

No.RW/G-23012/01/2019-W&A(Pt.III)  
**Government of India**  
**Ministry of Road Transport & Highways**  
**(Planning Zone)**  
 Transport Bhawan, 1, Parliament Street, New Delhi - 110001

Dated the 23<sup>rd</sup> November, 2020

To

1. The Principal Secretaries/ Secretaries of all States/UTs Public Works Department dealing with National Highways, other centrally sponsored schemes.
2. All Engineers-in-Chief and Chief Engineers of Public Works Departments of States/ UTs dealing with National Highways and other centrally sponsored schemes.
3. The Chairman, National Highways Authority of India, G-5&6, Sector-10, Dwarka, New Delhi-110075.
4. The Managing Director, NHIDCL, PTI Building, New Delhi-110001
5. The Director General (Border Roads), Seema Sadak Bhawan, Ring Road, New Delhi-110010.

**Subject: - Standard Operating Procedure (SOP) for PR / IRQP works and OR works for Maintenance & Repair (M&R) of NHs - Reg.**

Sir,

The Ministry has been receiving frequent complaints and public criticisms and grievances regarding inadequate Maintenance & Repair (M&R) of NHs to ensure their traffic worthiness.

2. In this context, kind attention is drawn to the Ministry's letter of even number, dated 29.05.2020 allowing booking of expenditure / reimbursement of Ordinary Repairs (OR) on continuous basis as is done in case of FDR(Continuing) works. As already mentioned therein, State Governments/ UTs in consultation with Ministry should make efforts for early settlement/ reimbursement of OR (Continuing) funds. Further, unadjusted amounts, if any, should be settled through future releases under OR (Continuing); the RO of the Ministry shall follow up the matter with State Government and ensure that the reimbursement of unpaid amounts are made early under OR (Continuing).

3. The Ministry has received information from Project Zone CEs / ROs of the Ministry regarding conditions of NHs sections (other than those covered under ongoing / completed projects under DLP, etc.) entrusted with State Governments / UTs, in terms of stretches requiring

- (i) intensive interventions such as rehabilitation/ improvements / strengthening, etc., to make them in good traffic worthy conditions;
- (ii) only minor repairs such as pothole and patch repairs, etc.



4. Following Action Plans may be taken up for effective maintenance & repair / improvement of such stretches of NHs entrusted with State Governments / UTs: -

(i) Sections of NHs requiring intensive interventions (such as rehabilitation/ improvements / strengthening, etc.,) - Efforts shall be made to improve / rehabilitate / develop such stretches by according higher priorities as delay in their implementation would eventually lead to higher cost of their rehabilitations / investments. Higher priority shall be accorded for award of improvement works on such stretches during current FY, and next FY considering current pace of award of projects, available budgetary constraints, traffic density, etc.; efforts shall be made in any case to award all such works at the most by September of the second FY following the current FY. State Governments / UTs may continue to maintain such stretches under OR as per extant reimbursement policies for keeping them in traffic worthy conditions till the time improvement works are awarded on them.

(ii) NH stretches requiring only minor repairs such as pothole and patch repairs, etc.: - Inter-se-Prioritisation of sections may be done for taking up their improvement (including PR / IRQP works) depending upon their conditions, traffic density, presuming present pace of award/ sanction of works annually within limits of budgetary constraints. Action Plan may be prepared for award of such improvement (including PR / IRQP) works accordingly year-wise starting from the current financial year onwards. Following broad principles shall be applicable for award of works and effective M&R of such NH stretches till improvement works are taken up on such stretches: -

(a) Stretches of NHs where improvement / PR / IRQP works are targeted for award during the current FY and next FY - Such stretches may continue to be maintained under OR as per extant policy of reimbursement process till the time improvement works are awarded in phased manner. Efforts shall be made to expedite award of works on such stretches.

(b) Stretches on which improvement / PR / IRQP works are targeted for award in the FY immediately after next FY - Short term (one year) contract may be awarded on such stretches for their maintenance.

