

G.O.  
**Government of India**  
**Ministry of Road Transport & Highways**  
**(Land Acquisition Division)**

Transport Bhawan, 1, Parliament Street,  
New Delhi dated 21<sup>st</sup> November, 2016

**No. NH-11011/14/2016-LA**

To,

1. The Principal Secretary/ Secretary,  
Public Works Department/ Revenue, All State Government/ Union Territories
2. The Engineers-in-Chief/ Chief Engineer (NH),  
Public Works Department, All State Government/ Union Territories
3. The Director General (Roads Development) & Special Secretary,  
M/o RT&H
4. The Chairman,  
National Highways Authority of India  
G-5&6, Sector- 10, Dwarka, New Delhi-75
5. The Managing Director,  
National Highways Infrastructure Development Corporation Ltd,  
PTI Building, Parliament Street, New Delhi- 110001

**Sub: Appointment of dedicated Competent Authority for Land Acquisition (CALA) for Land Acquisition for National Highway (NH) Projects under the NH Act, 1956 –Reg.**

Sir,

The need for expeditious acquisition of land and pro-active cooperation of the State Governments in the process have been emphasized from time to time for enabling timely completion of National Highways (NHs) projects.

2. As you are aware, progress of many of the ongoing National Highway (NH) projects have been adversely affected due to delay in land acquisition. Further, availability of 90 % of required land is an essential pre-requisite for award of NH Projects now. However, on account of delay in Land Acquisition (LA), commencement of many of the projects is being inordinately delayed even after award of such projects.
3. The State Revenue Officers are generally notified as the Competent Authority for Land Acquisition (CALA) as per the NHs Act, 1956. Keeping in view the pre-occupation of the CALAs in their own assigned works, the Ministry has taken various policy initiatives during this year so as to facilitate expeditious action on part of CALAs for LA of NH projects; these include allowing appointment of retired Revenue Officers as Consultants in the Ministry, National Highways Authority of India (NHAI), National Highways Infrastructure Development Corporation Ltd (NHIDCL) headquarters as well as in the field offices, viz. the Regional Offices (ROs)/ Project Implementing Units of the Ministry/ NHAI / NHIDCL, providing facilities such as one time grant for furniture and Office equipment, dedicated man-power (viz. Assistant Special Executive Officer, Senior Assistant, Surveyor, Computer Operator, Peon) , vehicles (including hire charges, driver, fuel, POL, etc.), monthly office expenses, Office rent, etc., to CALAs on Demands. Taluka Inspector of Land Records (TILR) may also be provided facilities on a case to case basis on demand such as providing electronic total station on rental basis for detailed survey for joint measurement, video shooting, preparation of land records / land plans, enumeration of trees, demarcation of ROW, staking out co-ordinates on ground, clearing of ROW; such works may also be got done by engaging private agencies through Contracts. The Ministry has also instructed its ROs, NHAI and NHIDCL that in order to ensure that CALA nominated by the States are not overburdened and for LA cases involving more than Rs. 250 – 300 crore or approximately 500 ( $\pm$  10 %) land owners, appointment of additional CALAs may be resorted to. Copies of the relevant references in this context are enclosed for ready references.

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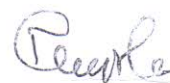
4. During several review meetings taken in the Ministry at the level of Hon'ble Minister (RT&H) and Secretary (RT&H) in recent times, it has, however, been felt that desired efficiency is still lacking in terms of timely acquisition of land.

5. It may be appreciated that delay in timely acquisition of land hampers progress of NHs projects; this would eventually cause major setback for overall Socio Economic development in the States. Therefore, considering the emphasis of the Ministry towards overall development of NH network and keeping in view the extent of LA requirements for ongoing and projects in the pipeline, it is requested that the State Governments may consider appointing dedicated CALAs for all the NHs Projects in the State irrespective of the agency for their implementations (viz. State PWDs, NHAI, NHIDCL, etc.); the numbers of such dedicated CALAs may be decided by the States depending upon the extent of estimated LA requirements.

6. It is requested that the State Governments may consider giving their consent for the proposal and also immediately take up necessary action accordingly.

