



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

National Highways Authority of India

(Ministry of Road Transport and Highways)

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Policy Matter - Technical (215/2016)

[Decision taken on file No.NHAI/CGM(Tech)/ Planning/2016]

Sub: Procedure for processing of cases of Utility Shifting.

NHAI has to award and construct a large number of projects in the current and upcoming years to meet targets. It has been observed that there are delays in requisition and preparation of utility shifting estimates, and subsequent review and approval by the implementation agencies, which delays both the award and the construction process. In order to speed up the overall process, modifications are being made to the process.

Preparation of estimates.

2. The delegation of powers and procedure to be followed in matters relating to Utility Shifting work have been circulated vide following policy circulars:

- i) Policy Matters-Technical (148/2014) dated 27.01.2014
- ii) Policy Matters-Technical (172/2014) dated 30.12.2014
- iii) Policy Matters-Technical (127/2013) dated 07.03.2013
- iv) Policy Matters-Technical (114/2012) dated 05.10.2012
- v) Policy Matters-Technical (109/2012) dated 18.07.2012
- vi) Policy Matters-Technical (108/2012) dated 09.07.2012
- vii) Policy Matters-Technical (34/2009) dated 27.07.2009
- viii) Policy Matters-Technical (28/2008) dated 19.02.2008
- ix) Policy Matters-Technical (07/2007) dated 29.01.2007
- x) Policy Matters-Technical (62/2006) dated 10.01.2006
- xi) Policy Matters-Technical (87/2004) dated 12.07.2004

3. In supersession of earlier instructions issued by NHAI for preparation of utility estimates for shifting of utilities, following guidelines are hereby laid down:

- i) It is the responsibility of DPR consultant to procure utility shifting estimates from the concerned utility agencies. The estimate shall be prepared with engineering map detailing existing utilities and proposed utility shifting along with offsets in the entire stretch, certifying the essentiality of shifting for development of Project Highway.
- ii) The DPR consultant shall verify the estimates received from the utility agency based on current applicable Schedule of Rates of the agency and market rates for items not present in the Schedule of Rates. A certification of verification from the DPR consultant shall be included with remarks on variations if any when the utility estimate is submitted to NHAI HQ/RO for approval.
- iii) Cost of utility estimates of DPR shall be included in the cost of project at the time of approval. Any change in the project cost on approval of estimate along with reasons of variations shall be informed to HQ.
- iv) For proper assessment of utility estimates, DPR consultant shall appoint an utility expert at a sub-professional level for 3 months, with relevant technical expertise in utilities shifting

process. Suitable retired officials of Utility in State Govt. may also be deployed. In future these provisions shall be included in DPR RFP.

- v) In case any utility infrastructure is identified during execution phase of the project which was not included in the Detailed Project Report, the estimate shall be verified by PD/RO and the IE/ AE following the same procedure as above.

Upgradation of utility infrastructure

4. Currently, a no upgradation undertaking is required to be submitted by the utility agency and vetted by the PD/RO and IE/AE if appointed. It is noted that there are cases when technical specification of the existing utility infrastructure is deemed obsolete as per current notified technical standard specification of the utility agency. In these cases, the agency may propose utility infrastructure in accordance with latest technical specification standards of the utility agency. Such a change may not be categorized as upgradation of utility infrastructure. Also, cases such as increase in height of poles, requirement of laying underground cables, casing of pipelines, etc. that are deemed necessary as per technical standard specifications of the utility agency, PD and DPR consultant /IE/AE may not categorize it as upgradation of infrastructure. In such cases the DPR consultant/PD/IE/AE shall verify and RO/CGM (Tech) shall ensure that the changes are necessary as per the latest standards of the utility agency and State.

Completeness of documents for approval

5 It has been observed that certain documents such as undertaking for essentiality of utility shifting in development of highway; no up gradation; strip plan mapping utilities duly signed by utility agency, all consultants, DPR/IE/AE, Concessionaire, PD, etc. are not being submitted along with estimates, hence leading to resubmissions of these estimates. To reduce estimates resubmission due to missing or incomplete documents and ensure collection of all documents, a checklist has been developed. This checklist shall be duly filled by the DPR consultant or IE/AE, verified by the PIU and submitted along with all the supporting documents to the RO. The format for the checklist is enclosed herewith in Annexure-1. **Approval of Estimates**

6. It has been decided to delegate additional powers for approval of utility estimates to Regional officers, with verification of site conditions and bill of quantities in the estimate.