(c) Stretches on which improvement / PR / IRQP works are targeted for award in the third FY or thereafter after current FY (e.g. during or after 2023-24 w.r.t. current FY 2020-21) - Medium term (three years) contract may be awarded on such stretches for their maintenance.

5. It has, further, been observed that uniform timeline is not being followed for implementation of PR /IRQP works, which is vital to ensure traffic worthiness of stretches well before onset of monsoon so that damages to pavements during monsoon are minimized.

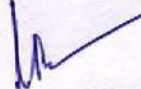
6. Detailed Standard Operative Procedure (SOP) for PR/ IRQP and OR works have been accordingly annexed herewith. These shall be followed henceforth for such works on NHs entrusted with State Governments/ UTs with immediate effects and until further orders. Separate policy guidelines shall follow for short/medium-term contract maintenance.

7. Accountability shall be fixed for undue delay in timely taking up / implementation of maintenance & repair works resulting into deterioration of pavements.



8. This issues with the concurrence of Finance Wing vide U.O. No. Note # 66, dated 11.11.2020 and approval of Competent Authority.

Enclosure: As above

  
(Lalatendu Behera)  
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Copy to:

1. All CEs in the Ministry of Road Transport & Highways
2. All ROs of the Ministry of Road Transport & Highways
3. The Secretary General, Indian Roads Congress
4. Technical circular file of S&R (P&B) Section
5. NIC-for uploading on Ministry's website under "What's new"

Copy for information and necessary action to:

1. PS to Hon'ble Minister (RT&H)
2. PS to Hon'ble MOS (RT&H)
3. Sr. PPS to Secretary (RT&H)
4. Sr. PPS to DG (RD) & SS
5. Sr. PPS to AS&FA
6. Sr. PPS to Pr. CCA, MoRT&H
7. Sr. PPS / PPS / PS to ADG-I/II/III/IV/V
8. Sr. PPS / PPS / PS to JS (H)/ JS (NHIDCL)/ JS (Toll) / JS (LA&C)



Enclosure to Letter No. RW/G-23012/01/2019-W&A (Pt.III), dated 23<sup>rd</sup> November, 2020

**Standard Operating Procedure (SOP) for PR / IRQP works and OR works for Maintenance & Repair (M&R) of NHs**

**I. Periodical Renewal (PR) / Improvement of Riding Quality Programme (IRQP) Works -**

1. Planning Zone of the Ministry shall finalize Sanction ceilings for PR / IRQP works for a particular financial year by September of the preceding Financial year.
2. RO of the Ministry in consultation with CE(NH) of State PWD shall accordingly draw up Annual Renewal Plan (ARP) comprising of detailed list of individual works in the form of "Abstract Estimate".
3. "Abstract Estimate" shall include: -
  - (i) Stretches / sections of NHs;
  - (ii) Their lengths, carriageway widths, existing crust compositions (both non-bituminous and bituminous);
  - (iii) Nature and type of last improvements and maintenance works (PR / IRQP) done along with date of completion of such works, bar charts;
  - (iv) Whether the stretch qualifies for PR / IRQP as per the stipulated cycle;
  - (v) Proposed specifications, specific reasons / justifications in case profile corrective course (PCC) is required in excess of 10 % of the bituminous binding layer thickness;
  - (vi) Existing drainage conditions and adequacies thereof, requirement of additional drainage works (if any);
  - (vii) Tentative estimated cost including centages, etc.
4. RO of the Ministry shall forward the ARP to the Project Zone CE of the Ministry with his recommendations by October of the preceding financial year.
5. Project Zone CE of the Ministry shall finalize the ARP and obtain approval of DG(RD)&SS by first week of November of the preceding financial year.
6. CE(NH), State PWD shall prepare individual estimates and forward to Project Zone CE of the Ministry through RO by 15<sup>th</sup> December of the preceding financial year.
7. Project Zone CE of the Ministry shall give Technical sanction (TS) of individual estimates by December of the preceding financial year provided: -
  - (i) Total cost of sanctioned works do not exceed stipulated Sanction ceiling.
8. Project Zone CE may consider inclusion of detailed estimates for new works not included under approved ARP by substitution subject to the condition that: -
  - (i) Modified ARP is within the overall Sanction Ceiling stipulated for the State;
  - (ii) Sum total of estimated cost of such new works do not exceed 20 % of the ARP.



