

The Right to Information Act, 2005

Manual

**In respect of Sections 4(b)(i),(ii), (iii), (iv), (v), (vi),(vii),
(xi), (xiii),(xiv), (xvi) and (xvii)**

**Ministry of Shipping, Road Transport & Highways
Department of Road Transport & Highways
(Office of the Superintending Engineer, Civil)**

4(b)(i) The particulars of its organisation, functions and duties

The Department of Road Transport & Highways (DORT&H) in the Ministry of Shipping, Road Transport & Highways (MOSRT&H), Government of India is primarily responsible for development and maintenance of National Highways (NHs). The State PWDs (Public Works Department), NHAI (National Highways Authority of India) and BRO (Border Roads Organisation) are the executing agencies for NH works.

The DORT&H has 14 Regional Offices of Civil each headed by Superintending Engineer. In addition there are 3 Engineer Liaison Offices on the Civil side headed by Executive Engineer. The stations and jurisdiction of Regional Offices and Engineer Liaison Offices are as under:-

Regional Office Stations	Jurisdictions (States)	Address
CIVIL		
Bangalore	Karnataka	Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, Department of Road Transport & Highways, Annexe Building, KR Circle, Bangalore-560001
Bhopal	Madhya Pradesh, Chattisgarh	Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), st Floor, 'D' Wing, Satpura Bhawan, Bhopal-462004
Bhubneswar	Orissa	Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), World Bank Project, Plot No. 184, Near CRPF Stadium, Baramunda, Bhubneshwar-751003
Chandigarh	Haryana, Himachal Pradesh, Jammu & Kashmir, Punjab, Chandigarh	Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), Kendriya Sadan, Sector-9, Chandigarh
Chennai	Tamil Nadu, Pondicherry	Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), Block-A, C-Wing, Rajaji Bhavan, Besant Nagar, Chennai 600 090.
Gandhinagar	Gujarat, Daman & Diu	Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), Block No. 14, 2 nd floor, New Sachivalaya, Gandhinagar-38201
Guwahati	Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura	Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), Rajgarh Road, Guwahati-3.
Hyderabad	Andhra Pradesh	Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), Quality Control Building (R&B), 2 nd Floor, Errum Manzil, Hyderabad-500082

Jaipur	Rajasthan	Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), Opp DCM, Ajmer Road, PO Shyam Nagar, Jaipur 302 019.
Kolkata	West Bengal	Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), Room No. 106, Block-C (1 st floor), Central Govt. office complex, Salt Lake, Kolkata-700064 .
Lucknow	Uttar Pradesh, Uttaranchal	Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), Kendriya Bhavan, Hall No 1, 7 th Floor, Sector-H, Aliganj, Lucknow.
Mumbai	Maharashtra, Goa	Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), 95, New Administrative Building No.2, Ground Floor, PWD Compound, R.C. Marg, Chabur, Mumbai-400071
Patna	Bihar, Jharkhand	Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), 17 Aniket Co-operative Housing Colony, Kidwaipuri (SK Nagar), Patna-800 00
Thiruvananthapuram	Kerala	Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), NH Building, Public Office Building, Thiruvananthapuram-751001
Engineer-Liaison Offices (Functions under Regional Offices)		
Dehradun	Uttaranchal	Executive Engineer (Level-I), PWD Uttaranchal, Camp Office, Dehradun (Uttaranchal)
Raipur	Chattisgarh	Executive Engineer, Ministry of Shipping, Road Transport & Highways, Pension Bada, NH Campus, Raipur,
Ranchi	Jharkhand	Executive Engineer, Ministry of Road Transport & Highways, ELO, Engineer's Hostel, Ground Floor, Suit No. 3, HEC Campus-PO, Dhurwa, Ranchi-834004

The Regional Officer acts as local representative of Government of India, MOSRT&H in order to render effective help to the State PWDs (executing agencies) in the areas of planning, field investigations, reparation of Detailed Project Estimates and execution of NH works and other centrally financed schemes. He also acts as Drawing and Disbursement Officer for the purpose of making payment under Direct Payment Procedure to contractors, executing National Highway works excepting the works executed under Flood Damage Repairs(FDR) and Ordinary Repairs (OR).

