

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

Dated the 13th May, 2003

To

The Secretaries dealing with Roads of all States and UTs, Chief Engineers dealing with State Roads other than NHs

**Subject:** Inauguration/Bhoomi Puja/Foundation Stone Laying/any other ceremony in respect of Centrally Sponsored Schemes under Inter-State connectivity and Economic importance

Central Government has been providing grants for improvement of State Roads under Centrally sponsored schemes of Inter-State connectivity and Economic Importance. All ceremonial functions like Inauguration/Bhoomi Puja/Foundation Stone Laying etc. relating to these centrally sponsored schemes 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 functions like Inauguration/Bhoomi Puja/Foundation Stone Laying/any other ceremony for any work under Centrally Sponsored Schemes of Inter-State connectivity and Economic Importance. For this purpose following procedure shall be followed:

- (a) When the Inauguration/Bhoomi Puja/Foundation Stone Laying/any other ceremony for any work pertaining to Centrally Sponsored Schemes is to be held, the State Chief Engineer is required to make a report well in advance (copy of the request should be endorsed to Regional Officer/Engineer Liaison Officer) about it to the 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 furnished by the State Chief Engineer and got approved from the Ministry.
- (d) Invitation cards shall be issued on behalf of the Government of India, Ministry of Road Transport & Highways and State Government. Formats for invitation cards 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 got 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 the 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.

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