9. Pre-tender activities should be taken up immediately while individual estimates are forwarded by RO to the Project Zone CE of the Ministry. Tender for such works shall be invited as per extant delegation of powers at the same time.

10. Project Zone CE of the Ministry shall obtain Financial Concurrence of IFD and Administrative Approval and Financial Sanctions for individual estimates as per the extant policy by 15<sup>th</sup> January of the preceding financial year. Sanction shall be valid upto two financial years beyond the financial year of sanction.

11. Contracts for such stretches shall be finalized as per extant delegation of powers. Works shall be awarded immediately thereafter with contractual target to complete the works within six months.

12. Following Standard Operating Procedure and timeline shall be followed henceforth (effective from FY 2021-22) for ARP and PR/IRQP works: -

Sr. No.	Activity	Time line	Authority Responsible for ensuring adherence to Time line
(i)	Finalisation of sanction ceiling for PR / IRQP works	September of preceding financial year	CE(Planning)
(ii)	RO, MoRT&H to prepare ARP in consultation with State CE (NH) and forward to Project Zone CE, MoRT&H	October of preceding financial year	ROs, MoRT&H / State Govts. / UTs/ CE (Project Zone)
(iii)	Invitation of tender for works	October of preceding financial year	State Govts. / UTs (ROs, MoRT&H to co-ordinate for timely initiation of tender process as soon as ARP is submitted)
(iv)	Approval of ARP by DG(RD)&SS	1 <sup>st</sup> week of November of preceding financial year	ADG / CE (Project Zone)
(v)	Forwarding of individual estimates for works by CE(NH) to Project Zone CE of the Ministry through RO	15 <sup>th</sup> December of preceding financial year	State Govts. / UTs (ROs, MoRT&H to co-ordinate and ensure timely submission of estimates)
(vi)	Technical sanction (TS) of estimates by Project zone CEs of the Ministry	December of preceding financial year	ADG / CE (Project Zone)
(vii)	Financial Concurrence of IFD and Administrative Approval and Financial Sanctions for individual estimates	15 <sup>th</sup> January of preceding financial year	CE (Project Zone)



Sr. No.	Activity	Time line	Authority Responsible for ensuring adherence to Time line
(viii)	Award of the works	January of preceding financial year = A	State Govts. / UTs / CEs (Project Zone)/ ROs, MoRT&H to co-ordinate and ensure timely award of the works.
(ix)	Completion of works	A + 6 months	ROs, MoRT&H / State Govts. / UTs/ CEs (Project Zone)

## II. Ordinary Repair (OR) works: -

1. For NHs stretches entrusted with State Govt. / UT, CE(NH), State PWD, through RO and Project Zone CE, shall furnish to the Planning Zone of the Ministry by February of the previous FY giving separate details of: -

(i) Terrain-wise lane-length distribution of NHs entrusted with State PWDs/ RCDs, etc., as per **Appendix-I**;

(ii) Scheme-wise and Terrain-wise lane-length distribution of NHs Stretches on which works are already: -

(a) Ongoing Projects (**Appendix-II**);

(b) Completed stretches under defects liability obligations of Contractors/ Concessionaires (**Appendix-III**);

(c) Ongoing BOT/ HAM/ O&M/ OMT concessions, etc. (**Appendix-IV**)

(iii) For the stretches of NHs out of **Appendix-I** and excluding stretches under **Appendix-II, III & IV**, separate details shall be furnished for: -

(a) NH Stretches in good condition with structural integrity (i.e. no strengthening / rehabilitation required) and may need only minor repairs such as pothole and patch repairs, etc., to keep in traffic worthy condition (**Appendix-V-I**); Year-wise Action Plan for award of improvement/ rehabilitation/ strengthening/ PR/ IRQP works shall be furnished as per **Appendix-V-I(A)**.

