

No H-25013/01/2025-Toll (E-261545)
Government of India
Ministry of Road Transport & Highways
(Toll Section)
 Transport Bhawan, 1, Parliament Street New Delhi -110001

Dated the 10th December, 2025

To,

1. The DG (RD) & SS, M/o RT&H
2. The Chairman, NHAI, Dwarka, New Delhi-110075
3. The Managing Director, NHIDCL, World Trade Center, New Delhi-110029
4. Director General, (Border Roads), Seema Sadak Bhawan, New Delhi-110010
5. The Principal Secretaries / Secretaries of all States / UTs Public Works Departments/ Highway Department (dealing with National Highways and other centrally sponsored schemes)
6. All Zonal Heads, M/o RT&H
7. All Engineer- in-Chief / Chief Engineers of all States / UTs Public Works Departments/ Highway Department (dealing with National Highways and other centrally sponsored schemes)
8. All Regional Officers M/o RT&H

Subject: Guidelines / Standard Operating Procedure (SOP) for Toll Notifications and Related Timelines under the National Highways Fee Rules, 2008.

Sir,

Please find enclosed herewith the Guidelines / Standard Operating Procedure (SOP) (Annexure-A) for Toll Notifications and the associated timelines under the National Highways Fee Rules, 2008.

2. The SOP outlines the process for preparing and publishing user fee notifications in Gazette of India along with the procedure for the proposals involving relaxations under the NH Fee Rule, 2008. It also specifies clear timelines and coordination requirements for all executing agencies to ensure timely publication of user fee notifications and the commencement of Fee Collection.
3. In this regard, it is informed that a Committee has been constituted to examine & consider proposals seeking relaxation for locating the fee plaza under Rule 8(1) and 8(2) of NH Fee Rule, 2008 or any other relaxation required under NH Fee Rule, 2008. A Copy of the Committee's constitution is enclosed at **Annexure B**.
4. Further, in view of the said SOP, all executing agencies are requested to prepare a list of such proposals involving relaxation under Rule 8(1) and 8(2) or any other provision of the National Highways Fee Rules, 2008 and submit the same before the committee through Toll Division of the Ministry at the earliest. This is particularly required in such cases where the

timelines specified in the SOP has already been passed, so as to facilitate in this transition period for implementation of SOP, as detailed below:

- (i) Projects stretches wherein 6 months has passed from the appointed date.
- (ii) Stretches proposed for asset monetization under TOT/InvIT in this Financial year.
- (iii) Projects where construction going on and more than 80% project progress is there or less than 6 months time is remaining to likely date of completion as indicated in Datalake whichever is earlier or where possession of land for the user fee plaza has not been obtained /construction of fee plaza not yet started.
- (iv) BOT/ TOT/ InvIT projects whose concession period expired/ going to be expired (less than 06 months remaining to the date of expiration date) or foreclosed/ terminated and to be converted into Public funded fee plazas.

For other projects needing the relaxation under Rule 8(1) and 8(2) or any other relaxation under the NH Fee Rules, 2008, may be submitted duly following the timeline stated in the SOP.

5. It is requested to bring these to the notice of all concerned for compliance with immediate effect.

6. This issues with the approval of the Competent Authority.

Encl: As above.

Yours faithfully,


(Aditya Upadhyay)

Assistant Executive Engineer (Toll)

E-Mail: aditya.upadhyay@gov.in

Copy to:

- 1. PS to Hon'ble Minister, M/o RT&H
- 2. PS to Hon'ble Minister of State, M/o RT&H
- 3. PPS to the Secretary, M/o RT&H
- 4. PS to AS&FA, M/o RT&H
- 5. PPS to AS (Highways), MoRT&H
- 6. PS to JS (Toll), MoRT&H
- 7. All Technical officers of Ministry
- 8. Technical circular file of S&R Division
- 9. Director (NIC) - with a request to upload this on Ministry's website under relevant section.

Subject: Guidelines / Standard Operating Procedure (SOP) for Toll Notifications and Related Timelines under the National Highways Fee Rules, 2008.

