



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.11041/218/2007-Admn

03, October, 2012

POLICY MATTERS-TECHNICAL (113/2012)
(Decision taken on File No. NHAI/CMC/BOT/Records/2012)

Sub: Creation & maintenance of Master Files for BOT projects in electronic form-reg.

Keeping in view the long Concession Period of BOT contracts, the requirement of proper maintenance and upkeep of record is of utmost importance. Proper maintenance of complete records of projects by officers will help in defending the claims, disputes that may cause undue financial burden to NHAI.

2. Accordingly, it has been decided that apart from the existing records being maintained, following Master Files for each BOT project may be created and maintained in hard copy by taking facsimile copy from original files as well as in soft copy (in PDF form after scanning the same):

- i. Master File 1-All correspondence between IE and Concessionaire.
- ii. Master File 2-All correspondence between PD/RO and IE.
- iii. Master File 3-All correspondence between PD/RO and Concessionaire.

3. The Master Files in both hard copy and soft copy formats should be in chronological order with proper page numbering.

4. IE must invariably mark a copy of all correspondences with Concessionaire to PD and RO and similarly all Concessionaire must invariably mark all correspondences with IE to PD & RO.

5. After creation of the Master Files, a soft copy should be sent by PD to RO office and similar soft copy to GM(T) HQ and CMC Cell also along with a certificate regarding completeness of entire records. Certificate for Master File-1 to be given by IE and that for Master File-2 and 3 to be given by PD. This should be completed within a period of two weeks for the present records and also ensure updation on monthly basis by respective IEs and PDs under intimation to respective CGMs (T) in HQ.

6. While handing over/relinquishing of charge by PDs, transfer of complete records of projects along with these Master Files shall be ensured by RO office.

7. This is for strict compliance by all concerned.

8. This issues with the approval of Chairman.

(V.K.Sharma)

Chief General Manager (Coord./LA)

To,

All officers and employees of HQ/ZO/ROs/PIUs/CMUs/Site Offices