Yours faithfully,

Enclosure: As above



(Rajesh Gupta)

Deputy Secretary to the Government of India

Tel No. 011-23718527

Copy for similar action to:-

1. ADG / ADG (I/C)/ Coordinator -I / Coordinator- III
2. CE (P-1)/CE (P-2)/CE (P-3)/ CE (P-4)/CE (P-5)/CE (P-6)/ CE (P-7)/CE (P-8)/CE (LWE)/ CE (SARDP- NE)/CE (NHDP- IVA)/ CE (Mon)/ CE (Planning)
3. All ROs/ ELOs/ PIUs of the NHAI/ M/o RT&H

Copy for information to:

1. PS to Hon'ble Minister (RTH&S)/ PS to MoS (RT&H)/ PS to MoS(RT,H,S,C&F)
2. Sr. PPS to Secretary (RT&H)/ PPS to AS&FA
3. PPS to JS (LA & EIC)/ JS (H)/ JS (T)/ JS (GAP & C)

No. NH-11011/40/2016-LA  
Government of India  
Ministry of Road Transport & Highways  
(LA Division)

Transport Bhawan  
1, Parliament Street,  
New Delhi dated 16, August, 2016

To,  
All Regional Officers,  
Ministry of Road Transport & Highways

**Subject:** Procedure for payment of the amount of compensation for acquisition of land for NH Projects acquired under the NHs Act, 1956- reg.

Sir,

I am directed to say that as per the present practice, the amount of compensation payable in lieu of land acquired under the National Highways (NHs) Act, 1956, is placed solely at the disposal of Competent Authority for Land Acquisition (CALA). In case of National Highways Authority of India (NHAI) and National Highways Inter-connectivity Improvement Projects (NHIP), these funds are placed in a joint account held in the name of CALA and Project Director (PD). Funds are disbursed by CALA after declaration and finalization of land acquisition awards.

3. Since Land Acquisition involves huge amounts of compensation and the whole process takes sufficient period of time, therefore, these funds are unnecessarily parked in CALA's account for over a long period, thereby, resulting in blockade of funds. Also, the need of the hour is to move towards e-transfer of benefits directly to the account holders of beneficiaries.

4. In this regard, a more efficient manner of depositing the compensation amount with CALA for further disbursal to the beneficiaries has been proposed as under: -

**Proposed procedure:**

- All CALAs be registered on Public Financial Management System (PFMS) & will be mapped under respective RO
- The CALA (through PFMS) will prepare a Digital Payment Advice(DPA) using a Utility duly authenticated by Digital Signature with all requisite payment details of beneficiary.
- On the basis of DPA prepared by CALA(s), PFMS will consolidate the amount State/RO wise.
- The RO will prepare sanction along with bill on PFMS for Regional Pay Accounts Office (RPAO)
- The RPAO will make payment and issue DPA (on PFMS) for transferring of funds from the Consolidated Funds of India (CFI) to the CALA Account
- Accounting entries will be made on PFMS
- Funds shall be released to the designated CALA Accounts through Accredited Bank.
- Reverse Payment Scroll from Bank to complete Accounting
- As soon as the funds reach CALA A/c, the PFMS will give instructions electronically to sponsor bank of CALA to transfer money from CALA A/c to the end beneficiary. (PFMS is integrated with more than 100 Banks through server to server Core Banking Solution)
- Reverse scroll from sponsor bank to intimate settlement/success to CALA on PFMS

5. However, for the purpose of introduction of the proposed procedure, necessary office equipment and internet facility as well as manpower needs to be provided to CALA for operation of the web-based Utility/PFMS. ROs may meet the expenditure on office equipments and manpower through contingency on the lines of facility for CALA/TILR already circulated vide this Ministry's letter no.NH-15017/17(2)/2016-P&M dated 16<sup>th</sup> June, 2016.

Contd.....2/-



6. In view of the above, you are requested to ensure that the necessary infrastructure/man-power has already been provided to office of CALA and intimate the position to this Ministry latest by 31<sup>st</sup> August, 2016.

Encl. - As above

Yours faithfully,



(Rajesh Gupta)

Deputy Secretary to the Government of India

Tel No. 011-23718527

Copy for information and necessary action to:

1. Secretary/Principal Secretary, Public Works Department, All State Government/ Union Territories
2. Director General (Roads Development) & Special Secretary, M/o RT&H
3. ADG-I/ Coordinator -I/ Coordinator- II/ Coordinator- III
4. CE (P-1)/CE (P-2)/CE (P-3)/ CE (P-4)/CE (P-5)/CE (P-6)/ CE (P-7)/CE (P-8)/CE (LWE)/ CE (SARDP- NE)/CE (NHDP- IVA)/ CE (Mon)/ CE (Planning)

Copy for information to:

1. PS to Minister (RT&H)/ PS to MoS (RT&H)
2. Sr. PPS to Secretary (RT&H)/ PPS to AS&FA
3. PPS to JS (LA)

GOVERNMENT OF INDIA  
Ministry of Road Transport and Highways

Transport Bhawan,  
1, Parliament Street,  
New Delhi, dated 28<sup>th</sup> July, 2016.