(b) NH stretches which may need strengthening and rehabilitation (**Appendix-V-II**); Year-wise Action Plan for award of improvement/ rehabilitation/ strengthening/ PR/ IRQP works shall be furnished as per **Appendix-V-II(A)**.

2. The NH section-wise details of the stretches under sub-para 1 (iii) (a) above shall be finalized by Project Zone CE of the Ministry with the approval of DG(RD)&SS based on inputs of State PWD CE(NH) and RO by February itself.

3. For stretches of NHs under sub-para 1 (iii) (a) above: -

(i) Planning Zone shall earmark State / UT-wise necessary fund for this purpose separately under OR under the heading OR (DPP) by 15<sup>th</sup> April of the Financial Year



with Finance Concurrence and Administrative Approval & Financial Sanction; the funds shall be allocated as per inter-se priority and availability of funds;

(ii) NH stretches requiring only minor repairs such as pothole and patch repairs, etc.:  
- Inter-se-Prioritisation of sections may be done for taking up their improvement (including PR / IRQP works) depending upon their conditions, traffic density, presuming present pace of award/ sanction of works annually within limits of budgetary constraints. Action Plan may be prepared for award of such improvement (including PR / IRQP) works accordingly year-wise starting from the current financial year onwards. Following broad principles shall be applicable for award of works and effective M&R of such NH stretches till improvement works are taken up on such stretches: -

(a) Stretches of NHs where improvement / PR / IRQP works are targeted for award during the current FY and next FY - Such stretches may continue to be maintained under OR as per extant policy of reimbursement process till the time improvement works are awarded in phased manner. Efforts shall be made to expedite award of works on such stretches.

(b) Stretches on which improvement / PR / IRQP works are targeted for award in the FY immediately after next FY - Short term (one year) contract may be awarded on such stretches for their maintenance.

(c) Stretches on which improvement / PR / IRQP works are targeted for award in the third FY or thereafter after current FY (e.g. during or after 2023-24 w.r.t. current FY 2020-21) - Medium term (three years) contract may be awarded on such stretches for their maintenance.

(iii) The works for the stretches as mentioned in Appendix-V-I(A) should be considered for award on priority after including in the Annual Plans. For the stretches of road categories mentioned in (3)(ii)(b)(one year maintenance contract) and (3)(ii)(c)(three year maintenance contract) CE(NH), State PWD shall prepare estimates for separate NH division-wise packages in consultation with RO for taking up works upto 1.2 times limit of allocation and forward to Project Zone CE of the Ministry by April of the financial year; RO to co-ordinate and ensure that such estimates are received in the Ministry within the prescribed time frame. However, only the eligible sections of NHs shall be considered for taking up under contract maintenance; further, in case it is not possible to take up contract maintenance in all eligible sections, inter-se prioritization shall be made for taking up of sections as per availability of funds; normal routine maintenance shall be taken up in balance stretches (i.e. stretches not taken up under contract maintenance) as per extant policies.

(iv) Tender for such works shall be invited as per extant delegation of powers at the same time, i.e. by April of the financial year;

(v) Project Zone CE of the Ministry shall obtain Financial Concurrence of IFD and Administrative Approval and Financial Sanctions for estimates as per the extant policy by 15th May of the financial year. Sanction shall be valid upto one financial year beyond the financial year of sanction.

