



H-25013/01/2019-Toll
Government of India
Ministry of Road Transport & Highways
(Toll Section)
Transport Bhawan, 1, Parliament Street, New Delhi-110001

Dated the 8th July, 2020

To,

1. The Chairman, National Highways Authority of India (NHAI), G-5&6, Sector-10, Dwarka, New Delhi- 110075.
2. Director General (Road Development) & Special Secretary, MoRT&H.

Subject- Guidelines/ Standard Operating Procedure (SOP) for processing of publication of Fee Notifications through e-office and mandatory filling of Checklist template.

Sir,

Please find enclosed herewith the Standard Operating Procedure for processing of publication of Fee Notifications through e-office and mandatory filling of Checklist template.

2. It is requested to initiate, process and submit the Checklist template along with the fee notifications through e-office with immediate effect.
3. A template for BOT & EPC user fee notification has been provided under draft of e-office.
4. This is issued with the approval of Competent Authority.

Encl: As above.

Yours faithfully,

(Aishwarya Gupta)

Assistant Executive Engineer (Toll)

E-Mail: aish.gupta25@gov.in

Copy to-

1. PS to Minister, MoRT&H
2. PS to MOS, MoRT&H
3. PPS to the Secretary, MoRT&H
4. PPS to JS(Highways), MoRT&H
5. PS to JS(Toll), MoRT&H
6. All Technical officers of Ministry
7. Director, NIC - with a request to upload a copy on E-office Notice board

Subject- Guidelines/ Standard Operating Procedure (SOP) for processing of publication of Fee Notifications through e-office and mandatory filling of Checklist template.

1. This Standard Operating Procedure (SOP) aims to establish a uniform framework for the submission of proposal of publication of Fee Notifications to the Toll Division of the Ministry. Toll Division has created a comprehensive Checklist integrated with E-Office which covers every important detail which is crucial for processing of Fee Notifications. It is now mandated that every proposal for publication of fee notification must be accompanied with the duly filled Checklist. This will reduce the delays caused due to incomplete project details and thereby accelerate the publication of fee notifications.
2. Submission of Proposals to Toll Division
 - 2.1. As per the Planning SOP for Toll Notifications dated 07.03.2019, the time-lines have been prescribed according to which the initiation of Fee Notification by State Government and RO of Ministry/NHIDCL/NHA must be done 6 months prior to COD. And the proposal of fee notification after examination by CO Division (NHA) or Project Zone is to be referred to Toll Division 5 months prior to COD.
 - 2.2. It is observed that many a times, proposal is sent to Toll Division at almost Completion stage thereby resulting in unnecessary delay in publication of fee notification and leading to revenue loss to the Government.
 - 2.3. Therefore, Project Zone / CO Division (NHA) shall adhere to the above timelines strictly.
 - 2.4. The proposal for publication of User Fee Notifications is to be sent through e-office after the approval of Member(F) NHA or Chief Engineer (MoRT&H).
3. Submission of Draft Notification and Checklist in E-Office
 - 3.1. The Draft Fee Notification and checklist template has been added on e-office under the name '**Checklist for Publication of Fee Notification**', '**Fee Notification EPC**' and '**Fee Notification BOT(Toll)**' which is to be filled up completely by the RO of NHA/ MoRT&H.
 - 3.2. While examining the proposal, CO Division (NHA)/ Project Zone shall examine that the Checklist is filled up completely and make corrections if needed.
 - 3.3. The chainages and lengths of structures, bypasses and location of fee plaza, etc should be filled up accurately as per Contract/ Concession Agreement.
 - 3.4. The distance from preceding plaza, succeeding plaza and from nearest Municipal/Town area limit shall be mandatory filled in kilometers. In case of no preceding or succeeding plazas, it should be clearly mentioned as '**No preceding/ succeeding plaza**' rather than '**Not applicable**'.
 - 3.5. The usage of the words 'YES or NO' should only be limited to 'Whether' questions in the Checklist. Fill complete details wherever necessary in order to avoid ambiguity.

N. K. Waryan
20.07.2020

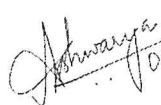
4. Documents to be enclosed in E-Office

- 4.1. Copy of Entrustment Notification
- 4.2. Calculation sheet of Capital Cost of the project as per Ministry's OM dated 24.01.2013.
- 4.3. Copy of Contract/Concession Agreement
- 4.4. Line Diagram of the project clearly indicating location of fee plaza, structures and bypasses.
- 4.5. Draft fee notification as per Ministry's Model Notification dated 12.02.2019.
- 4.6. The template for fee notification has also been added to E-Office under the name '**Fee Notification EPC**' and '**Fee Notification BOT(Toll)**'.

5. Other Important Details

- 5.1. CO Division, NHAI and Project Zone must ensure that the project construction cost (excluding cost of pre-construction activity, utility shifting, land acquisition, etc) is more than 100 crores to be eligible for tolling.
- 5.2. For stretches having two-lanes with paved shoulders and above but below four-lane configuration, it must be submitted if it qualifies for tolling as per Rule 4(11) of NH Fee Rules 2008.
- 5.3. In case the preceding/ succeeding plaza's distance is less than 60 km or nearest Municipal/ Town area limit is less than 10 km or any other deviation from the Contract/ Concession Agreement, the approval must be obtained from Chairman, NHAI/ DG(RD) & SS, MoRT&H along with the reasons in writing for such deviation.
- 5.4. The draft fee notification should be initially submitted in English only. Once the English Draft gets approved by the Competent Authority, then Hindi version of the approved draft may be prepared accordingly.
- 5.5. The draft fee notification should be duly signed/ authenticated by the CGM(CO), NHAI or concerned Chief Engineers of the Ministry before submitting to the Toll Division.
- 5.6. When the draft notification gets approved by Competent Authority, the Project Zone or CO Division NHAI shall submit the following documents:
 - 5.6.1. Duly authenticated fair copies of fee notification in English and Hindi (in PDF)
 - 5.6.2. Soft copies of fee notification in English and Hindi (in doc format)
 - 5.6.3. Forwarding letter signed not below the rank of CGM, NHAI or CE, MoRT&H stating that the contents of soft copy (.doc) Hindi and English as well as hard copy (.pdf) are same.

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 08.07.2020