



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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No.11041/218/2007-Admn.

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13.10.2008

**POLICY MATTERS – TECHNICAL [20/2008]**

(Decision taken in 29<sup>th</sup> Weekly Meeting held on 13.08.2008)

**Sub.: Handing Over of Completed 4-laned/6-laned Sections to Corridor Management Division.**

It has been observed that despite issuance of instructions through Policy Matter: Technical (22/2003) dt.03.07.2003, the handing over of completed sections to CM Division is not taking place comprehensively.

2. Further, having been decided that the 4-laned/6-laned sections completed through public funding shall henceforth be subjected to OMT concession, a need has been felt to issue detailed instructions for elucidating the matter.

3. Accordingly, while following the instructions as mentioned under circular Policy Matter: Technical (22/2003) dt.03.07.2003, the respective technical divisions shall be ensuring the transfer of following documents from PIU to CMU (an officer of PIU can be designated as Corridor Manager in case separate CMU has not been created);

a) The reports/documents within the time frame as mentioned at Annexure-I.

b) OMT formats (as enclosed at Annexure-II) prepared through the supervision consultants at least 180 days before the likely completion. The period of 180 days will be utilized by CM Division for procuring the OMT concessionaire and independent engineer.

4. This issues with the approval of the Competent Authority.

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13/X  
(V.K. Sharma)  
General Manager (Admn.)

To:

1. All Members
2. All CGMs/CVO
3. All GMs/DGMs/Managers
4. All PDs of PIUs/CMUs/SPVs

Copy to:

1. PS to Chairman
2. Librarian/Hindi Officer

S.No.	Reports/ Documents	Time frame
<b>a) Status of the Project Road and Inventory:</b>		
1.	Copies of taking over certificates and list of the leftover works to be completed during defect liability period.	At the time of taking over
2.	Existing ROW details including km wise strip map	-do-
3.	Inventory of road including details of service roads and drains, bus and truck lay byes, road user facilities, wayside amenities etc., month and year of B.C./ P.Q.C.	-do-
4.	Inventory and condition of bridges/structures, CD works etc. including year of its construction, rehabilitation etc.	-do-
5.	Inventory of Road furniture, guard rails/ crash barriers/ fencing (ROW etc.), signages etc.	-do-
6.	Position of Avenue & median plantation.	-do-
7.	Copies of DPR	Within 6 months from taking over
8.	As built drawing.	During DLP period
9.	Defect list during DLP and its rectification status during DLP period	On issue of defect liability certificate.
10.	Copies of defect liability certificate	-do-
11.	Completion report along with relevant documents	At the end of DLP
12.	Any other information (Road condition survey)	-do-
13.	Maintenance Manual and Manual of works	At the time of taking over
14.	Any other information	
<b>b) Highways Protection:</b>		
1.	List of retail outlets on the project Highways including copies of the license deed and NOCs and due date of renewal, if any.	Within 3 months from taking over
2.	Pending proposal related to permission cases for access from Highways and its status.	-do-
3.	List and status of other pending permission cases i.e., laying of cables / ducts etc.,	-do-
4.	Details of permission granted to different agencies for laying utilities within the ROW of NH (NOCs / agreements)/ access to private properties, commercial establishments etc.	-do-
5.	List of encroachment / unauthorized access / unauthorized hoardings / unauthorized gap in median.	-do-
6.	Details of left out structures to be dismantled.	-do-
7.	Any other information	At the time of taking over

<b>c) Land records:</b>		
1.	Details of lands notified for acquisition but possession yet to be taken.	At the time of taking over
2.	Details of Court cases related to land acquisition, if any.	At taking over and updated list including all documents at the end of defect liability period.
3.	Copies of the Notifications issued for Land acquisition.	At Taking over
4.	Details of acquired lands (in the format as prescribed under Land & Traffic Control Act, 2002)/ structures etc, indicating road chainage, survey nos., name of the owners etc. and compensation paid. Copies of award passed as per Notifications u/s 3A(1) & 3 D.	At taking over and updated list at end of defect liability period.
5.	Details of land of which possession taken but acquisition proceedings not initiated	At taking over
6.	Mutation records of the acquired land, if completed, and position for balance mutation records, if any.	At end of defect liability period.
7.	Any other information	At the time of taking over
<b>d) Miscellaneous:</b>		
1.	Suggested immediate improvement works/ road safety works required to be taken up	At the time of taking over
2.	B.O.Q. for O&M (for DLP period and after DLC issued)	Before six months of taking over (if required when OMT is not taken up)