4(b)(ii) The powers and duties of officers of Roads Wing

The main functions/duties and responsibilities of the Regional Officer are as under:-

- (i) Maintain close liaison with State PWDs in the stage of planning (including) preparation of annual plans), detail investigations, technical advice in design, construction process, preparation of DPRs of National Highways.
- (ii) Monitoring of National Highway works.
- (iii) To keep close liaison with field officers by undertaking frequent inspection, monitoring the progress of NH works including tendering/award of works, oversee the effective quality control and timely completion of projects besides pin pointing bottlenecks, if any in expeditious execution of works.
- (iv) To approve stretches to be taken up under periodical renewals (PR) and bridge repairs; assessment of flood damages and recommendations for the restoration of flood damages.
- (v) To liaise with PWDs to ensure that all relevant data/registers are maintained and traffic census is carried out regularly.
- (vi) To persue with the State PWDs that information in respect of Parliament Questions, Consultative Committee, VIP references, Court Cases, PAC matters besides audit paras are furnished promptly.
- (vii) To act as DDO (Drawing and Disbursement Officer) under Direct Payment Procedure for NH(original) and PR works of National Highways executed by the State Governments. The certified bills for these works are submitted by respective Divisions of PWD.
- (viii) To act as Highway Administration within his jurisdiction for NHs entrusted to NHAI.
- (ix) Reviewing the CRF and centrally sponsored works.
- (x) Monitoring of action taken by the State PWD for prequalification of tenders as per Ministry's instructions on the subject.
- (xi) Approval of contingency estimates for NH works as per Ministry's guidelines
- (xii) Attending the meetings as a member of the Tender Evaluation Committee for works costing more than Rs. 5.0 crore.

- (xiii) Scrutiny of proposals for access connections to Retail Outlets and Private Properties from National Highways and recommending them to the Ministry for approval.
- (xiv) Furnishing various important data items like location of traffic count stations, location of built up areas enroute with drainage problems etc., to Ministry's Headquarters for formulating appropriate remedial actions.

4(b)(iii) Procedure followed in the decision making process, including channels of supervision and accountability

Approvals to the National Highway works executed by the State Governments (State PWD) are accorded by Ministry's Headquarters at New Delhi, except the works executed from ordinary repairs funds, and powers are vested with the Ministry. Regional Officers act as local representatives of the Ministry undertaking the functions and duties as listed above. The Regional offices have, however, not been vested with any powers in relation to NH works.

Procedure followed in decision making process:

Regional Officer associates himself in –

- (i) Preparation of Draft Annual Plan for Development of National Highways, finalisation of Periodical Renewal (PR) Programme and Special Repair work in consultation with State PWD as per site conditions and inter-se priority.
- (ii) Processing of Flood Damage Proposals and Estimates received from State PWD based on site inspection and sending recommendations to Ministry for approval.
- (iii) Examining the proposals/estimates pertaining to Original Works and Special Repair works and sending comments to Ministry as and when required.

He also process bills for payments to contractors for NH(O) and PR works adopting procedure as follows:-

- (i) Bills for NH Works prepared and certified by respective PWD Divisions are submitted to Regional Office (Civil) (R.O.), who

after examination the bills as per DPP guidelines sends them to the concerned Regional Pay & accounts Officer.

- (ii) The bills containing all requisite documents and found in order after scrutiny are counter signed by the D.D.O. and sent to Regional Pay & Accounts (RPAO) for releasing payments. Bills found deficient are returned to the respective NH Division with observations for compliance.
- (iii) Observations of RPAO on bills, if any, are complied in consultation with concerned PWD Divisions expeditiously by obtaining information from PWD Divisions concerned, if required. General deficiencies in bills are brought to the notice of PWD officers through discussions. Case-wise deficiencies are communicated through letters by post or by FAX.
- (iv) After receipt of payments for works through Cheque/Demand Drafts, the same are sent to the concerned NH Division through their authorised representatives.
- (v) DPP accounts maintained by the Regional office are reconciled with the concerned RPAO and NH Division from time to time.
- (vi) Tax deducted at source certificates to the contractors are issued by the DDO each year in consolidated manner.

Regional Officer also processes cases of access to Retail Outlets and Private Properties from National Highways. These cases are processed on their receipt from concerned Chief Engineer, PWD by Regional Office as per Ministry's guidelines. The cases found deficient are returned to the Oil companies through State PWD for rectification of deficiencies. The cases found in order are recommended to the Ministry for approval of competent authority and signing of License Deed. After approval and signing of License Deed by Ministry, the Layout & signed License Deed are sent to the oil company under intimation to the respective State PWD officers.

Administrative matters of Regional office are sent to Ministry's Headquarters for further action.

4(b)(iv) The norms for discharge of functions:-

Nature of reference and the complexity and the urgency of the reference determine the priority of submission and disposal of such case. For example, Parliamentary matters are given Top Most Priority.

References are examined on 'First come first serve' basis, other things being equal. Norms for discharge of functions of technical works are being followed as laid down by the Dept of Road Transport & Highways from time to time.

4(b)(v) Rules/Regulations/Instructions/Manuals/Records, held by it or under its control or used by its employees for discharge of functions:-

For processing of NH proposals/estimates various relevant IRC Codes, IS Codes, Ministry's guidelines etc. are used.

