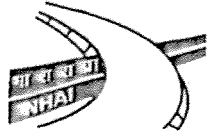


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भारतीय राष्ट्रीय राजमार्ग प्राधिकरण  
(सड़क परिवहन और राजमार्ग मंत्रालय)

दूरभाष / Phone : 91-11-25074100/25074200  
फैक्स / Fax : 91-11-25093507 / 25093514

**National Highways Authority of India**

(Ministry of Road Transport and Highways)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110075

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

3.5.8

NHA/CMC/Misc/014

Date: 08.07.2014

## OFFICE ORDER

**Sub: Strict Compliance of procedure to deal with correspondences and notices in BOT Concessions – Reg.**

Vide Policy Matter (Tech) (150/2014) dated 30.01.2014, (copy enclosed) the procedure for receipt and dealing with correspondences and notices by all the Concessionaires to NHA has been outlined. The copy of the said circular has also been endorsed to all CGMs/ROs/PDs to implement the internal process for reply. The copy of the said circular has also been endorsed to NHBF and also sent to all Concessionaires through the concerned Project Directors. It has further been decided by Competent Authority that all Concession/Contract Correspondence by all concerned Concessionaire/IE/RO/PD/HQ shall also be sent to CMC Division.

Even though, the Circular has been issued for compliance by all officers and employees of HQ/ROs/PIUs/CMUs/Site Offices it has been observed that the procedure outlined in the said Policy Circular are not being complied strictly and not all correspondences from the Concessionaires are being received as per the procedure defined in the aforesaid circular which defeats the objectives.

Accordingly, all concerned are required to ensure strict compliance of the guidelines for sending the correspondences and notices by all the Concessionaires in BOT Concessions and to ensure that only those correspondences received as per procedure defined in the said Policy Circular be entertained.

The correspondences received from any Concessionaire not strictly as per procedure defined in the said Policy Circular should not be entertained.

This issues with the approval of Competent Authority.

(R. B. Sinha)

General Manager (CMC)

Encl: As above

To,

All Officers and Employees of HQ/ROs/PIUs/CMUs/Site Offices.

NHBF: for information.