

No. RW/NH-33044/10/2003-S&R(R)

Dated the 13th May, 2003

To

All Secretaries dealing with Roads of all States and UTs, Engineer-in-Chief/Chief Engineers dealing with National Highways and other Centrally sponsored Road & Bridges Scheme of all States & UTs, Director General (Border Roads), Chairman, National Highways Authority of India.

Subject: Inauguration / Bhoomi Pujan/Foundation Stone Laying/Any other ceremony in respect of National Highway works

Please refer to this Ministry's letter No. RW/NH-11043/1/87-DO I dated 20.04.1990 on the subject of opening/foundation stone laying ceremonies and naming of bridges for works on National Highways. The instructions have been reviewed to streamline the procedure in respect of National Highway works and accordingly, following consolidated instructions in supersession of earlier circular on the subject are issued.

2. Inauguration / Bhoomi Pujan / Foundation Stone Laying / any other Ceremony for National Highways works:

As the National Highways vest in the Central Government, all ceremonial functions like Inauguration / Bhoomi Pujan / Foundation Stone Laying etc. relating to National Highways will be done by the Hon'ble Minister, MoRT&H or a Minister from the Central Government, as decided by the MoRT&H. It is, therefore, incumbent on the part of the executing agencies to intimate the Government of India three months in advance about the likely start/completion of any work for holding Bhoomi Poojan / Inauguration/Foundation Stone Laying/any other ceremony for National Highway Works. For this purpose following procedure shall be followed:

- (a) When the Bhoomi Poojan / Inauguration / Foundation Stone Laying/any other ceremony for any National Highway work is to be held, the State Chief Engineer (NH) will make a report well in advance (copy of the request should be endorsed to Regional Officer / Engineer Liaison Officer) about it to this Ministry, who will take a decision about the day of the ceremony as well as dignitary who would perform the function.
- (b) The Chief Engineer of this Ministry, dealing with the concerned project, will be the 'nodal officer' for finalization of invitation card, programme, plaque and advertisement by the Ministry. He will also coordinate with the State Government/Chief Engineer regarding the function.
- (c) Detailed programme of this function and the advertisement to be issued on such occasion shall be made by the concerned Chief Engineer of the Ministry.
- (d) Invitation cards shall be issued on behalf of the Government of India, Ministry of Road Transport & Highways. Formats for invitation card and plaque are enclosed. No other type of invitation card or plaque shall be permitted.
- (e) Expenditure on such a ceremony should be kept to a minimum level and should not exceed Rs. two lakh. It will include expenditure of a contingent nature like printing of Invitations, Plaque, provision of shamianas, refreshments, garlands and photographs etc. Advertisements shall be published through DAVP as per rules. In case of important functions which are attended by the President/Vice-President /Prime Minister of India and/or Minister for Road Transport & Highways, the expenditure ceiling will be decided by this Ministry on case to case basis. 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.

(f) Due courtesy in order of protocol shall be ensured in extending the invitations to the dignitaries in the following order:

- (i) Member of Parliament (Lok Sabha) representing the spot where function is being held.
- (ii) Member of Legislative Assembly representing the spot where function is being held.
- (iii) Member of Parliament (Rajya Sabha) representing the district where function is being held.
- (iv) Other invitees may be decided by MoRT&H.

3. This may please be brought to the notice of all concerned for strict compliance.

(Enclosure of Ministry's circular No. RW/NH-33044/10/2003-S&R(R) dated the 13th May, 2003)

Invitation Card



On the occasion of the Inauguration / Bhoomi Pujan / Foundation Stone Laying of (Name of the project) on NH _____ in (Name of the State)

By

Hon'ble _____

Ministry of Road Transport and Highways

Government of India

Request the pleasure of your company

On

(Day), the (Date)

Hon'ble _____

will preside

Guests of Honour

Hon'ble _____

Venue & Time

RSVP

Ministry of Road Transport and Highways
Government of India

Public Works Department
State Government of _____

Inauguration / Bhoomi Pujan / Foundation Stone Laying of

(Name of the project) _____

held on (Day), the (Date)

By

Hon'ble _____

In the presence of

Hon'ble _____

Guest of Honour

Hon'ble _____