To

1. The Chairman,  
National Highways Authority of India,  
G-5&6, Sector-10, Dwarka, New Delhi - 110 075.
2. The Managing Director,  
National Highways Infrastructure Development Corporation Limited,  
PTI Building, Sansad Marg, New Delhi - 110 001.

**SUBJECT :** Guidelines for monitoring of Land Acquisition for NH Projects - regarding.

Sir,

I am directed to say that for the purpose of rigorous monitoring and follow up of various sub-steps for each process of acquisition of land for National Highways(NH) projects so as to achieve target time, the ~~guidelines for monitoring of land acquisition have since been issued vide this Ministry's letter of even number dated 19<sup>th</sup> April, 2016. In sub-paragraphs 2.(iii) and (iv) of these guidelines, the provision for appointment of additional Competent Authority for Land Acquisition(CALA) in order to ensure that the nominated CALAs are not over-burdened, time-limits for various steps for land acquisition and maintenance of a record of performance of the CALAs have since been prescribed.~~

2. However, keeping in view the pre-occupation of the CALAs in their own assigned work, the point of the capacity of the CALAs to handle the work related to determination of the amount of compensation for acquisition of land for NH projects was under consideration in this Ministry and it has now been held that besides the monetary criteria prescribed in sub-paragraph 2.(ii) of the aforesaid guidelines dated 19.4.2016, the quantum of the land acquisition related work to be handled by the CALAs is also required to be kept into consideration while appointment of CALAs are made. Accordingly, it has been decided that besides the above-said monetary criteria, it may also be ensured that a particular CALA is assigned land acquisition cases involving a maximum of approximately 500(+10%) land owners. If land acquisition cases involving more land owners than this limit, then appointment of additional CALA may be resorted to rationally divide the work.

3. Further, it has also been observed that a number of awards determined by the CALAs are referred for arbitration. The Arbitrators appointed are again so pre-occupied in their own assigned work, that they become overburdened with such arbitration cases. Slow disposal of the arbitration cases are also contributing towards delay in completion of the land acquisition process resulting into delay in implementation of the NH projects. In order to make the land acquisition process smooth and hassle-free, it has been further decided that it may be ensured to assign a maximum of approximately 150(+10%) land acquisition arbitration cases to a particular Arbitrator. If land acquisition arbitration cases is more than this limit, then appointment of additional Arbitrator may be resorted to rationally divide the work.

4. You are, therefore, requested to take appropriate action on the above lines so as to ensure timely completion of land acquisition for awarding the projects without any delay.

Yours faithfully,

  
(Rajesh Gupta)

Deputy Secretary to the Government of India  
Tele/FAX No.:2371 8527

Copy for necessary action to :-

1. Chief Engineers of all Project Zones, Roads Wing, M/o RT&H
2. All Regional Officers of the M/o RT&H

Copy for information to :-

PS to Minister(RT&H)/PPS to Secretary(RT&H)/PPS to JS(LA)



No. NH-11011/14/2016-LA  
Government of India  
Ministry of Road Transport and Highways  
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Transport Bhawan,  
1, Parliament Street,  
New Delhi dated 19<sup>th</sup> April, 2016

To

1. The Chairman,  
National Highways Authority of India,  
G-5&6, Sector-10, Dwarka,  
New Delhi - 110 075.
2. The Managing Director,  
National Highways Infrastructure Development Corporation Limited,  
PTI Building, Sansad Marg, New Delhi - 110 001.

**SUBJECT : Guidelines for monitoring of Land Acquisition for NH Projects.**

Sir,

I am directed to say that handing over of land after its acquisition is a condition for execution of the National Highways (NHs) projects by the concessionaires. Lack of availability of land at the time of construction has stalled many NH projects on earlier occasions. The Ministry has issued a guideline to ensure acquisition of 80% of land before award for Build Operate and Transfer (BOT) projects and acquisition of 90% of land before award for Engineering Procurement Construction (EPC) projects. However, there are many cases where land acquisition process is badly delayed and the projects in these cases can not be awarded till the acquisition process is completed resulting into adversely affecting the target fixed by the Ministry for awarding the projects.