For scrutiny of DPP Bills, DPP guidelines with amendments are used.

Apart from normal Govt. rules/procedure, the acts, rules and regulations mentioned at http://morth.nic.in/Roads_Manual.htm are also used by Regional Offices.

4(b)(vi) Statement of the categories of documents that are held by it or under its control

- (a) Documents related to recommendation of various NH proposals;
- (b) Documents related to processing of Retail Outlets cases and Right of Way permission cases;
- (c) Documents related to scrutiny of DPP Bills;
- (d) Minutes of various meetings organised by Regional Office;
- (e) Copies of Ministry's guidelines in respect of NH/centrally sponsored schemes;
- (f) Copies of Ministry's Standard Drawings; and
- (g) Copies of sanction letters and minutes of critical review meeting.

4(b)(vii) The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof:

Regional offices being very small establishments and are meant generally to provide a bridge between Ministry's Headquarters and State Governments. No public relation is involved in the discharge of functions of

the Regional Offices. However, full cooperation is extended by Regional Office to any public representative visiting the Regional Office for any purpose with regard to development of National Highways in his/her areas, for redressal of grievances through the State PWD.

4(b)(xi) The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursement made:-

Funds are allocated to States (Agencies) under the jurisdiction of Regional Offices. Details of the scheme under which funds are allocated to states are given at <http://morth.nic.in/Roads-Manual.htm> .

4(b)(xiii) Particulars of recipients of concessions, permits or authorisations granted by it

NIL.

4(b)(xiv) details in respect of the information, available to or held by it, reduced in an electronic form

NIL.

4(b)(xvi) The names, designations and other particulars of the Public Information Officers

Regional Office Stations	Name, designation and address
CIVIL	
Bangalore	Shri R.K. Pandey, Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, Department of Road Transport & Highways, Annexe Building, KR Circle, Bangalore-560001
Bhopal	Shri I.K. Pandey, Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), Ist Floor, 'D' Wing, Satpura Bhawan, Bhopal-462004
Bhubaneswar	Shri P.V.V.S.R. Prasad, Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), World Bank Project, Plot No. 184, Near CRPF Stadium, Baramunda, Bhubneshwar-751003
Chandigarh	Shri A.K. Nagpal, Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), Kendriya Sadan, Sector-9, Chandigarh
Chennai	Shri M G Jayachandran, Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), Block-A, C-Wing, Rajaji Bhavan, Besant Nagar, Chennai 600 090.

Gandhinagar	Shri S.K. Marwah, Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), Block No. 14, 2 nd floor, New Sachivalaya, Gandhinagar-38201
Guwahati	Shri Mool Chand, Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), Rajgarh Road, Guwahati-3.
Hyderabad	Shri C.R. Gangadhara, Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), Quality Control Building (R&B), 2 nd Floor, Errum Manzil, Hyderabad-500482
Jaipur	Shri A K Saxena, Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), Opp DCM, Ajmer Road, PO Shyam Nagar, Jaipur 302 019.
Kolkata	Shri P. Halder, Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), Room No. 106, Block-C (1 st floor), Central Govt. office complex, Salt Lake, Kolkata-700064 .
Lucknow	Shri A. Lakra, Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), Kendriya Bhavan, Hall No 1, 7 th Floor, Sector-H, Aliganj, Lucknow.
Mumbai	Shri D.O. Tawade, Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), 95, New Administrative Building No.2, Ground Floor, PWD Compund, R.C. Marg, Chambur, Mumbai-400071
Patna	Shri S.S. Nahar, Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), 17 Aniket Co-operative Housing Colony, Kidwaipuri (SK Nagar), Patna-800 00
Thiruvanthapuram	Shri C. Ekambaram, Superintending Engineer (Civil), Ministry of Shipping, Road Transport & Highways, (Department of Road Transport & Highways), NH Building, Public Office Building, Thiruvananthapuram-751001
Engineer-Liaison Offices (Functions under Regional Offices)	
Dehradun	Shri Rahul Gupta., Executive Engineer, O/o Exeructive Engineer (Level-I), PWD Uttaranchal, Camp Office, Dehradun (Uttaranchal)
Raipur	Shri Sadre Alam, Executive Engineer, Ministry of Shipping, Road Transport & Highways, Pension Bada, NH Campus, Raipur,
Ranchi	Shri Kishore Chandwani, Executive Engineer, Ministry of Road Transport & Highways, ELO, Engineer's Hostel, Ground Floor, Suit No. 3, HEC Campus-PO, Dhurwa, Ranchi-834004

4(b)(xvii) Such other information as may be prescribed

NIL.