

No. RW/NHVI-50 (3)/83

Dated the 25th May, 1985

Subject : Handing over notes about works being handled by technical officers

It has been observed that when technical officers (A.E.s, EEs, SEs and CEs) at the Headquarters are transferred from one Zone to another Zone or outside the Headquarters or within the regions or from the region to the Headquarters, most of them do not give handing over notes briefly describing the position of works which were hitherto being dealt with by them. In the absence of such notes, the new incumbent is likely to face difficulties when some information is required at short notice for a number of purposes such as preparation of reply to a Lok Sabha/Rajya Sabha Question, preparation of a brief for the Consultative Committee of the Parliament, putting up notes regarding Cut Motions, or Call Attention Notices in the Parliament etc.

2. In order to ensure smooth transition in the dealing of works (involving various types of cases such as original estimates, revised, F.D.R. estimates, approval of designs and drawings, progress of work etc.), all technical officers are requested to give suitable brief notes to their successor officers (or to their next higher officers, if the successor officer does not happen to be at the Headquarters at the time of change over) as soon as they are transferred from one Zone to another Zone or outside Headquarters. The above mentioned notes should generally contain information with regard to the following aspects :

- 2.1. National Highway Nos. along with their lengths lying in the concerned State/Union Territory.
- 2.2. List of works sanctioned during the past 5 years along with their job Nos., sanction letter number, date of sanction, sanctioned cost and the target date of completion as per phasing indicated in the technical note accompanying the sanction letter.
- 2.3. Physical position of various works (not started or started or completed) along with their upto date percentage of physical progress, if already started and expenditure upto the last quarter.
- 2.4. Position of submission of designs/working drawings and their approval component-wise, for bridge works which have been let out on the basis of alternative designs.
- 2.5. List of pending estimates (original or revised or FDR etc.) and designs for which approval is to be conveyed.
- 2.6. Detailed notes about major Road/Bridge works (separate note for each such bridge having overall length more than 200 m or Road works costing more than Rs 50 lakhs).
- 2.7. Annual Programme for the sanction of works.
- 2.8. Other important cases requiring immediate attention.
- 2.9. V.I.P. references and cases monitored at Cabinet Committee levels.
3. The procedure outlined in the foregoing paragraphs shall be invariably followed by all technical officers working in the Headquarters.
4. Similar procedure shall be followed by officers posted outside the Headquarters also.

To

All Technical Officers in the Headquarters. All Technical Officers in the Regional Offices/Engineer Liaisons Officers.