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GOVERNMENT OF INDIA
MINISTRY OF ROAD TRANSPORT & HIGHWAYS

Parivahan Bhavan,
1, Sansad Marg
New Delhi-110001

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

Dated: 16th December, 2011

To

1. The Principal Secretaries /Secretaries of all States/U.Ts. Public Works Department dealing with National Highways, other Centrally Sponsored Schemes and State Schemes.
2. The Engineers-in-Chief and Chief Engineers of Public Works Departments of States/U.Ts dealing with National Highways, other Centrally Sponsored Schemes and State Schemes.
3. The Chairman, National Highways Authority of India (NHAI), G-5&6, Sector-10, Dwarka, New Delhi-110 075.
4. Director General (Border Roads), Seema Sadak Bhawan, Ring Road, New Delhi-110 010.

Sub: 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-33044/10/2003-S&R(R) dated 13th May 2003 on the subject of Inauguration/ Bhoomi Pujan/ Foundation Stone Laying/ Any other ceremony in respect of National Highway works. 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/ Minister of State, Road Transport & Highways, 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 other 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.

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 shall be in accordance with the formats provided in Ministry's letter No. RW/NH/33044/10/2003/S&R(R) dated 13th May, 2003.

(e) Expenditure on such a ceremony should be kept to a minimum level and should not exceed Rs. three 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/ Minister of State, 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 to 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 spot 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.

Yours faithfully,



(Trivendra Kumar)

Executive Engineer SR&T (Roads)
for Director General (Road Development) & SS

Copy to:

1. All the Technical officers in the Ministry of Road Transport & Highways
2. All ROs and ELOs
3. The Secretary General, Indian Roads Congress
4. The Director, IAHE
5. Technical Circular File of S&R Section
6. NIC - for office intranet

Handwritten note:
V. Kumar for CEO
29/12/17