

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.: 11041/116/2010-Coord.

25th March, 2011

CIRCULAR

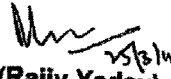
Sub: Procedure for submission / approval of proposals for Variation / Executive Committee meetings.

The Executive / Variation Committee meetings are being held on weekly basis. In order to streamline the procedure for submission / approval of proposals in these meetings, the following instructions are issued with the approval of Chairman :

- a) Respective Division (GM or CGM) shall forward duly approved agenda note (eight copies) by concerned Member clearly indicating "Agenda Note for consideration of Executive / Variation Committee" to Coordination Division. A copy of approval of concerned Member may be enclosed while forwarding agenda notes.
 - b) For all information relating to agenda note, concerned GM / CGM will be responsible for the accuracy of the information supplied to coordination division and hence will authenticate each page of the agenda note.
 - c) The concerned Members shall provide the draft Minutes of respective meetings of Executive / Variation Committee to Coordination Division.
 - d) The Coordination Division shall seek approval of Chairman on the draft Minutes after compilation and routing the file through Committee Members.
 - e) The approved minutes of respective Committees shall be authenticated by Member (Admn.) / CGM (Coord.) on each page.
3. Strict compliance of the above instructions may be observed.

To:
All Members/CVO
All Officers

Copy to:
PS to Chairman


(Rajiv Yadav)
Member (Admn.)