2. For the purpose of rigorous monitoring and follow up of various sub-steps for each process of acquisition of land so as to achieve target time, it has been decided that certain restructuring of land acquisition cells at various levels of the Ministry and its implementing agencies is advisable. In this direction, the following actions have been approved by the Union Minister for Shipping, Road Transport and Highways:-

- (i) There should be adequate number of Revenue Officers in the Ministry as well as in the National Highways Authority of India (NHAI) and the National Highways Infrastructure Development Corporation Limited (NHIDCL). Similarly the NHAI and the NHIDCL may appoint adequate number of retired Revenue Officers as Consultants in their headquarters on short-term basis. In the long term, the Revenue Officers may be appointed by the NHAI/NHIDCL on deputation basis following due recruitment process;
- (ii) Since most of the work of land acquisition is field-related, the Regional Offices (ROs) of the Ministry, Project Implementation Units (PIUs) of the NHAI and the NHIDCL may also have at least one retired Revenue Officer as Consultant. These Revenue Officers should be from the respective State in which the offices/PIUs are located so that the Consultants are well versed with the local land policies;
- (iii) In order to ensure that CALA nominated by the State are not over-burdened, the Ministry and the NHAI/NHIDCL may ensure that a particular CALA is assigned the land acquisition cases for only Rs.250-300 crores. If land acquisition cases for more amount are involved, then appointment of additional CALA may be resorted to rationally divide the work;
- (iv) The implementing agencies should maintain a record of performance of CALA within the State. This record should contain fields like the land acquisition cases where notification under section 3A of the NH Act, 1956 is pending for more

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Issued  
19/04/2016



than 6 months, notification under section 3D of the Act is pending for more than 6 months, determination of the amount of compensation under section 3G is pending for more than 12 months and deposit & payment of the amount of compensation under section 3H is pending for 12 months. Number of such cases and the amount involved should be maintained CALA-wise and State-wise. The ROs of the Ministry and the PIUs of the NHAI/NHIDCL should complete report in this format on a monthly basis and forward the same to the headquarters of the implementing agencies(NHAI/NHIDCL) as well as the Ministry.

3. For the purpose of engagement of Consultant at the field level in the Regional Offices of the Ministry, following terms and conditions are suggested for different levels of retired Officers :-

(a) **Fees :-**

Sl. No.	Level of Officer to be engaged	Monthly ceiling of consolidated fee
1.	Retired State Civil Service Officer	The fee payable to the consultants would be equal to the amount of basic pay last drawn by them minus pension being received by them.
2.	Retired Revenue Officer(Government Kanoongo	
3.	Retired Surveyors/Amin/Lekhpal	

(b) **Allowances:** - The Consultants such engaged, will not be entitled to any other allowances/facilities, such as, Dearness Allowance, House Rent Allowance, Transport Allowance, Leave Travel Concession, Medical Attendance/Central Government Health Scheme, Government Accommodation, etc.

(c) **Leave:** - On engagement, the Consultant shall be eligible for 8(eight) days of leave in a calendar year on pro-rata basis. He will not be entitled to draw any remuneration for any absence beyond 8 days in a year calculated on pro-rata basis. Unavailed leave in a calendar year shall not be carried forward to the next calendar year. The Ministry shall be free to terminate the services of the Consultant in case of his absence by more than 15(fifteen) days beyond the entitled leave in a calendar year.

(d) **TA/DA:** - No Travelling/Daily allowance shall be admissible for joining the assignment as Consultant or on its completion. However, they will be given a fixed amount of Rs. 5000/- per month towards local travel to CALA offices, site, local villages etc.

(e) During the period of his engagement as Consultant, the retired Officer will not take up any other assignment.

(f) **The Consultants to be engaged in the Regional Offices of the Ministry would be paid from Contingency Fund.**

4. You are, therefore, requested to take appropriate action on the above lines so as to ensure timely completion of land acquisition for awarding the projects without any delay.

5. This issues with the concurrence of the Integrated Finance Wing of the Ministry vide UO No. 111/TF-II dated 12.04.2016.

