

**Government of India**  
**Ministry of Road Transport & Highways**

Transport Bhawan,  
 1, Parliament Street,  
 New Delhi-110001

No. 22013/3/2010-P&M(Pt)

New Delhi the 25<sup>th</sup> April, 2011

**CIRCULAR**

**Sub: Guidelines for proper documentation and record keeping of sanctions under NH(O)**

There is a long felt need of properly documenting the details of various sanctions issued by the Ministry under different expenditure heads. There is also a need of proper record keeping relating to such sanctions. The guidelines for proper documentation and record keeping of sanctions under NH(O) are given below herein in paragraphs 2. The objective of proper documentation and record keeping is to ensure availability of key information readily to the Inspecting Officers and the third party Inspectors, to enable to proper supervision & monitoring of the works and audit of the expenditure incurred thereon.

2. The following guidelines shall be strictly followed by all the officers of the Ministry, who are responsible for issuing the sanctions under NH(O) from financial year 2011-12 onwards:

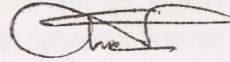
- 2.1 Two identical copies of the detailed estimate forming basis of the sanction shall be prepared in legible form. The Abstract of the cost of the detailed estimate and the pages containing key details and drawing shall be signed by the officer who is signing the Technical Note. One signed copy of the detailed estimate would be sent to the Executive Agency. The second copy of the estimate shall be kept in the records of the Ministry.
- 2.2 Sufficient details of the scope of the work shall be given in the Technical Note accompanying the letter of sanction. The existing features of the road should be described and the improvement sought to be made under the proposed sanction shall be covered in detail in the Technical Note.
- 2.3 A statement of the embankment heights and formation width proposed to be achieved through the provisions of the proposed sanction shall be appended to the Technical Note, in the relevant cases. Statement of similar details shall also be given in respect of the road passing through the cutting portions.
- 2.4 A statement regarding the culverts & bridges and other structures to be widened, or to be reconstructed, or to be constructed afresh under the proposed sanction shall be appended with the Technical Note, giving details of span arrangement, height of culvert from the bed level, type of foundation, sub-structure and super-structure, etc.
- 2.5 Details about the pavement composition and thickness proposed to be provided in the widening portion together with details of the strengthening courses, if any shall also be appended with the Technical Note in a separate Appendix. The details of the existing pavement and shoulder treatment, if any, shall also be included in this Appendix in suitable form.

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- 2.6 Construction sequence to be followed during the construction of various layers of the embankment, formation, pavement and shoulders shall be described adequately in the Technical Note.
- 2.7 The physical milestones prescribing various stages of completion linked to the completion period shall also be included in the Technical Note. Monitoring of the whole work and contract management shall be done against such milestones.
3. The Project officers of the Ministry are requested to strictly follow the above guidelines while sanctioning new works under NH(O) from 2011-12 onwards.



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To,

1. All CEs of the Ministry
2. All Technical Officers of the Ministry
3. All ROs / ELOs of the Ministry
4. All Sections in the Ministry of Road Transport & Highways

Copy for information and necessary action to:-

1. The Secretary General, Indian Roads Congress, R.K. Puram, New Delhi
2. The Director, Indian Academy of Highway Engineers [Formerly NITHE], Noida
3. PPS to Secretary (RT&H)
4. Sr. PPS to ADG-I
5. PPS to ADG-II
6. PS to AS&FA