

**भारतीय राष्ट्रीय राजमार्ग प्राधिकरण**  
(सड़क परिवहन और राजमार्ग मंत्रालय)  
**National Highways Authority of India**

(Ministry of Road Transport and Highways)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली - 110 075

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No.11041/218/2007-Admn.

1st June 2011

**POLICY MATTER – Technical (78/2011)**

(Decision taken in Item No.4 of 72<sup>nd</sup> meeting of the Executive Committee held on 11.4.2011)

**Sub: Policy on presenting the consolidated EOT & variation proposals of completed projects before the Variation Committee.**

As a matter of policy, for proper scrutiny and early closing of contracts, Executive Committee in its 72<sup>nd</sup> meeting held on 11.4.2011 decided that the cases relating to consolidated EOT & variation proposals of the completed projects should be presented to the Variation Committee directly by CGM / ROs. Procedure for submission of proposals to Variation Committee have already been circulated vide Circular No.11041/116/2010-Coord dated 25.3.2011 (copy enclosed).

  
(M. Chandrashekhara)  
GM (Coord.)II

To

All CGMs at Hqs.  
All GMs/DGMs / Managers at Hqs.  
All ROs / EDs  
All PDs  
Lib / Hindi Officer

Copy to:  
All Members / CVO  
PS to Chairman



# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

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No.: 11041/116/2010-Coord.

25<sup>th</sup> March, 2011

### CIRCULAR

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

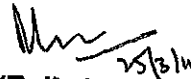
The Executive / Variation Committee meetings are being held on weekly basis. In order to streamline the procedure for submission / approval of proposals in these meetings, the following instructions are issued with the approval of Chairman:

- 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.)