Yours faithfully,

OLC



(Rajesh Gupta)

Deputy Secretary to the Government of India

Tel No. 011-23718527


Copy for necessary action to :-

- ~~CE P-2~~ <sup>M. ECP-7</sup> <sup>WCE (XSEA)</sup>
1. Chief Engineers of all Project Zones, Roads Wing, M/o RT&H
  2. All Regional Officers of the M/o RT&H
  3. Director (Establishment), M/o RT&H – for taking necessary action towards engagement of Consultants in the Land Acquisition Cell in the Ministry and the Regional Offices of the Ministry.
  4. PS to Minister(RT&H)/PPS to Secretary(RT&H)/PPS to JS(LA) <sup>2</sup> 19/4/16

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No. NH-11011/14/2016-LA  
Government of India  
Ministry of Road Transport and Highways  
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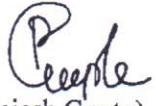
Transport Bhawan,  
1, Parliament Street,  
New Delhi dated 25<sup>th</sup> April, 2016

**Corrigendum**

In para 3 (a) of this Ministry's letter of even number dated 19.04.2016, for the existing words, figures and letters; the following words, figures and letters may be read:-

(a) **Fees :-**

Sl. No.	Level of Officer to be engaged	Monthly ceiling of consolidated fee
1.	Retired State Civil Service Officer	The fee payable to the consultants would be equal to the amount of pay last drawn by them minus pension being received by them.
2.	Retired Revenue Officer (Government Kanoongo)	
3.	Retired Surveyors/Amin/Lekhpal	



O/C  
  
(Rajesh Gupta)  
Deputy Secretary to the Government of India  
Tel No. 011-23718527

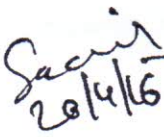

To

1. The Chairman,  
National Highways Authority of India,  
G-5&6, Sector-10, Dwarka,  
New Delhi - 110 075.

 The Managing Director,  
National Highways Infrastructure Development Corporation Limited,  
PTI Building, Sansad Marg, New Delhi - 110 001.

**Copy for necessary action to :-**

1. Chief Engineers of all Project Zones, Roads Wing, M/o RT&H
2. All Regional Officers of the M/o RT&H
3. Director (Establishment), M/o RT&H — 
4. PS to Minister (RT&H)/PPS to Secretary (RT&H)/PPS to JS(LA) — 

  
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No. NH-15017/17(2)/2016-P&M  
Government of India  
Ministry of Road Transport & Highways  
(P&M zone)

Transport Bhawan  
1, Parliament Street  
New Delhi dated 16<sup>th</sup> June, 2016

To

All Secretaries of States/Union Territories, PWDs dealing with National Highways.

**Subject:** Project Contingencies, Quality Control, W.C. Establishment, and Agency Charges- Admissible Expenditure

Sir,

This Ministry has received several representations from project authorities seeking clarifications on items admissible for payment under provisions for "Contingencies, Quality Control and W.C. Establishment" in the sanctioned estimates. After examining the issues, the Ministry has decided to issue the following guidelines in supersession of previous guidelines issued vide No. RW/G-20011/8/98-WA (R) dated 16.08.2002 and No. NH-22023/1/2012-P&M dated 8<sup>th</sup> January, 2013 in respect of above mentioned charges:

**1.1 Contingencies**

The contingencies provided for in the estimates are meant to cover unanticipated items related to the work but not provided for in the Bill of Quantities of the sanctioned estimate/accepted contract. Though it may not be possible to identify these unaccounted items as the same would vary from site to site and project to project some of the identified/other items relating to relevant job are as follows:

- 1.1.1 Printing of tender forms including cost of papers & stationery and publicity by advertisement in the newspapers subject to the condition that sale proceeds of tender forms are credited to the Central Government Account.
- 1.1.2 Construction and maintenance of diversion roads
- 1.1.3 Removal of unsuitable soil/tree trunks etc.
- 1.1.4 Road Safety related items including traffic regulatory measures on the stretch covered under sanction.
- 1.1.5 The expenditure on engagement of man power for proof checking/ peer review of the design/monitoring, subject to the condition that due procedure and guidelines issued on the subject by this Ministry and Ministry of Finance have been followed in engaging man power.
- 1.1.6 Documentation charges including photographs and video filming of the construction activities (no asset will be created).
- 1.1.7 Establishment of temporary site office, store shed, watchman shed and parking places for vehicles including lighting. If required upto 15% of contingencies
- 1.1.8 The expenditure on engagement of counsel/lawyer/Arbitration so long as the fee is fixed as per rates stipulated by the Ministry of Law/Road Transport & Highways and due procedure has been adopted for their appointment.
- 1.1.9 For incurring expenditure towards Inauguration/Bhoomi Pujan Foundation Stone Laying/Any other ceremony in respect of National Highway works as per Ministry's circular issued vide letter No. NH-15017/17(1)/2016-P&M dated 16<sup>th</sup> June, 2016.
- 1.1.9.1 In order to meet the objectives of public awareness, public safety and public cooperation, it has been decided that expenditure on such public functions, except those on electronic/print media shall be met from the contingencies of sanctioned projects with the power to approve such expenditure upto 50 lakh vested with the Regional Superintending Engineer of MoRT&H and beyond Rs.50 lakh vested with the concerned Chief Engineer of MoRT&H.