A. Objective:

This Standard Operating Procedure (SOP) establishes a uniform, transparent, and time-bound framework for the preparation and issuance of user fee notifications. It seeks to ensure:

- Streamlined coordination between the Ministry and executing agencies.
- Timely publication of user fee notifications in alignment with project completion milestones.
- Uniform guidelines for consideration of relaxations cases under Rule 8(1) and 8(2) of the National Highways Fee Rules, 2008.
- Integration of technology-based systems to enhance operational efficiency, transparency, and user convenience.
- Institutionalized monitoring and accountability through defined timelines and review mechanisms to ensure no delay in User fee notification after COD

This SOP is to be read in conjunction with and is supplementary to the Planning Division SOP dated 07.03.2019 (copy enclosed) and the Toll Division SOP issued dated 08.07.2020 (copy enclosed).

Relaxation means if the fee plaza is proposed to be established <60 km from any adjoining fee plazas (irrespective of same or different NH) and/or less than 10 km from the municipal / town area limits, & any other relaxation under the NH fee Rule is required for the establishment of the user fee plaza.

B. Toll Committee for relaxation under Rule 8(1) and 8(2) of NH Fee Rules, 2008:

A Committee shall be constituted for consideration and recommendation of proposals involving relaxation under the NH Fee Rules. The Committee shall review the proposal before sending the file for approval of Competent Authority and publication of fee Notification in Gazette of India. **If no relaxation under the NH Fee Rules is required, then the proposal may be submitted to Toll Division of the Ministry without deliberation in the Toll committee as per the existing practice.**

The Committee shall comprise the following members:

1. Member (Commercial Operation), NHAI as Chairperson
2. Concerned member of NHAI/ MD, NHIDCL or Concerned Zonal Head of MoRTH
3. Additional Secretary & Financial Adviser (AS&FA) or his representative
4. Joint Secretary (Toll), MoRT&H
5. CGM(CO), NHAI

SE(Toll) shall be the Convener of meeting.

The above committee will examine the relaxation proposals for locating the fee plaza under Rule 8(1) and 8(2) of NH Fee Rules, 2008 or any other relaxation required under the NH Fee Rules.

C. Process of Approval:

Following Cases are possible for consideration and recommendation by the committee:

Case 1: All newly awarded/ to be awarded projects

Provisions related to the user fee plaza are considered at the time of SFC/ PPPAC/ PIB appraisal, in cases the any relaxation involve under NH fee Rule, 2008, must be indicated in the appraisal of the proposal by SFC/PPPAC/PIB, as the case may be.

- a. For all such newly awarded projects, the executing agency (NHAI/ NHIDCL/ State PWD through Road wing of the Ministry) shall, **within Six months from the appointed date**, apprise the Tolling Committee regarding any requirement for relaxation under Rule 8(1) and 8(2) or any other relaxation from NH Fee Rule. The justification must be submitted with all supporting documents, technical reasons, and analysis.
- b. For all such NH stretches proposed for asset monetization under TOT/ InvIT, the Tolling Committee shall be apprised before the bidding process about any required relaxations under Rule 8(1), Rule 8(2), or any other relaxation from NH Fee Rule. Also, any NH stretch where bidding is still pending and requires relaxation under the NH Fee Rules must be placed before the Committee.

Case 2: All projects whose construction is already going on:

For all the projects whose construction is going on and **with 80% project progress or 6 months before likely date of completion as indicated in Datalake whichever is earlier** or where possession of land for the user fee plaza has not been obtained / construction of fee plaza not yet started.

Case 3: BOT/TOT/ InVIT projects whose concession period expired/ going to be expired or foreclosed/terminated and to be converted into Public funded fee plazas:

Since the location of fee plazas in case of BOT/ TOT/ InVIT agreements is governed as per the respective concession agreement. Therefore, in the cases where the BOT TOT/ InVIT concession agreement (CA) is foreclosed/ terminated or after the expiry of concession period shall be processed for publication of user fee notification such that upon expiry fee plaza can be operated on Public Funded Mode under the new notification at the earliest.

- a. Where CA is Foreclosed/ Terminated, fee notification proposal shall be **moved immediately** upon the notice of termination to the concessionaire.
- b. Where BOT TOT/ InVIT agreement is going to expire, fee notification proposal shall **be moved 06 months prior to the said expiration date** mentioning the date from which new notification will be applicable.

