

No. RW/NHIII/Coord/26/85

Dated the 11th April, 1985

CIRCULAR

Subject : Fortnightly report of important activities/achievements for Prime Minister's Secretariat

The Roads Wing is required to send the above report to the Co-ordination Section by the 2nd and 17th of every month. This report is compiled in the Monitoring Zone on receipt of reports from all officers concerned. The requirement of furnishing the informations promptly by the concerned officers has been emphasised several times in the past. But, it appears, the importance the matter deserves is not being given by some officers as the practice of voluntary furnishing of the informations is yet to be established and the staff of the Monitoring Zone has to remind several times before the report is obtained. It is, therefore, again requested that all Superintending Engineers concerned may please send their reports to Shri R.S. Mahalaha, S.E. (B) Mon. by 1st and 16th of every month positively. The S.Es may entrust the E.Es to send the report only when the S.Es are away on tour/leave.

2. D.S. (R) and D.S. (P&B) may also please send the report concerning important policy decision and declaration of new National Highways, etc. To avoid any chance of inadvertant omission of any activity, even 'nil' report may be sent if there has not been any activity during the fortnight.

3. S.E. (B) Mon. will please put up the draft report to the undersigned latest by 14.30 hrs. of 2nd and 17th of every month, duly compiled on the basis of whatever informations have been received by him, mentioning the names of the States for which informations are not made available.

4. This issues with the approval of the DG (RD).

To

All C.Es, S.Es and E.Es at Headquarters/DS(R)/DS(P&B)

Copy for information to ADG(B)/ADG(R)