

No. RW/NHIII/Coord/26/84

Dated the 4th September, 1985

To

All Officers at Headquarters, Regional Officers/Engineer Liaison Officers and Sections in Roads Wing

Subject : Policy on issue of Circulars

It has been observed that in the past policy and other circulars had been emanating from various sections and officers without a nodal control. This has often led to duplication and created problems of coordination and retrieval. It has also led to the problem that full information on a subject is not readily available at one source. To overcome and remove these difficulties, it has been decided to print a compilation of upto date circulars and to control issuance of further circulars.

2. A compilation of circulars issued upto 16th August, 1985 is now under print. To facilitate easy retrieval, the circulars are classified under 'Main Subject' 'subject' and 'sub-topic' which are each given a code number using a simple decimal marking system. A copy of the classification format is enclosed for guidance. Circulars are arranged date-wise under each sub-topic and given the appropriate code number and an individual number in a box on the upper right hand corner of the circular. The number after the last decimal point (i.e. after Sub-code No.) indicates the circular number, for example the 10th circular issued under sub-topic 121.1 — has been given a number 121.1.10, the 11th circular 121.1.11. and so on. Future circulars thus must bear a number in continuation of the previous one. Where a circular covers two or more subjects, more than one subject code is printed on the top, but the circular is re-produced only at one subject and cross-reference is given in index of the second subject. The compilation is expected to be bound in loose leaf form which will permit addition of new circulars at appropriate locations. New subjects may be added in blank numbers where necessary.

3. The number of circular under each topic included in the compilation are mentioned in the classification format enclosed so that future circulars may be numbered in continuation thereof.

4. It has now been decided that in future no circular will be issued without a classification code number and individual number. All circulars must, therefore, be first coded as per the classification format enclosed and got approved by the Competent authority and a final individual number obtained from DO I in N.H.III Section before issue. Circulars emanating from outside Ministries/Departments but circulated within the Ministry should similarly be coded and got numbered through DO I in NH III Section before issue. Circulars relating to purely personnel administration, pay, leave, LTC etc. are not classified and need not issue under this compilation. DO I in NH-III Section will maintain two copies of upto date official compilation of all circulars issued and will be responsible for updating the same. One copy will be kept in the Library and one in NH-III Section. Ten copies of each circulars should, therefore, be sent to DO I after issue.

5. Under the new policy all circulars must be initiated by concerned officer and then routed through the respective Chief Engineer (Std.) who will get it approved by the competent authority given below :—

Subject	Circular Controlling Authority	Approving Authority
(i) Project Administration Budgeting, Funding etc.	DS (P&B)	Director General & Addl. Secretary
(ii) Road Projects & Stds.	CE(R)Stds/Res.	ADG(R)
(iii) Bridge Projects Stds.	CE(B)Stds/Res.	ADG(B)
(iv) Construction Plant	CE(Mech.)	ADG(R)

Director General & Addl. Secretary's approval may be obtained in all major policy matters.

6. In view of the new policy, new circular should be issued without following the procedure mentioned above. Any circular already issued after 16.8.85 but before the receipt of this circular may now be given appropriate code number and individual number and circulated to all concerned for information.