D. Timelines for Various Processes:

1. For all under-construction BOT or public-funded projects, the initiation of user fee notification shall commence **either six months before completion of the project or upon reaching 80 percent physical progress, whichever occurs earlier**

2. All the executing agencies (NHAI/ NHIDCL/ State PWD through Road Wing of the Ministry) shall ensure that, by the time a project attains **95 percent physical progress, the user fee notification is finalized, approved, and published in the Gazette of India without any delay.**
3. For ongoing BOT projects, the process for conversion of BOT to public funded mode shall be initiated **at least six months prior to the completion of concession agreement.**
4. Under no circumstances shall this process be delayed beyond the stipulated period without any proper/specific justification and approval from the Competent Authority or Tolling Committee.
5. The User fee notification process, upon receipt of the proposal from the executing agency such as NHAI, NHIDCL, State PWDs through Road Wing of the Ministry, or any other authorised entity, shall reach to the Secretary, RT&H for approval of Competent Authority within 21 working days after the receipt of proposal in the Ministry. This includes internal examination by Toll Division and concurrence by IFD.
6. IFD shall concur the proposals of user fee notification within 10 working days. The IFD's timeline shall be inclusive of the total 21-day period to avoid any ambiguity.
7. The detailed timeline of the main activities identified in the process of publication of user fee notification in various cases are attached at **Annexure I**

E. Technology-Driven / System Integration Approach:

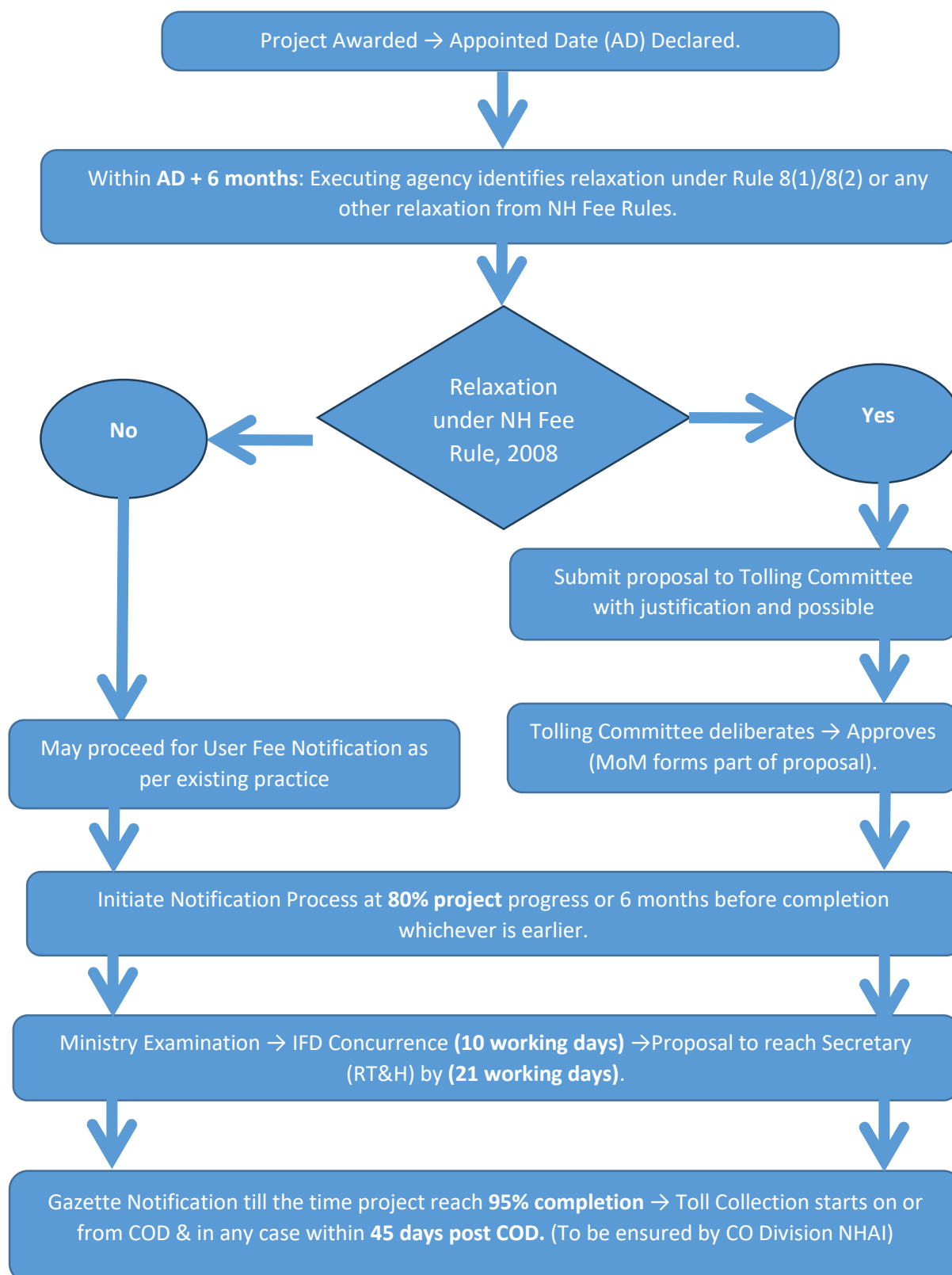
1. Before proposing any relaxation to the committee under the NH Fee Rules, 2008, the executing agency shall explore all feasible alternatives to avoid relaxations including through technological or administrative measures. These measures may include redistribution of influence lengths, realignment of user fee locations, or integration of tolling arrangement through advanced technology and digital platforms.
2. In cases where a commuter travels across multiple stretches involving more than one fee plaza, integration of influence length to avoid unfair burden on road users may also be explored to ensure seamless tolling.
3. All the adjoining fee plazas (irrespective of same or different NH) including the fee plazas on the State highway must be taken into account in the deliberation to avoid inconvenience caused to road users in frequently encountering the fee plazas.
4. The executing agencies shall ensure that no gap in tolling coverage or duplication in user fee collection arises from such integrations.
5. The deliberations made from the technology point of view regarding integration or redistribution of fee plazas shall be submitted to the Committee as one of the base documents for its consideration.
6. Upon integration (if any), fee notification of all the affected fee plazas will be modified and accordingly a consolidated proposal encompassing amendment to all the fee notifications should be submitted to the Ministry.