In addition, rates are in most cases as per the standard rate card of the agency, and hence can be verified at field level. In modification of Policy Circular (Tech) No. 114/2012 dated 05.10.2012 and Policy Circular (Tech) No. 172/2014 dated 30.12.2014, ROs and CGMs will henceforth have the following powers of approval:

Sl. No.	Particular	To whom delegated	Extent of Delegation (Cumulative)
(i)	Transmission line/electric line shifting	Regional Officer	Rs 15 crore for each concerned division for user agency
		CGM (Tech)-HQ jointly with concerned Regional Officer	Rs 30 crore for each concerned division for user agency
(ii)	Water pipelines and other utilities other than electric lines	Regional Officer	Rs. 10 crore for each concerned division of user agency
		CGM (Tech) jointly with concerned Regional Officer	Rs. 20 crore for each concerned division of user agency

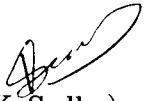
The estimates of higher value would be processed and sanctioned as per existing procedures.



7. Regional Officers shall ensure inspection and verification of submitted estimates and provide their approval within 10 days. Approval of higher estimates shall similarly be accorded within 2 weeks of receipt of estimate in HQ after joint inspection and approval of RO and CGM (Tech) HQ. It shall be ensured that detailed onsite verification is carried out before approval is accorded.

8. A copy of letter of sanction of estimate along with entire utility map and estimate details shall invariably be sent to HQ.

9. This issues with the approval of Competent Authority.


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

To:

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

Annexure 1: Check-lists for Utility Shifting Estimate submission

General Details	
Utility Agency Name	
Division Name	
Work details	
PIU	

S.No	SECTION OF THE CHECKLIST	YES/NO/NA	Details / Specifications	Remarks
1	Schedule of Rates	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
1.1	SoR for all relevant items in the utility estimates has been attached	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
1.2	SoR has approval of the competent authority of agency	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
1.3	Year of SoR	-		
1.4	SoR is for the current year	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
2	No upgradation	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
2.1	Undertaking submitted in format specified in Circular No. 127/2013 dated 7.3.2013 by utility agency	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
2.2	No upgradation undertaking has been signed by PD or a separate undertaking has been submitted by PD for no upgradation	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
3	Utility Strip Plan	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
3.1	Strip plan is attached	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
3.2	Strip plan shows details of all existing utilities with chainage and offsets	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	

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S.No	SECTION OF THE CHECKLIST	YES/NO/NA	Details / Specification	Remarks
3.3	Strip plan shows details of proposed utilities with chainage and offsets	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
3.4	Estimates mapped with locations for utility shifting in strip plan and verified by Utility owner, PD, IE/AE, Concessionaire/Executing Agency during site inspection	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
4	Estimate verification	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
4.1	Essentiality Certificate based on SI.No.3 by PD, IE Certificate signed by PD	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
4.2	Estimates verified by PD/IE as per Plan S.No.3 against latest SoR of the agency where available.	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
4.3	Estimates verified against market values in cases where SoR is not applicable	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
4.4	Joint on-site verification of quantities has been done by DPR Consultant, utility agency and PD, IE/AE of the PIU	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
4.5	Only existing utilities within project ROW have been included in estimate	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
4.6	Estimates submitted division wise with relevant chainage details in each division	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
4.7	No splitting of Scope Division wise is caused			
4.8	Estimated time for completing utility shifting is mentioned and verified by the PD	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	

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S.No	SECTION OF THE CHECKLIST	YES/NO/NA	Details / Specification	Remarks
4.9	If any utility is to be dismantled, salvage value for dismantled utility attached and verified in the estimate	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
4.10	All items along with their relevant technical specifications to be shifted listed in the estimates	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
4.11	Unit rates for items mentioned in the estimates	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
4.12	Quantities for items mentioned in the estimates	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
4.13	Items along with their unit rates, quantities and amount are given in tabular format, including relevant category subtotals and totals	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
4.14	Supervision charges mentioned in estimates	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
4.15	Overhead charges if necessary are included in estimates	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
4.16	Security deposit if necessary is included in estimates	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
4.17	All the relevant taxes are included	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
4.18	Contingency charges if necessary are included	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	NA	
4.19	Work will be executed by utility agency / concessionaire /specialized agency	Agency <input type="checkbox"/> Concessionaire <input type="checkbox"/> Specialized agency <input type="checkbox"/>	NA	

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Designated Signatory

PD/Concessionaire/DPR Consultant/AE/IE