- 1.1.9.2 The expenditure on electronic/print media shall also be met from project contingencies at DAVP rates with the approval of Regional Superintending Engineers of MoRT&H or the concerned MoRT&H.
- 1.1.9.3 In order to exercise economy in expenditure, such function should, however, be restricted only to important works, such as, widening/ strengthening/ four-laning expressways, major bridges and bypasses, and the number of invitees should be kept within a reasonable limit.
- 1.1.10 Providing facilities to Competent Authority for Land Acquisition (CALA) and Taluka Inspector of Land Records (TILR) for acquisition of land for NH Projects as per norms enclosed as Annexure-I and Annexure-II.
- 1.1.11 For incurring expenditure towards payment of statutory charges, e.g. Net Present Value (NPV), Compensatory Afforestation (CA) to be deposited with the Forest Department for obtaining Forest Clearance for NH works and Railway Charges for ROBs/RUBs to be deposited with Ministry of Railways.
- 1.1.12 Any other item (s) with the approval of the Ministry.

The estimates for carrying out, the above activities will be approved by the Ministry's Regional Officer on assurance/certificate by PWD that the amount provided against contingencies is available and has not been indirectly utilized by accepting higher tender rates. The State PWD will also certify that approval of estimates by RO to be charged to contingencies will not cause revision of the sanctioned estimate.

## 1.2 Quality control:

### 1.2.1 The list of items covered under quality control are as under-

#### (i) Staff:

The main supervisory staff shall be from the organization set up. The quality control field staff specifically recruited/hired/transferred/ shared for the specific job of the project for assisting in collection/preparation of samples, conduct of tests, movement of materials/implements/equipments, etc. depending upon the size and magnitude of the work, can be charged to this provision.

#### (ii) Field Laboratory:

Cost of the new equipment/implements or the book value if transferred from other works(s) or hire charges and maintenance charges including the cost of setting up to field laboratory.

#### (iii) Consumables:

Cost of the consumables like oil, chemicals, reagents, filter papers and others used for testing the samples and running the laboratory.

#### (iv) Testing Charges:

The specialized testing which cannot be done by field laboratory, as far as possible, shall be got done through the State, Central or other authorized and approved laboratories. The actual payments made in this regard can be charged.

#### (v) Transportation:

Transportation and movement charges for the samples, equipments, staff etc in respect of the quality control of the work project.

#### (vi) Credit for the salvage/book value of the equipment, materials/implement etc.:

The credit for the residual value of the usable equipments, implements, materials, etc. which were originally charged to a particular book, determined as per prevailing practice shall be given to the work estimates on completion of the work.

- (vii) Expenditure incurred on training of field level staff.

The objective of the training being

- (a) Familiarization with the specifications.
- (b) Knowledge of correct sampling procedure
- (c) Learning testing methodology.

- (viii) Expenditure on experiment work

For effective location specific improvement in materials and techniques

- (ix) Purchase of computers:

The expenditure on purchase of computers up to a limit, not exceeding 20% of the amount provided of quality control under a project can be allowed. However, this amount would be subject to ceiling of Rs. 5 Lacs.

#### 1.2.2 Accounting:

The details of the account under this account head shall be maintained separately as is being done in case of the main work, contingencies and work charged establishment and the expenditure shall be debitabe on actual basis.

#### 1.3 Work Charged Establishment

This provision is meant to cover expenditure on non-supervisory staff (whether regular on casual) employed specifically for execution of work such as personnel engaged on traffic regulation, road diversion, maintenance, watch & ward of stores and field office, collection and handling of samples of materials and survey work etc.

#### 1.4 Agency Charges

The agency charges are meant to cover the following items broadly.