F. Monitoring and Compliance:

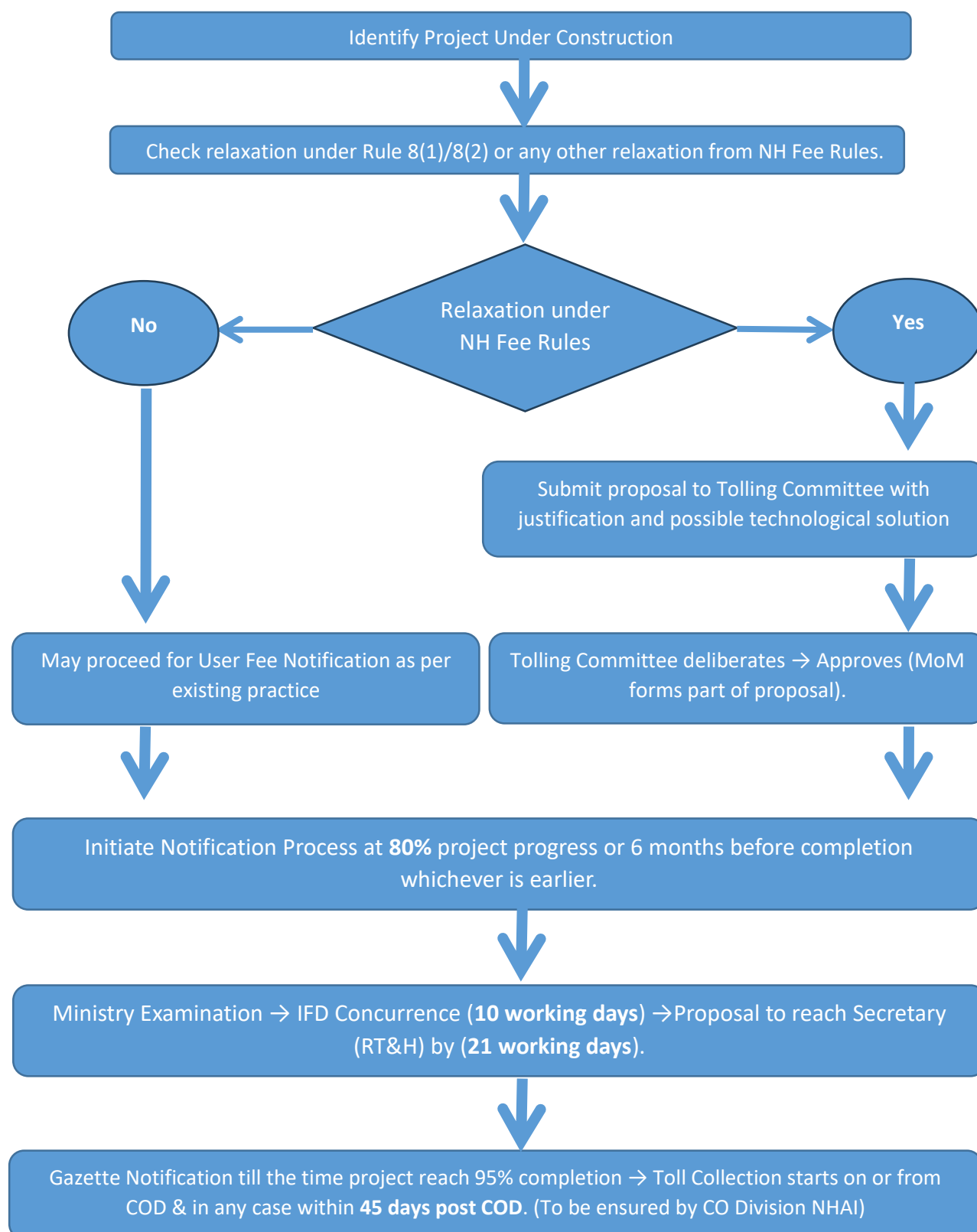
1. All executing agencies, NHAI, NHIDCL, State PWDs through Road Wing of the Ministry, shall adhere to the timeline of the entire fee notification process from initiation to publication.
2. The executing agencies shall also ensure coordination with IHMCL/ NHAI for integration of Fee Plazas if any & FASTag compliance.
3. Further, Dashboard creation is under progress which will be used to monitor the projects so as to ensure compliance with the Timeline

