

**GOVERNMENT OF INDIA  
MINISTRY OF ROAD TRANSPORT & HIGHWAYS  
(S&R-P&B ZONE)**

**Transport Bhawan  
1, Parliament Street,  
New delhi-110001**

**F. NO. RW/NH-34066/25/2018-S&R(P&B)**

**Dated: 4<sup>th</sup> April, 2019**

**To,**

1. The Chief Secretaries of all State Government/UTs
2. The Principal Secretaries / Secretaries of all States / UTs Public Works Department dealing with National Highways, other centrally sponsored schemes.
3. All Engineers-in-Chief and Chief Engineers of Public Works Department of States / UTs dealing with National Highways other centrally sponsored schemes.
4. The Chairman National Highways Authority of India G-5&6, Sector-10 Dwarka, New Delhi-110075.
5. The Director General (Border Roads), SeemaSadakBhawan Ring Road, New Delhi-110010.
6. The Managing Director, NHIDCL, PTI Building, New Delhi-110001.
7. All CE-ROs, ROs and ELOs of the Ministry

**Subject: Deployment of key personnel of various consultancy assignments inter - alia during feasibility/ DPR.**

The deployment of various key personnel as per the provision of consultancy assignment is not only the contractual requirement but also essential for delivery of a good quality feasibility / DPR / consultancy report. It has been noticed in some consultancy work that key personnel, as approved and finalized during technical negotiation are not being fielded by the consultant which is resulting into delay in the delivery of consultancy report and also affecting the quality of the services.

2. The requirement of the key personnel at site /office are generally specified in the TOR / contract agreement and the implementing agency is required to ensure the deployment of the Key personnel in the field and in design office as per provisions of the contract agreement.

3. Accordingly, it is reiterated that the provisions given in the consultancy agreement regarding availability of the key personnel and preparation of the quality DPR are to be ensured invariably. In case any implementing agency observe non-availability of the key personnel, action is to be taken as per the provisions of the consultancy agreement for non performance of the firm as well as the key personnel

and a report is to be furnished from time to time to the Ministry. Defaulting firms as well as key personnel may also be notified as nonperforming who will not be considered for future assignment till they cure the default.

4. This issues with the approval of Competent Authority.

Yours faithfully,



(Raj Kumar)

Assistant Executive Engineer , S&R (P&B)  
For Director General (Road Development) & SS

**Copy to:**

1. All CEs in the Ministry of Road Transport & Highways
2. The Secretary General, Indian Roads Congress
3. Technical circular file of S&R (R) Section
4. NIC-for uploading on Ministry's website under "What's new"

**Copy for kind information to:**

1. Sr. PPS to Secretary (RT&H)
2. PPS to DG (RD) & SS
3. PPS to AS&FA
4. PS to ADG-I
5. PS to JS (T)/ JS (H)/ JS (LA&C)/ JS (EIC)