- 1.4.1 Pay and allowances of supervisory staff engaged in construction including TA/DA
- 1.4.2 Office expenses of the PWD establishment including cost of stationery, Photostat, telephone bills, electric bills rentals and fax charges etc.
- 1.4.3 Purchase of petrol/diesel/gas, oils and lubricants for cars/ jeeps and other transport/inspection vehicles for supervisory staff.
- 1.4.4 Expenditure on regular staff required for Preliminary Investigator work viz. subsoil/bearing capacity investigation and topographic/hydraulic survey etc. in preparation of project designs/estimates.

2. The above guidelines may be brought to the notice of all concerned and they be asked to follow the same in letter and spirit. In order to have efficient supervision and monitoring of projects under execution, the field establishments may be provided with sufficient and adequate funds from Agency Charges to run their offices, and to meet expenses of petrol/diesel to run their cars/jeeps for project related works.

3. This issues with the concurrence of the Integrated Finance wing.

Encis: As above

Yours faithfully,

  
(Maya Prakash)  
Director (P&B)  
Tel. No. 011-23710454



Copy to:-

1. All Technical Officers in the Ministry of Road Transport and Highways
2. All Section Officers in the Ministry of Road Transport and Highways
3. All ROs and ELOs
4. Chairman-NHAI
5. AS&FA
6. MD-NHIDCL
7. JS(H)/JS(T)
8. The Director-IAHE/Secretary General-IRC
9. Technical circular file of S&R Division

Copy also forwarded for information to:-

1. PS to Hon'ble Minister (RT&H,S)
2. PS to Hon'ble Minister of State (RTH&S)
3. PPS to Secretary (RT&H)
4. PPS to JS(LAP)

ANNEXURE-I

Enclosure of Ministry's Circular No.NH-15017/17(2)/2016-P&M dated 16<sup>th</sup> June, 2016

The norms for providing facilities to Land Acquisition Officers (CALA) for purpose of acquiring land for National Highways projects are as follows:

(i) **One-time grant for furniture and Office equipment:** The following may be provided as one-time facility to individual CALAs based on the demand made by them. The quantity of various items may be varied based on quantum of work and demand of CALA subject to the limit of Rs. 1.60 lakh per CALA for furniture and office equipment.

Sl. No.	Name/Description	Number/Units	Rate per unit (Rs.)	Amount (Rs.)
1.	Executive table	2	10,000	20,000
2.	Executive Chair	2	5,000	10,000
3.	Office Chair	6	2,000	12,000
4.	Computer table	1	5,000	5,000
5.	Cupboard	1	10,000	10,000
6.	Computer	1	40,000	40,000
7.	Printer	1	5,000	5,000
8.	Scanner	1	10,000	10,000
9.	Miscellaneous items	1	18,000	18,000
	Total			1,30,000

(2) **Recurring Expenses:-** The following facilities based on demand and limited to the provisions stated below may be provided to CALA.

(i) **Man-power:** The following man-power may be allowed to each CALA based on demand made by them.

Sl. No.	Name/Description	Quantity	Max. Rate per month (Rs.)	Amount (Rs.)
1.	Assistant Special Executive Officer (LA)	1	35,000	35,000
2.	Senior Assistant (LA)	1	20,000	20,000
3.	Surveyor *	1	25,000	25,000
4.	Computer Operator	1	10,000	10,000
5.	Peon	1	8,000	8,000
	Total			98,000

\* The surveyor shall also carry out the function of a tracer.

(ii) **Vehicle:** One vehicle for a monthly permissible expenditure upto Rs. 40,000/- including hire charges, driver, fuel, POL, etc., all complete may be provided to CALA only when specific demand is made by a CALA.

(iii) **Office expenses:** A monthly allowances of Rs. 10,000/- may be provided to each CALA for expenses on electricity bill, telephone, stationery etc.

(iv) **Office rent:** A monthly allowances for Office-rent as follow may be provided wherever requested by a CALA. Office premises of CALA wherever allotted can be used by consultant and other PWD official during working for land acquisition.

For grade A city : Rs. 20,000/-

For other urban centres: Rs. 10,000/-

For rural areas: Rs. 7,000/-

(v) The total maximum permissible recurring expenses (excluding Office rent) amounts to Rs. 1,48,000/- which is less than the delegated limit of Rs. 1.50 lakh per month as per guidelines of NHAI.

(vi) The recurring facilities may be provided for a maximum duration of 6 months in the first instance, and may be considered for extension on cases to case basis, if demand is made by CALA.

(vii) Utilization certificates may be obtained from CALA/TILR to whom facilities are extended.