(vi) Contracts for such stretches shall be finalized as per extant delegation of powers;

(vii) Stretches under Contract maintenance shall be implemented through State PWDs under DPP system;

(viii) Works shall be awarded by May of the financial year;



(ix) Separate policy shall be issued for one year short term/ three year medium term contract maintenance;

4. For stretches of NHs under sub-para 1 (iii) (b) and 3 (ii) (a) above: -

(i) Planning Zone shall earmark separate State/UT-wise funds for this purpose separately under OR under the heading OR (Reimbursement) by 15<sup>th</sup> April of the Financial Year with Finance Concurrence and Administrative Approval & Financial Sanction;

(ii) Sections of NHs requiring intensive interventions (such as rehabilitation/ improvements / strengthening, etc.,) - Efforts shall be made to improve / rehabilitate / develop such stretches by according higher priorities as delay in their implementation would eventually lead to higher cost of their rehabilitations / investments. Higher priority shall be accorded for award of improvement works on such stretches during current FY, and next FY considering current pace of award of projects, available budgetary constraints, traffic density, etc.; efforts shall be made in any case to award all such works at the most by September of the second FY following the current FY. State Governments / UTs may continue to maintain such stretches under OR as per extant reimbursement policies for keeping them in traffic worthy conditions till the time improvement works are awarded on them;

(iii) State Govts. / UTs shall ensure implementation of all necessary works as per inter-se priority and availability of funds and booking of entire allocation made so that there are no funds surrendered.

(iv) Accountability shall be fixed for undue delay in timely taking up / implementation of maintenance & repair works resulting into deterioration of pavements.

5. Following Standard Operating Procedure and timeline shall be followed henceforth (effective from FY 2021-22) for OR (DPP) works: -

Sr. No.	Activity	Time line	Authority Responsible for ensuring adherence to Time line
(i)	Furnishing of details as per para 1 and Appendix-I to Appendix-V-II(A) by CE(NH), State PWD through RO and Project Zone CE to Planning Zone of the Ministry	February of preceding financial year	CEs (Project Zone) / ROs, MoRT&H / State Govts. / UTs
(ii)	Finalization of specific NHs stretches and Action Plan for award of improvement / rehabilitation/ strengthening/ PR/ IRQP works as per para 1 (iii) (a) and Appendix-V-I, Appendix-V-I(A) and para 1 (iii) (b) and Appendix-V-II, and Appendix-V-II(A)	February of preceding financial year	DG(RD)&SS/ ADG/ CEs (Project Zone) / ROs, MoRT&H / State Govts. / UTs
(iii)	State / UT-wise Allocation of funds under OR (DPP) and under OR (Reimbursement) by Planning Zone of the Ministry	15 <sup>th</sup> April of the financial year	CE (Planning)



Sr. No.	Activity	Time line	Authority Responsible for ensuring adherence to Time line
(iv)	Forwarding of estimates under OR (DPP) for separate NH division-wise packages (for one year maintenance contract (Ref. para 3 (ii) (b)) and three year maintenance contract (Ref. para 3(ii) (c)) by CE(NH), State PWD (prepared in consultation with RO) to Project Zone CE	April of the financial year	State Govts. / UTs / CEs (Project Zone) / ROs, MoRT&H
(v)	Invitation of Tenders for works under OR (DPP) for (for one year maintenance contract and three year maintenance contract)	April of the financial year	State Govts. / UTs/ CEs (Project Zone) / ROs, MoRT&H
(vi)	Financial concurrence and AA&FS of estimates under OR (DPP)	15 <sup>th</sup> May of the financial year	CEs (Project Zone)
(vii)	Award of works under OR (DPP)	May of the financial year = A	State Govts. / UTs / CEs (Project Zone) / ROs, MoRT&H
(viii)	Completion of work / contract under OR (DPP)	A+12 months (for one year contract) A + 36 months (for three years contract)	State Govts. / UTs / CEs (Project Zone) / ROs, MoRT&H



**Appendix-I****(i) Lane-wise distribution of NHs with State PWD**

(Length in km)

Sl. No.	State / UT	Lane-wise distribution of NHs (km)							
		Single lane		Intermediate lane		Double lane		4 or more lanes	
		Plain	Hill	Plain	Hill	Plain	Hill	Plain	Hill
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1									
2									

**Appendix-II****(ii) Ongoing Projects**

(Length in km)