Annexure I- Flow Diagram

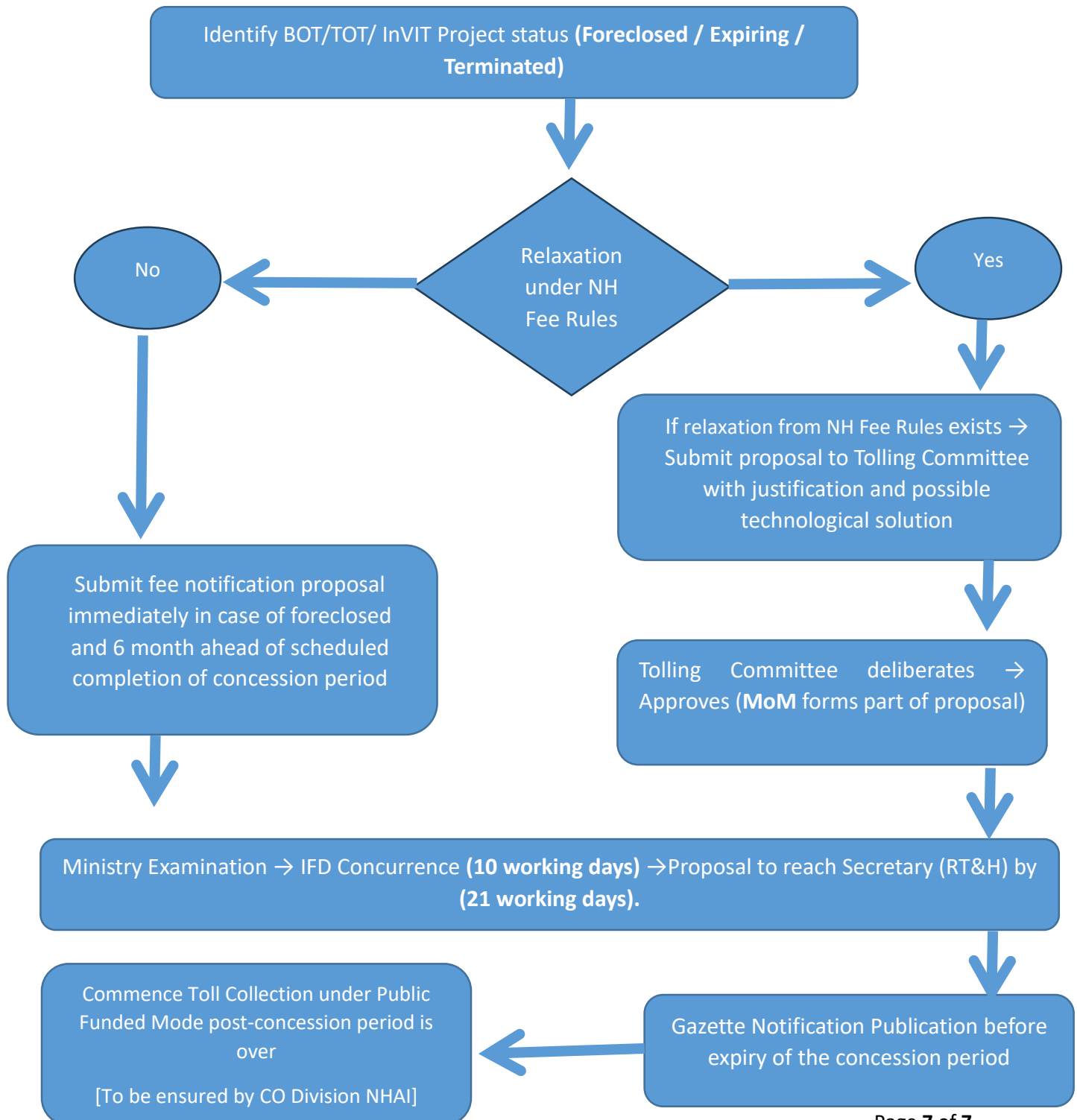
Case 1- All newly awarded/ to be awarded projects (For Asset monetisation projects, this flow shall be used as fit)