ANNEXURE-II

Enclosure of Ministry's Circular No.NH-15017/17(2)/2016-P&M dated 16<sup>th</sup> June, 2016

The norms for providing facilities to Taluka Inspector of Land Records (TILR) for purpose of acquiring land for National Highways projects are as follows:

(1) The following facilities may be provided to TILRs on case to case basis based on demand made by TILRs: (Rate as per SoR or rate analysis may be attached with every item)

Sl. No.	Name/Description
1.	Providing electronic total station on rental basis for detailed survey for joint measurement.
2.	Vide shooting
3.	Preparation of land records
4.	Preparation of land plans
5.	Enumeration of trees
6.	Demarcation of ROW
7.	Staking out co-ordinates on ground
8.	Clearing of ROW

The rates for the above facilities may be considered as per relevant SoR/analysis of rates. The above mentioned facilities are considered essential to be provided to TILRs for carrying out their work expeditiously. The duration / extent of the above services may also be decided on case to case basis. The concerned Executive Engineers may examine the proposal in detail.

(2) If required, or deemed appropriate, the above work may also be got done by engaging private agencies through a Contract.

No. NH-15017/17/2016-P&M  
Government of India  
Ministry of Road Transport & Highways  
(P&M zone)

Transport Bhawan  
1, Parliament Street  
New Delhi dated 4<sup>th</sup> October, 2016

To

All Secretaries of States/Union Territories, PWDs dealing with National Highways.

**Subject:** Project Contingencies, Quality Control, W.C. Establishment, and Agency Charges- Admissible Expenditure – Corrigendum and Addendum –Reg.

Sir,

I am directed to refer to this Ministry's letter of even number dated 16.06.2016 on the subject cited above and to say that para 1.1.10 of the aforesaid letter may be read now as follows:-

Para 1.1.10 "Providing facilities to Competent Authority for Land Acquisition (CALA), Taluka Inspector of Land Records (TILR) and Arbitrator for acquisition of land for NH Projects as per the norms enclosed as Annexure-I and Annexure-II & Annexure III, respectively".

2. The Annexure III is enclosed herewith. Addendum to Annexure-I regarding providing vehicle to CALAs for purpose of acquiring land for National Highways projects is also enclosed.

3. The above guidelines may be brought to the notice of all concerned and they be asked to follow the same in letter and spirit.

4. This issues with the concurrence of the Integrated Finance wing.

Encls: As above

Yours faithfully,

  
(Maya Prakash)  
Director (P&B)  
Tel. No. 011-23710454

**Copy to:-**

1. All Technical Officers in the Ministry of Road Transport and Highways
2. All Section Officers in the Ministry of Road Transport and Highways
3. All ROs and ELOs
4. Chairman-NHAI
5. AS&FA
6. MD-NHIDCL
7. JS(H)/JS(T)
8. The Director-IAHE/Secretary General-IRC
9. Technical circular file of S&R Division.

**Copy also forwarded for information to:-**

1. PS to Hon'ble Minister (RT&H, S)
2. PS to Hon'ble MOS (RT&H)
3. PPS to Secretary (RT&H)
4. PPS to JS (LAP)



Enclosure of Ministry's Circular no. NH-15017/17/2016-P&M dated 04.10.2016

Addendum to Annexure-I of the circular no. NH-15017/17/2016-P&M dated 16.06.2016.

For para (2) (ii) of the Annexure-I of the Circular dated 16.06.2016	May be read as
<b>Vehicle:</b> One vehicle for a monthly permissible expenditure upto Rs.40,000/- including hire charges, driver, fuel, POL etc., all complete may be provided to CALA only when specific demand is made by a CALA.	<b>Vehicle:</b> One vehicle for a monthly permissible expenditure upto Rs.40,000/- including hire charges, driver, fuel, POL etc., all complete may be provided to CALA only when specific demand is made by a CALA. However, for CALAs in state of Arunachal Pradesh, the monthly permissible expenditure shall be upto Rs.85,000/-.

ANNEXURE-III

Enclosure of Ministry's Circular no. NH-15017/17/2016-P&M dated 04.10.2016

"Norms for providing facility to Arbitrator for the purpose of acquiring land for National Highways Projects"

Man Power: The following man power may be allowed to each Arbitrator based on demand made by them.

Name /Description	Quantity	Max Rate per Month (in Rs.)
Data Entry Operator (who can work in English)	1	Rs. 10,000/- or minimum wage as notified by the respective State Government, whichever is more