

No. CD-14040/73/2021 -Coord
Government of India
Ministry of Road Transport and Highways
(Coordination Section)

Dated 26th October, 2021

OFFICE MEMORANDUM

Subject:-Annual Report of the Ministry of Road Transport and Highways for the year 2021-22 (01.01.2021-31.12.2021).

The undersigned is directed to say that Annual Report on the activities of the Ministry of Road Transport & Highways for the year 2021-22 (01.01.2021-31.12.2021) is required to be made available to Members of Parliament simultaneously before the Demands for Grants are referred to Department-related Standing Committee. All concerned are, therefore, requested to initiate action on top priority for compilation of necessary material for inclusion in the Annual Report. The material to be furnished should follow the pattern of Chapters and Appendices as contained in the Annual Report for the year 2020-21.

2. As was done in the last Report, following points should be accorded special attention while preparing the material for the Annual Report 2021-22 for the period of 01.01.2021 to 31.12.2021:-

- i. For each Chapter, an introductory paragraph should be given in the beginning for providing a glimpse of what follows.
- ii. As far as possible, a paragraph should be given to convey the essence of the Chapter in short, catchy phrases.
- iii. Material for the Chapter "Year at a Glance" may also be supplied separately, highlighting the achievements of the Ministry during 2021-22.

3. The Annual Report should reflect actual data from 1st January, 2021 to 31st December, 2021 and provide projections or estimates for the period January-March, 2022. The material should reach Coordination Section latest by 10th December, 2021 giving progress up to 30th November, 2021.

4. After furnishing the material by 10th December, 2021, the officers concerned should update their figures up to 31st December, 2021, and furnish the same to Coordination Section latest by 7th January, 2022. After 7th January, 2022, no material will be accepted.

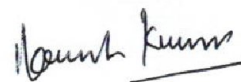
5. Hindi version of the draft Annual Report will be prepared by Hindi Section simultaneously. For this purpose, please send an advance copy of the information furnished to Coordination simultaneously to Hindi Section for translation.

Namh Kumar

6. The Wing Heads are requested to check up the position in respect of their field organizations regarding the reports being laid on the Table of Parliament. The contents thereof should not, however, be repeated in the Annual Report of the Ministry.
7. The body of the Report as also the Appendices should not be too technical. The material should be couched in common terms so that these are easily understood.
8. While requesting the field organizations for material for the Annual Report, please make it clear to them that the material should be checked personally by the Head of Organization for correctness before forwarding it to the concerned Wing of the Ministry.
9. Consolidated material in respect of each Wing should be furnished. The material furnished in piecemeal by individual section shall not be accepted.
10. The material should be furnished to Coordination Section with the approval of the Wing Head concerned. **It should be typed neatly in double space with wide margin of 1-1/2" and furnished in duplicate (2 copies) along with a soft copy.** It may kindly be ensured that the material is free from overwriting and typographical errors.
11. Security clearance etc., if any, for any part of the material suggested for inclusion in the Report should be obtained from the competent authorities by the officer/sections themselves.
12. While sending the material, the Coordinating Officer of the concerned Wing should take care to follow the numbering system for paragraphs and Sub-paragraphs in each Chapter and also indicate the titles and sub-titles to the paragraphs wherever desirable/necessary. For example, in Chapter 01, the paragraphs will be numbered as 1.1, 1.2, 1.3 etc., and sub-paragraphs will be numbered as 1.1.1, 1.1.2, 1.1.3 etc.
13. In the Report, there will be certain terms which will be occurring many times and they may be having abbreviations such as GRT/PPPAC etc. In each chapter, when the term occurs for the first time, it should be written in full with abbreviation in brackets. When it occurs subsequently in the same Chapter, it may be indicated only in the abbreviated form.
14. For the sake of uniformity, the date should invariably be mentioned in the 1st January, 2021 format.
15. The target date for the completion of a project or scheme should be indicated as mid-year, end of the year etc. Mentioning of specific dates or months should be avoided.
16. While giving names of States etc. in the body of the Report or in the appendices, alphabetical order should be followed.

Aganath Kurian

17. All drawings for inclusion in the Annual Report should be drawn in Indian black ink.
18. All coloured drawings should be provided with key drawings for better printing quantity, distinction and clarity.
19. All photographs should be sharp and clear for reproduction and should bear one time instructions regarding their printing, captions etc.
20. The Heads of Wings/Heads of Departments/Heads of Offices are requested to take personal care to ensure that the material is furnished without any delay or deficiency to Coordination Section. The Annual Report of the Ministry is a very important document, thus, adequate and through preparation must be made to ensure that the material furnished is accurate and presentable, written in correct and simple language.
21. The information on the activities relating to Tribal Sub-Plan and Special Component Plan for Scheduled Castes may also be furnished for incorporation as one of the chapters in the Annual Report.
22. The information in regarding position of Action Taken Notes (ATNs) in respect of Audit observation may also be furnished for incorporation as one of the chapters in the Annual Report.
23. The status of pending ATNs may be included in Annual Report in the format as prescribed in Annual Report 2020-21. Budget Section is requested to provide the requisite information updated upto 31.12.2021.
24. The material in duplicate (2 copies) along with a soft copy thereof may please be sent to Coordination Section by 10th December, 2021 positively so that the drafting of the Report as a whole may be finalized and the manuscript sent to the press by the target date.



(Rakesh Kumar)

Under Secretary to the Govt. of India
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To

1. DG(RD)&SS [It is also requested to provide the photographs of the events (with headings) organized by Road Wing during the year, so that the same can be incorporated in the Annual Report.]
2. Chairman, NHAI [It is also requested to provide the photographs of the events (with headings) organized by NHAI during the year, so that the same can be incorporated in the Annual Report.]

3. MD, NHIDCL [It is also requested to provide the photographs of the events (with headings) organized by NHIDCL during the year, so that the same can be incorporated in the Annual Report.]
4. PS to Hon'ble Minister with the request to provide the photographs of the events/meetings (with headings) in which Hon'ble Minister took part so that the same can be incorporated in the Annual Report.
5. PS to Hon'ble Minister of State with the request to provide the photographs of the events/meetings (with headings) in which Hon'ble Minister of State took part so that the same can be incorporated in the Annual Report.
6. Additional Secretary & Financial Adviser / Additional Secretary (Road Safety)/ Additional Secretary(Highways).
7. JS(Coord/Estt.)/JS(MVL/T)/JS (NHIDCL)/JS (Logistics) / CE (Planning) [It is also requested to provide the photographs of the events (with headings) organized by their respective Wing during the year, so that the same can be incorporated in the Annual Report].
8. Pr. CCA, Jam Nagar House, New Delhi.
9. Economic Adviser(TRW), Jam Nagar House, New Delhi [It is also requested to provide the photographs of the events (with headings) organized by TRW during the year, so that the same can be incorporated in the Annual Report.
10. All Directors / DSs, MoRTH [It is also requested to provide the photographs of the events (with headings) organized by their respective Division during the year, so that the same can be incorporated in the Annual Report].
11. US(Budget)