



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.

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29.07.2016

POLICY MATTERS – ADMINISTRATION / FINANCE (179/2016)

(Decision taken in NHA/GM(LA)/Misc./2016)

Sub: Strengthening of Regional Offices – Provision for ROs to engage ex-revenue department officials for Land Acquisition.

1. PIUs are allowed to engage Retired Govt. Revenue Officers supported by Retd. State Govt. Surveyor / Amin or private Surveyor / Amin vide order No. NHA/13/LA/Policy/2006/10 dated 03.10.2006 and circular No.11041/218/2007-Admn. dated 24.06.2009 {Policy Matters – Technical (32/2009)}. For the purpose of rigorous monitoring and follow up of various sub-steps for each process of Land Acquisition so as to achieve targets on time, the Ministry of Road Transport & Highways has also approved certain guidelines vide order No. NH-11011/14/2016-LA dated 19th April 2016.
2. It has been observed that stricter monitoring of sub-steps, closer coordination with individual CALAs as well as closer liaising with the relevant State Government officials is crucial to expedite the Land Acquisition process and avoid severe delays generally observed.
3. The Competent Authority has taken note of this and approved the provision to engage dedicated personnel at the Regional Offices. This is in addition to those supporting the PIUs, CALAs and/or Arbitrators at the PIU level currently.
4. The guidelines in this regard are as outlined below:
 - a. **Structure & number of support officials**
 - i. The officials engaged under these guidelines will be referred to as "LA support official(s)".
 - ii. The ROs will engage at least one LA support official each per State under their jurisdiction. The ROs will be allowed to engage one LA support official for every 15 CALAs in a State. Clarifications by illustration are given below:
 1. If the RO has 50 CALAs in a State across multiple projects under its purview, the RO will be allowed to engage a maximum of 03 LA support officials.
 2. If an RO has two States under its jurisdiction with State-1 having 10 CALAs and State-2 having 35 CALAs, the RO will be allowed to have 01 LA support official for State-1 and 02 LA support officials for State-2, i.e., a total of 03 LA support officials.
 - iii. These LA support officials will report directly to the Regional Officer and will be provided office space in the Regional Office premises. In cases of ROs with a large number of PIUs/ Projects, the Regional Officer may designate another officer for some of the LA support officials to report to.

- iv. If there are 02 or more LA support officials in the RO, support staff in the form of 01 Stenographer-cum-Data Entry Operator will also be provided in accordance with the guidelines issued vide circulars No.11012/13/99-ADMN dated 29.03.2000 and No.11012/13/99-Admn-I dated 07.06.2005. The engagement of such staff shall be through a placement agency as per consolidated emoluments payable to short-term contract employees of NHAI in terms of extant guidelines. In case of requirement of only 01 LA support official at the RO, the existing staff available in the Regional Office must be shared with him.

b. Key Roles of LA support official

i. Monitoring

1. Assist the RO in liaising with the State Government officials.
2. Monitor the progress of LA targets across projects.
3. Collate monthly reports in a pre-determined format¹.

ii. Coordination

1. Must visit each PIU/CALA within his jurisdiction at least once per month.
2. Coordinate with PDs and CALAs through regular site-visits to identify issues faced across projects.
3. Work with the relevant PD and CALA to find solutions to on-ground issues faced related to Land Acquisition.

c. Expected profile of LA support officials

- i. Should be retired Revenue Officer of the relevant State Government who has retired not below the rank of SDM or equivalent.
- ii. Should have 10 years' minimum experience in the relevant State Revenue Department and have an in-depth understanding of the current Land Acquisition process.
- iii. Prior experience as a Land Acquisition official for a State or National Highway project is preferred.
- iv. Considering the requirement for frequent field visits, the officials should be below 65 years of age at the time of engagement or any extension of contract.

d. Engagement Structure

- i. To be engaged on a contractual basis for a period of 12 months. During the term of this engagement the official should not take up any other assignment.


¹ This format will be finalized and circulated subsequently



- ii. Remuneration shall be equal to the amount of basic pay last drawn by them minus pension being received by them.
- iii. In addition, they would be eligible for reimbursement of expenditure on local (within city) transport / mobile-phone / internet facilities / food etc. on production of bills subject to a maximum of Rs. 10,000 per month. No separate Travelling / Daily allowance shall be admissible.
- iv. Lodging, boarding and intra-State travel during site-visits to PIUs or CALAs will be provided by NHAI as per entitlement of the official at the time of retirement.
- v. Will not be entitled to any other allowances / facilities such as Dearness Allowance, HRA, Transport Allowance, Leave Travel Concession, Medical Attention / Central Govt. Health Scheme, Government Accommodation etc.

e. Process of Engagement

- i. The eligible candidates will be identified, interviewed and selected by the RO.
 - ii. Maximum 02 extensions are possible, contingent on periodic performance reviews. The first extension may be for a maximum of 12 months which may be approved by the RO. The second extension, for a maximum of 06 months may be approved by the Member (Admin) with the concurrence of the concerned Member (Tech).
 - iii. The contract may be terminated by either of the parties immediately without notice at any point of time during the subsistence of the contract.
 - iv. A performance review of the LA support official must be undertaken by the RO every 6 months describing in detail the impact of the work undertaken by the official, the work expected to be undertaken over the next 6 months as well as a clear rationale for retaining the official. This report should be submitted to the Land Acquisition cell at HQ as well as the concerned Member (T) for record.
5. Any deviations from the above guidelines will require approval from concerned Member (T) / Member (Admin) before appointment or extension of the LA support official.
6. This issues with the approval of Competent Authority.


(A.K. Sadhu)
CGM (Coord.)

To:

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