Sl. No.	State/UT	Scheme/ Programme	Lane-wise distribution of NHs (km)							
			Single lane		Intermediate lane		Double lane		4 or more lanes	
			Plain	Hill	Plain	Hill	Plain	Hill	Plain	Hill
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1		NH(O)								
2		SARDP-NE								
3		LWE/ Vijayawada Ranchi								
4		EAP								
5		NHDP-IV/ III								
6		ADB								
7		Bharatmala								
8		PR/ IRQP								
9		Any other scheme (please specify)								
10		Total								



### Appendix-III

#### (iii) Projects completed and under DLP

(Length in km)

Sl. No.	State/ UT	Scheme/ Programme	Lane-wise distribution of NHs (km)							
			Single lane		Intermediate lane		Double lane		4 or more lanes	
			Plain	Hill	Plain	Hill	Plain	Hill	Plain	Hill
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1		NH(O)								
2		SARDP-NE								
3		LWE/ Vijayawada Ranchi								
4		EAP								
5		NHDP-IV/ III								
6		ADB								
7		Bharatmala								
8		PR/ IRQP								
9		Any other scheme (please specify)								
10		<b>Total</b>								

### Appendix-IV

#### (iv) Projects under BOT(Toll)/ BOT(Annuity)/ HAM/ O&M/ OMT ongoing concession, etc.

(Length in km)

Sl. No.	State/ UT	Scheme/ Programme	Lane-wise distribution of NHs (km)							
			Single lane		Intermediate lane		Double lane		4 or more lanes	
			Plain	Hill	Plain	Hill	Plain	Hill	Plain	Hill
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1		NH(O)								
2		SARDP-NE								
3		LWE/ Vijayawada Ranchi								
4		EAP								
5		NHDP-IV/ III								
6		ADB								
7		Bharatmala								
8		PR/ IRQP								
9		Any other scheme (please specify)								
10		<b>Total</b>								



## Appendix-V-I

(v) Lane-wise distribution of NHs for balance NHs stretches for OR (excluding stretches under Appendix-II, III & IV) for NH Stretches in good condition with structural integrity (i.e. no strengthening / rehabilitation required)

(Length in km)

Sl. No.	State / UT	Lane-wise distribution of NHs (km)							
		Single lane		Intermediate lane		Double lane		4 or more lanes	
		Plain	Hill	Plain	Hill	Plain	Hill	Plain	Hill
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1									
2									

## Appendix-V-I(A)

(vi) Year-wise action plan for award of improvement/ rehabilitation/ strengthening/ PR/ IRQP works – for the stretches mentioned in Appendix-V-I above

(Length in km)

Sl. No.	State / UT	Year of award	Lane-wise distribution of NHs (km)							
			Single lane		Intermediate lane		Double lane		4 or more lanes	
			Plain	Hill	Plain	Hill	Plain	Hill	Plain	Hill
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1		Current FY								
2		Next FY #								
3		Subsequent FY^								
4										
5										
If current FY is 2020-21 then # FY 2021-22 ^ FY to be mentioned										



## Appendix-V-II

(vi) Lane-wise distribution of NHs for balance NHs stretches for OR (excluding stretches under Appendix-II, III & IV) for NH stretches which may need strengthening and rehabilitation

(Length in km)

Sl. No.	State / UT	Lane-wise distribution of NHs (km)							
		Single lane		Intermediate lane		Double lane		4 or more lanes	
		Plain	Hill	Plain	Hill	Plain	Hill	Plain	Hill
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1									
2									

## Appendix-V-II(A)

(vi) Year-wise action plan for award of improvement/ rehabilitation/ strengthening/ PR/ IRQP works – for the stretches mentioned in Appendix-V-II above

(Length in km)

Sl. No.	State / UT	Year of award	Lane-wise distribution of NHs (km)							
			Single lane		Intermediate lane		Double lane		4 or more lanes	
			Plain	Hill	Plain	Hill	Plain	Hill	Plain	Hill
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1		Current FY								
2		Next FY #								
3		Subsequent FY <sup>^</sup>								
4										
5										
If current FY is 2020-21 then # FY 2021-22 ^ FY to be mentioned										