  
PUBLICATION OF NOTIFICATIONS U/S SEC 3A OF NH ACT 1956**

**Case / File No.:** \_\_\_\_\_

**Date:** \_\_\_\_\_

S.No.	Description	Status
1.	Whether related notification of u/s 3(a) is enclosed.	Yes/No
2.	Whether the hard copy of draft notification is signed by the CALA in each page.	Yes/No
3.	Whether the two sets of hard copy of draft notification (in Hindi & English) duly verified and signed by the PD, are provided.	Yes/No
4.	Whether the name of Villages, Taluk, and designation of the Competent Authority are same as per 3(a) Notification.	Yes/No
5.	Whether File No., Name and designation of the signing authority in the Ministry, etc. are provided on the last page of the Schedule.	Yes/No
6.	Whether the Draft Notification as per Circular No.: NHAI/11013/LA&EM/Policy /2004/69 dated 23.01.2006.	Yes/No
7.	Whether the Draft Notification (in Hindi & English) are submitted in A-4 size paper with printing area of 7" X 10" size.	Yes/No
8.	Whether soft copy of draft notification (in Hindi & English) are provided.	Yes/No
9.	Whether colored Index map is provided.	Yes/No
10.	Whether proper colored Alignment map is provided	Yes/No
11.	Whether details of the Structures (Category-wise) is provided in the prescribed format.	Yes/No
12.	Whether Strip Plan showing the Structures coming under acquisition is provided.	Yes/No
13.	Whether approval of the Competent Authority for Change of Alignment, if any, for additional 3(A) is provided.	Yes/No
14.	Whether the pages of the Draft Notification and Enclosures are properly numbered.	Yes/No
15.	Whether standard certification (*) has been given on the last page of draft notification as per memorandum of MoRTH dt 01.12.10	Yes/No

(\*) Standard Certification "Content Page No. 1 to ..... including Cover Page of Draft Notification has been checked by me and confirmed correct".

**Project Director**  
PIU: \_\_\_\_\_  
(With Stamp)

**National Highways Authority of India**  
**Project Implementation Unit: \_\_\_\_\_**

**CHECK LIST/CERTIFICATE FOR PROPOSAL FOR  
PUBLICATION OF NOTIFICATION U/S SEC 3(a) OF NH ACT 1956**

**Case / File No.:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>S.No.</b>	<b>Description</b>	<b>Status</b>
1.	Whether nomination of Competent Authority by the State Government is provided.	Yes/No
2.	Whether name & designation of the Competent Authority mentioned in the draft notification are same as per the nomination received from the State Govt.	Yes/No
3.	Whether two sets of hard copy of draft notification (in Hindi & English) with duly verified Signed by the Project Director are provided.	Yes/No
4.	Whether name of District, Taluk and Village for which acquisition is to be done are provided.	Yes/No
5.	Whether the File No., Name and Designation of signing authority are properly provided on last page of schedule of draft notification.	Yes/No
6.	Whether the Draft Notification as per Circular No: NHAI/11013/LA&EM/Policy /2004/69 dated 23.01.2006.	Yes/No
7.	Whether the proposal submitted is in A-4 size paper with printing area of 7" X 10" size.	Yes/No
8.	Whether soft copy of draft notification is provided (in Hindi & English).	Yes/No
9.	Whether proper colored Index Map / Alignment Map is provided.	Yes/No
10.	Whether pages of the Draft Notification and Enclosures are numbered.	Yes/No
11.	Whether standard certification (*) has been given on the last page of draft notification as per memorandum of MoRTH dt 01.12.10	Yes/No

(\*) Standard Certification "Content Page No. 1 to ..... including Cover Page of Draft Notification has been checked by me and confirmed correct".

**Project Director**  
**PIU: \_\_\_\_\_**  
**(With Stamp)**

**National Highways Authority of India**  
**Project Implementation Unit: \_\_\_\_\_**

**CHECK LIST/CERTIFICATE FOR PROPOSAL FOR  
PUBLICATION OF NOTIFICATION U/S SEC 3D OF NH ACT 1956**

**Case / File No.:** \_\_\_\_\_

**Date:** \_\_\_\_\_

S.No.	Description	Status
1.	Whether related Notifications u/s. 3(a) & 3A are enclosed.	Yes/No
2.	Whether the hard copy of draft notification is signed by the CALA in each page.	Yes/No
3.	Whether the two sets of hard copy of draft notification (in Hindi & English) duly verified and signed by the PD, are provided.	Yes/No
4.	Whether the quantum of land proposed against each survey no. is not exceeding than 3A Notification.	Yes/No
5.	Whether the Survey No., type and nature of land as mentioned in the Draft 3D Notification is same as per 3A Notification .	Yes/No
6.	Whether the name of Villages, Taluk and Designation of the Competent Authority are same as per 3(a) Notification.	Yes/No
7.	Whether File No., Name and designation of the signing authority in the Ministry, etc. are provided on the last page of the Schedule.	Yes/No
8.	Whether the Draft Notification as per Circular No: NHA/11013/LA&EM/Policy /2004/69 dated 23.01.2006.	Yes/No
9.	Whether the Draft Notification (in Hindi & English) are submitted in A-4 size paper with printing area of 7" X 10"size.	Yes/No
10.	Whether soft copy of draft notification (in Hindi & English) are provided.	Yes/No
11.	Whether, detailed report of the CALA after hearing the objections if any, by the persons interested after 3A notification is enclosed.	Yes/No
12.	Whether Colored Index Map and Alignment Map are provided.	Yes/No
13.	Whether details of the Structures (Category-wise) is provided in the prescribed format.	Yes/No
14.	Whether Strip Plan showing the Structures coming under acquisition is provided.	Yes/No
15.	Copies of news paper-substance as published in two local Newspapers (one of which is in vernacular language are provided).	Yes/No
16.	Whether the proposal is submitted as per Circular No. NHA/LA/11013/2009-Misc dated 04 <sup>th</sup> May, 2011.	Yes/No
17.	Whether pages of the Draft Notification and Enclosures are numbered.	Yes/No
18.	Whether standard certification (*) has been given on the last page of draft notification as per memorandum of MoRTH dt 01.12.10	Yes/No

**Note:** Please insert in Column No. 9 only "Name of Person interested" in place of "Name of Land looser / land owners".

(\*) Standard Certification "Content Page No. 1 to ..... including Cover Page of Draft Notification has been checked by me and confirmed correct".

**Project Director**  
**PIU: \_\_\_\_\_**  
(With Stamp)