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**ANNEXURE-II**

**DETAILS REQUIRED FOR PREPARATION OF SCHEDULE-A, B, I ETC. OF  
THE RFP DOCUMENT FOR OMT CONCESSION**

<u>Sl. No.</u>	<u>Schedule Description &amp; No.</u>	<u>Details Required</u>	<u>Format No.</u>	<u>Remarks</u>
<b>1.</b>	<b>Site of the Project (Schedule-A: Annexure-I)</b>			
	<b>Appendix-I</b>	Index Map of the Project Highway	-	Showing main habitations falling on the stretch
	<b>Appendix-II</b>	Strip Plan	-	Digital version on CD
	<b>Appendix-III</b>	Details of ROW	1	-
	<b>Appendix-IV</b>	Details with location of existing buildings	2	-
	<b>Appendix-V</b>	Inventory of structures	-	-
		Major bridges	3	-
		Minor bridges	4	-
		ROBs	5	-
		Under passage and flyovers	6	-
		Culverts	7	-
		Pedestrian subway	8	-
	<b>Appendix-VI</b>	Road Works	-	-
		Carriageway	9	-
		Service road	10	-
		Bus-bay	11	-
		Truck lay-bye	12	-
		Condition Survey Data	13	-
		Benkelman Beam Deflection Survey Data	14	-
		Road furniture	15	-
<b>2.</b>	<b>Project Facilities (Schedule-B : Annexure-I)</b>			
	<b>Appendix-I</b>	Proposed Project Facilities to be constructed by the concessionaire as mentioned in the MCA (OMT) Page-155	16	---
<p>Note: 1. The completion schedule for each of the proposed project facilities is required.</p> <p>2. The provision of construction of traffic aid posts and medical aid posts shall also be included under the proposed project facilities.</p>				

	<b>Appendix-II</b>	Major Maintenance required during the concession period	17	Physical details alongwith location and cost estimation
Note-	<ol style="list-style-type: none"> <li>1. A Comprehensive Assessment Needs to be made while taking account of the flexible pavement deterioration behavior over a period of time i.e. the maintenance requirement shall be less in the early years and more in the later years.</li> <li>2. Maintenance requirement needs to be assessed based on the contractual obligations stipulated in the Annexure-I of Schedule-F of the MCA (OMT) document whose copy has already been provided.</li> <li>3. The operational cost for fulfilling obligations stipulated under Article 17 and 18 to ensure traffic regulation with police assistance and medical aid through State Govt. operated ambulance services, shall also be included in the O&amp;M costing.</li> <li>4. Having executed the proposed periodic renewal, the carriageway shall be dressed with the necessary road marking, road studs, shoulder leveling and accordingly, the provisions may be made in the cost estimation.</li> </ol>			
<b>3.</b>	<b>Weekly Traffic Census (Schedule-I)</b>			
	<b>Appendix-I</b>	Details of Tollable Traffic	18	-
<b>4.</b>	<b>O&amp;M Requirements of the Project Highway during the concession period alongwith the cost estimation</b>			To be assessed in view of the maintenance requirements mentioned under Schedule-F
<b>5.</b>	<b>Details of 7 day Classified Traffic Volume Count Survey of the Project Highway</b>			As per IRC Guidelines and NHA toll requirements
<b>6.</b>	<b>Any other data required in relation to the requirements of MCA (OMT)</b>			Copy of MCA (OMT) is enclosed

**FORMATS FOR PREPARATION OF REQUIRED SITE DATA FOR OMT CONCESSION**

FORMAT NO. 1: Details of ROW

Chainage		Left Side	Right Side	Total ROW	Length
From	To	(m)	(m)		

FORMAT NO. 2: Location of Existing Building

Chainage	Type and Use*
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\*All type of permanent/temporary/pre-fabricated building structures, public utilities, office buildings which are required to be maintained, may be included