Case 2- All projects whose construction already going on:



Case 3: BOT/TOT/ InVIT projects whose concession period expired/ going to be expired or foreclosed/terminated and to be converted into Public funded fee plazas:



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Dated the 10th December, 2025

ORDER

Subject: Guidelines / Standard Operating Procedure (SOP) for Toll Notifications and related timelines under the National Highways Fee Rules, 2008- Formation of Committee for consideration and recommendation of proposals seeking relaxation under Rule 8(1) and 8(2) of NH Fee Rules, 2008-reg.

With the approval of the Hon'ble Minister, RT&H, a Committee has been constituted to examine and consider proposals involving relaxations under Rule 8(1) and 8(2) of the National Highways Fee Rules, 2008 or any other relaxation required under these Rules. The Committee shall review the proposals and provide its recommendations prior to forwarding the draft fee Notification for approval of the Competent Authority in the Ministry.

2. The Committee comprise the following members:
 - (i) Member (Commercial Operation), NHAI - as Chairperson
 - (ii) Concerned member of NHAI or MD, NHIDCL or Concerned Zonal Head of MoRTH
 - (iii) Additional Secretary & Financial Adviser (AS&FA) or his representative
 - (iv) Joint Secretary (Toll), MoRT&H
 - (v) Chief General Manager, Commercial Operation, NHAI
3. Superintending Engineer Toll, M/o RT&H shall be the Convener of meeting.
4. If no relaxation under the NH Fee Rules is required, then the proposal may be submitted to Toll Division of the Ministry without deliberation in the Toll committee as per the existing practice.
5. This issues with approval of the Competent Authority.


(Aditya Upadhyay)
Assistant Executive Engineer (Toll)
E-mail- aditya.upadhyay@gov.in

To,
All Members of Committee

Copy to:-

1. The Principal Secretaries / Secretaries of all States / UTs Public Works Departments/ Highway Department (dealing with National Highways and other centrally sponsored schemes)

2. Director General, (Border Roads), Seema Sadak Bhawan, New Delhi-110010
3. All Zonal Heads, MoRTH
4. All Engineer- in-Chief / Chief Engineers of all States / UTs Public Works Departments/ Highway Department (dealing with National Highways and other centrally sponsored schemes)
5. All Members, NHAI
6. All Regional Officers MoRTH

Copy for information to:-

1. PS to Hon'ble Minister, RT&H
2. PS to Hon'ble Ministers of State, RT&H
3. PSO to Secretary, M/o RT&H
3. Sr. PPS to DG(RD) & SS , M/o RT&H
4. PPS to Chairman, NHAI
5. PPS to AS&FA, MoRT&H
6. PPS to AS (Highways), MoRT&H