FORMAT NO. 3: Major Bridges

S. No.	Chainage (KM+M)	Existing Span Arrangement		Existing Super Structure		Type of Existing Super Str.	Depth of Super Str.		Existing Carriageway Width		Footpath	Rural /Urban	Total span length on LHS	Total Span length on RHS
		LHS	RHS	LHS	RHS		LHS	RHS	LHS	RHS				

FORMAT NO. 4: Minor Bridges

S. No.	Chainage (KM+M)	Existing Span Arrangement		Existing Super Structure		Type of Existing Super Str.	Depth of Super Str.		Existing Carriageway Width		Footpath (Y/N)	Rural /Urban	Span on LHS	Span on RHS
		LHS	RHS	LHS	RHS		LHS	RHS	LHS	RHS				

FORMAT NO. 5: ROBs

S. No.	Chainage (KM+M)	Existing Span Arrangement		Existing Super Structure		Type of Existing Super Str.	Depth of Existing Super Str.		Existing Carriageway Width		Footpath (Y/N)	Rural /Urban	Span on LHS	Span on RHS
		LHS	RHS	LHS	RHS		LHS	RHS	LHS	RHS				

FORMAT NO. 6: Under Passage and Flyover

S. No.	Chainage (KM)	Existing Span Arrangement		Existing Super Structure		Type of Existing Super Str.	Depth of Existing Super Str.		Existing Carriageway Width		Footpath (Y/N)	Rural /Urban	Span on LHS	Span on RHS
		LHS	RHS	LHS	RHS		LHS	RHS	LHS	RHS				

FORMAT NO. 7: Inventory and Condition of Cross – Drainage Structure  
(Culvert etc.)

S. No.	Chainage (KM)	Type of Structure	No.	Span (m) clear	Slab Depth D (m)	Type of Sub Str.	Wing Wall st/45 0/Rt/ o/ other	Width (m) C/W	Height of Embankment.	Overall Condition (G/F/P)	Rural/Urban
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FORMAT NO. 7A: Inventory and Condition of Drains (covered/uncovered pacca drains etc.)

S. No.	Chainage	Length (m)	Type	Remarks
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FORMAT NO. 8: Pedestrian Subway

S. No.	Chainage	Total Existing Length (m)	Configuration width x height	Remarks
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FORMAT NO. 9: Carriageway\*\*

Chainage		Main Carriageway		Paved Shoulder		Earthen Shoulder		Service Road	
From	To	Left	Right	Left	Right	Left	Right	Left	Right
		Width & Type	Width & Type	Width	Width	Width	Width	Width & Type	Width & Type

\*\* A typical cross section of the highway facility needs to be furnished

FORMAT NO. 10: Service Road

S. No.	Chainage		Sides	Length (m)
	From	To		

FORMAT NO. 11: Bus Lay Bys

S. No.	Chainage	Position	Remarks
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FORMAT NO. 12: Truck Lay Bys

S. No.	Chainage	Position
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FORMAT NO. 13: Condition Survey Data

Summary of Roughness Survey		
Section (not more than ten km)	Average IRI Value	Average Unevenness Index
	(m/Km)	(mm/km)

FORMAT NO. 14: Benkelman Beam Deflection Survey Data

Section	Chainage		Length	Characteristic Deflection
	From	To		

FORMAT NO. 15: Road Furniture\*\*\*

S. No.	Chainage (From, To)	Type of Furniture(Road signs,crash barrier, cat eyes, delineator etc.)	No./Length(m)	Remarks

\*\*\*The details about road marking, distance stone, fencing, avenue plantation, median plantation, existing wayside amenities, street lighting, traffic signals shall also be included

FORMAT NO. 16: Proposed Project Facility

S. No.	Chainage (From, To)	Type of Project Facility	Cost in Rs.	Completion Schedule (with Date of Start, Date of Completion etc.)	Remarks (Cost calculations to be enclosed)

FORMAT NO. 17: Major Maintenance Required

S. No.	Chainage (From, To)	Type of Major Maintenance (Periodic Renewal, Structure rehabilitation etc.)	Cost in Rs.	Completion Schedule (with Date of Start, Date of Completion etc.)	Remarks (Cost calculations to be enclosed)

FORMAT NO. 18: Average Daily Fee (Toll Plaza Wise)

S. No.	As per Format and Sample enclosed (Based on DPR/Latest Traffic data and current Toll Rates)	Remarks